

	THE PROVISION OF SOFT SERVICES FOR CLEANING, GARDENING AND PEST CONTROL SERVICES FOR ESKOM PROPERTY MANAGEMENT CCC EC EL, MTHATHA, PE AND ALIWAL NORTH ZONES. OHS REQUIREMENTS (Low risk services)	Template Identifier	240-73418055	Rev	2
		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Project Name: The provision of Soft Services for Cleaning, Gardening and Pest Control Services for Eskom Property Management in Cape Coastal Cluster, Eastern Cape East London, Mthatha, Port Elizabeth & Aliwal North Zones.

Project Address: Eskom Distribution division Cape Coastal Cluster – Eastern Cape.

Scope of the project: The scope includes the provision of the following facilities management services:

- Supervision Service
- Cleaner Service
- Supply of Cleaning Consumables and Hygiene Consumables
- Pest Control and Rodent Control Service
- Gardener, Fleet Vehicle Washing
- External Window Cleaning exceeding a height of 3.3m

The Contractor shall provide all labour, supervision, administration and management, equipment, tools, supplies and material required to perform the facilities management services specified herein.

Four Enquiries will be issued out since the Scope of work is for four Areas. The Facilities Management Technical Services Contract seeks to address Health, Safety and Environmental, building regulations compliance issues that are currently experienced within the facilities.

Eskom Health and Safety Officer

Name: **VUYOKAZI MEKE**

Signature: 

Date: **08 MAY 2026**

Eskom Contract's Manager

Name: **THANDO PONEY**

Eskom Procurement Manager (Acting)

Name: **ZINGISA NGAMLANA**

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

CONTENTS

1. INTRODUCTION	7
2. SUPPORTING CLAUSES	7
2.1 Scope	7
2.2 Normative / Informative References	8
2.3 Definitions	11
2.4 Abbreviations	15
2.5 Roles and Responsibilities	16
2.6 Related supporting documents	25
2.7 OHS application, evaluation, and reports	26
2.8 Process for Monitoring	27
3. DOCUMENT CONTENT	27
3.1 Scope of work.....	27
3.1.1 Contract/Project scope of work overview	27
3.1.2 Project location:	28
3.1.3 Project description scope of work:.....	28
3.1.4 Project Program details:	28
3.1.5 The Project Organogram:	29
3.2 Legal Compliance	30
3.2.1 Section 37(2) (Legal) Agreement	30
3.2.2 Hazardous Work by Children (Child Labour)	30
3.2.3 OHS Act.....	30
3.2.4 Legislative Compliance.....	31

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3 Eskom requirements	31
3.3.1 Disciplinary process	31
3.3.2 Eskom Life-Saving Rules	33
3.3.3 Substance Abuse	34
3.3.4 Contractor's SHE Policy	35
3.3.5 OHS Plan Requirements	35
3.3.6 Costing for Health and Safety	37
3.3.7 Professional Registration	37
3.3.8 Appointment of the Principal Contractor	37
3.3.9 Appointment of Appointed Contractors	37
3.3.10 Appointments and Supervision	38
3.3.11 OHS Appointments	39
3.3.11 (1) Statutory Appointments	39
3.3.12 Contractor organisational Structure	41
3.3.13 Medical Surveillance Programme	41
3.3.13 (1) Pre-employment medicals:	42
3.3.13 (2) Periodic medicals:	42
3.3.13 (3) Exit medicals:	42
3.3.14 Occupational Health, Rehabilitation and Hygiene facilities	43
3.3.14 (1) Compensation for Occupational Injuries and Diseases (COID)	43
3.3.14 (2) Employee Health and Wellness Programme	43
3.3.14 (3) Employee Assistance Programme	43
3.3.14 (4) HIV / Aids Awareness Programme	43

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.14	(5) Emergency Care	43
3.3.14	(6) First Aid and Equipment	44
3.3.14	(7) Employee Communicable diseases and Covid-19 Programme	45
3.3.14	(8) Occupational Hygiene	45
3.3.14	(9) Facilities areas	46
3.3.15	Hazard Identification and Risk Management (refer to Eskom Procedure 32-520)	46
3.3.15	(1) Safe work procedures / method statements	47
3.3.15.	(2) Project site specific related Tasks, Hazards and Risks and Preventative measures to be implemented	49
3.3.16	Emergency Preparedness and Response	77
3.3.16	(1) Emergency Response Plan	77
3.3.16	(2) Fire Risk and Safety Management	77
3.3.16	(3) Fire Safety Plan	78
3.3.16	(4) Fire Equipment and maintenance	78
3.3.17	Working at elevated position / Height work (refer to Eskom Procedure 32-418)	78
3.3.17	(1) General Requirements	79
3.3.18	Incident Management	80
3.3.18	(1) Reporting	80
3.3.18	(2) Investigation	80
3.3.18	(3) Close out	82
3.3.19	Forums for OHS Governance and OHS Communication systems	82
3.3.19	(1) Toolbox talks / Daily team talks / pre job meetings	83

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.20	OHS Training.....	83
3.3.20	(1) Induction training.....	84
3.3.20	(2) Site specific induction training	84
3.3.20	(3) Visitors to site induction	84
3.3.20	(4) General training.....	85
3.3.21	Employee Engagement and Behaviour Based Safety	85
3.3.22	Housekeeping and Order	85
3.3.23	Workplace Signage and Colour Coding	86
3.3.24	Tools and Equipment	87
3.3.25	Hand tools.....	88
3.3.26	Personal Protective Equipment (PPE) Requirements.....	88
3.3.26	(1) Issue, Replacement and Control of PPE	89
3.3.27	Contractor Auditing	89
3.3.27	(1) Post Contract review of Safety performance for the duration of the contract	89
3.3.27	(2) Approval and compliance of Principal Contractor OHS Plan.....	89
3.3.27	(3) Eskom OHS performance monitoring Audits.....	90
3.3.27	(4) Principal Contractor Audits.....	90
3.3.27	(5) Site Inspections by Contractors' Management	90
3.3.28	Non-Conformance and Compliance	90
3.3.29	Site Rules.....	91
3.3.29.	(1) Work Stoppage	91
3.3.29.	(2) OHS File.....	92

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.29.	(3) Smoking	93
3.3.29.	(4) Cellular Phones.....	93
3.3.30.	Hours of Work	93
3.3.30	(1) Normal work.....	94
3.3.30.	(2) Overtime.....	94
3.3.31.	Record Keeping	94
3.3.32.	Omissions from these OHS requirements	94
3.3.33.	Contract completion/handover Sign-off.....	95
4.	ACCEPTANCE	95
5.	REVISIONS.....	96

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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.

The occupational health and safety requirements detailed in this document is Eskom's minimum requirements which are required to be met for the works of the provision of Soft Services for Cleaning, Gardening and Pest Control Services for Eskom Property Management in Cape Coastal Cluster, Eastern Cape East London, Mthatha, Port Elizabeth & Aliwal North Zones. for the duration of 36 months (3 years) by all Contractors who will be tendering to work on this contract.

The Contractor/or Tenderer is expected to develop an auditable Occupational Health and Safety Plan/ Manual which will be responsive to meet and satisfy these OHS requirements as well as all the relevant applicable legislation they conform to.

Eskom in no way assumes the contractor's legal responsibilities. The Contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and Appointed Contractor employees.

These Occupational Health and Safety requirements reflects minimum requirements and should not be contravened with all-encompassing legal requirements.

Note: All the requirements listed hereunder are in relation to the supply and delivery of various trucks to Eskom Distribution contract and do not supersede or replace any organizational OHS requirements.

2. SUPPORTING CLAUSES

2.1 Scope

The Occupational Health and Safety requirements detailed in this document lists the legislative and Eskom requirements and where applicable, any requirements pertaining to Local Authorities /Municipal by-laws / Environmental legislation that must be met by the Tendering Contractor/Supplier for contract awarding of all works in relation to the specified contract scope of work to be conducted at Eskom Distribution Property Management in Cape Coastal Cluster, Eastern Cape East London, Mthatha, Port Elizabeth & Aliwal North Zones.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

2.1.1 Purpose

These Occupational Health and Safety requirements provide a standardised and consistent approach to ensure Health and Safety requirements are included in accordance with Eskom contract and Contractor OHS Management, Eskom Procurement and Supply Chain Management as well as legal and other requirements for this contract award, contract execution to contract completion.

2.1.2 Applicability

These Occupational Health and Safety requirements shall be applicable to all the Tenders, Principal Contractors, Contractors, Service Providers and Suppliers who intends tendering for the provision of Soft Services for Cleaning, Gardening and Pest Control Services contract and all the Principal Contractors, Contractors, Service Providers and Suppliers who will be awarded the contract for execution.

2.1.3 Effective date

These Occupational Health and Safety requirements shall be implemented and effective from the date of publication on the Eskom Tender website with the relevant Tender invitation/enquiry documents relating to the provision of Soft Services for Cleaning, Gardening and Pest Control Services 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, 1997 (No. 75 of 1997)
- [2] Employment Equity Act, 1998 (Act No. 55 of 1998)
- [3] Occupational Health and Safety Act, 1993 and Regulations (Act No. 85 of 1993)
- [4] Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- [5] National Environmental Management Act, 1998 (Act No.107 of 1998)

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

- [6] National Health Act, 2003 (Act No. 61 of 2003)
- [7] National Road Traffic Act, 1996 (Act No. 93 of 1996)
- [8] The Companies Act, 2008 (Act No. 71 of 2008)
- [9] SANS ISO 45001: 2018 – Occupational Health and Safety Management systems Requirements with guidance for use.
- [10] SANS ISO 45003: 2021 – Occupational Health and Safety Management – Psychological health and safety at work – Guidelines for managing psychological risks.
- [11] SANS ISO 9001: 2015 – Quality Management Systems requirements
- [12] ISO 14001: 2015 – Environmental Management System Requirements with guidance for use
- [13] SANS 1186 Symbolic Safety Signs
- [14] Applicable SANS standards for this contract scope of work.
- [15] Eskom Instruction for implementing SHEQ as Objective Criteria (240-106082683)
- [16] Eskom Procurement and Supply Chain Management Procedure Rev5 (32-1034).
- [17] Eskom Contract and Contractor OHS Management Standard Rev3 (32-726).
- [18] Eskom Environmental, Occupational Health and Safety Incident Management Procedure Rev9 (32-95).
- [19] Eskom Substance Abuse Procedure Rev5 (32-37).
- [20] Eskom Life-Saving Rules Standard Rev7 (240-62196227).
- [21] Eskom Vehicle and Driver Safety Management Procedure Rev7 (240-62946386).
- [22] Eskom Safety, Health, Environment, and Quality (SHEQ) Policy Rev4 (32-727).
- [23] Eskom Personal Protective Equipment Standard Rev2 (240-44175132).
- [24] Eskom Occupational Health and Safety Risk Assessment Procedure Rev5 (32-520).
- [25] Eskom Occupational Hygiene Hazard Identification and Risk Assessment Standard (240-114036246).
- [26] Eskom Medical Surveillance Procedure (240-84733329).

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

- [27] Eskom Occupational Health and Safety Act: Section 37(2) Agreement – Form Rev7 (240-77037682).
- [28] AnnexureB: Acknowledgement form for Eskom SHE Rules and other Requirements Rev3 (240-77471499).
- [29] Eskom Emergency Planning Standard (32-123).
- [30] Eskom Fire Risk Management (32-124).
- [31] Eskom Working at Heights Standard Rev5 (32- 418).
- [32] Eskom Smoking Policy (32-1126)
- [33] Eskom Control of Non-conforming Outputs Procedure Rev4 (240-44175038).
- [34] Eskom Non-conformity and Corrective Action Procedure Rev3 (240-53464409).
- [35] Eskom NEC Contract – awarded Contractor sign with Eskom.

2.2.2 Informative

- [1] Constitution of the Republic of South Africa Act, 1996 (No. 108 of 1996)
- [2] Tobacco Products Control Act, 1993 (No. 83 of 1993: Updated 2011.05.19)
- [3] Eskom Behavioural Safety Observation Procedure (32-407)
- [4] Eskom SHE Compliance Obligations/ Legal and Other Requirements and evaluation of Compliance Procedure (240-91214073)
- [5] Eskom Document and Records Management Procedure (32-6)
- [6] OHSAS 18001 Occupational Health and Safety Management System – Requirements

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

2.3 Definitions

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Definition	Explanation
Appointed contractor	Means a contractor appointed by the Principal Contractor
Baseline Risk Assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor – includes Appointed Contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Contract	An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration/ payment.
Contract custodian	The person defined in a contract as the Eskom representative, for example, the project manager/end user, that is, the person responsible for managing the contract and ensuring that the works or services are executed in terms of the contract.
Contract management	It is a process of managing contract creation, execution and analysis in order to maximise operational performance and mitigate legal ramifications, reducing financial risk at an organization. The art and science of managing a contractual agreement throughout the contract life cycle.
Contractual requirements for OHS	Contractual requirements consist of legal and other OHS requirements for procuring goods and/or services to be rendered for/on behalf of Eskom. These are OHS documents required from tenderers at the procurement phase (enquiry, evaluation, negotiation meeting and contract award) and only tenderers that have met the mandatory and functionality threshold will be evaluated.
Consultant	means a person providing professional advice

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Definition	Explanation
Duty of care to the environment	anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals.
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record, containing the documented information in writing as required by this OHS requirements as per this related contract scope of work.
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 and requirements. Contractor/Supplier/Tenderer shall submit their health and safety plan in response to these documented and provided Client OHS requirements.
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the Client pertaining to all health and safety requirements related to the contract scope work.
Medical certificate of fitness	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.

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		Effective Date	May 2021		

Definition	Explanation
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
OHS requirements	Requirements prescribed in the applicable OHS legislation, SANS codes, Municipal by-laws, and Eskom OHS requirements. Means comprehensive occupational health and safety requirements specific to each contract, project, site, and scope of work. These OHS requirements are intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. These occupational health and safety requirements shall be issued with the enquiry/transaction to inform the future Contractors/Suppliers of the health and safety requirements associated with the scope of work/contract/project, and the Contractor/Supplier shall submit the health and safety plan in response
OHS professional	The key individual in Eskom charged with OHS responsibilities, such as OHS Managers, Officers, Advisors, and Co-ordinators (for this purpose, the OHS individual allocated to the project/ programme). An OHS professional should not be confused with a health and safety representative, as defined in sections 17 and 18 of the OHS Act.
OHS functional head	The Manager in Eskom charged with OHS responsibilities in a Division/ Operating Unit/ Business Unit.
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal Contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial Director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act

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		Effective Date	May 2021		

Definition	Explanation
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion.
Tender	An open or closed competitive request for quotations/prices against a clearly defined scope/specification.
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
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
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
RHWC	Regulations on Hazardous Work by Children in South Africa
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Abbreviation	Description
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
ER	Ergonomics Regulations, 2018
LDV	Light Delivery Vehicle
SDS	Safety Data Sheet
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 Roles and Responsibilities

2.5.1 Contractual and Legal Roles and Responsibilities.

Although the provisions of these OHS requirements typically only refer to the Contractor, compliance herewith is also required from Appointed Contractors. The Principal Contractor remains responsible for compliance with the requirements of these OHS requirements by his/her Appointed Contractors and shall ensure that each Appointed Contractor complies with the requirements hereof at all times and as applicable. Without derogating from his obligations and responsibilities under the Contract, the Principal Contractor shall ensure that the requirement to comply with the provisions of these OHS requirements is included in all Subcontracts involving activities at the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) and / or activities otherwise covered by these OHS requirements. Failure by the Employer to enforce compliance with the requirements of these OHS requirements shall not relieve the Contractor from any responsibility or obligation whether under the Contract or under applicable Law.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Eskom requires that the management of safety, health and environmental issues shall be to a standard of excellence aligned with world class best practices. The Principal Contractor carries prime accountability and responsibility for the health, safety and welfare of the Appointed Contractor's Personnel and for any works that may expose any other person other than their personnel. No health, safety and welfare requirements specified by or imposed on these Eskom OHS requirements (whether under the Contract or under applicable Law) shall be construed or operate, as between the Eskom and the Principal Contractor, to reduce the Principal Contractor's accountability and responsibility for the health, safety and welfare of the Contractor's Personnel.

The Principal Contractor is responsible for adequately informing the Contractor's Personnel of all relevant information of these OHS requirements and the Principal Contractor accepted, and approved site OHS Plan/Manual.

The Principal Contractor shall take prime responsibility for all aspects of environmental management associated with the works and activities he is responsible for under the Contract. The requirements of these OHS requirements should not be considered to be exhaustive and Eskom reserves the right to add, delete or modify conditions where it is considered to be appropriate in these OHS requirements.

Where additions, deletions or modifications are made to these OHS requirements, the Contract Custodian shall advise the Principal Contractor of the change. The Principal Contractor shall be solely be responsible for informing the Contractor's Personnel and its Appointed Contractor of these changes. Eskom or the Contract Custodian shall not be responsible for any failure caused by a Principal Contractor not receiving a notification or failing to act upon such notification.

2.5.2 Roles and responsibilities commitment

Visible commitment is essential to providing a safe work environment. Managers, Supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

2.5.3 Eskom Contract custodian roles and responsibilities

The contract custodian shall:

1. Ensure that the contract specifies how OHS will be managed and reported on for the duration of the contract/ transaction and the Supplier/ Contractor adheres to the relevant contract SHE requirements.
2. Ensure that the Principal Contractor develops a project-specific SHE Plan that aligns to these OHS Requirements. When the Tender/ contract has been awarded, it is the Contract Custodian's responsibility to ensure that the SHE Plan of the Principal Contractor is evaluated, accepted and approved before the commencement of work.
3. Ensure that the Principal Contractor SHE file is evaluated for compliance once the contract has been awarded. Once satisfied that the contents of the SHE file meet the requirements, a letter or confirmation of acceptance shall be issued to the Principal Contractor.
4. Ensure that the SHE Plan of the Principal Contractor and any appointed contractor is audited throughout the execution of the contract for compliance from a legislative and Eskom OHS point of view.
5. Ensure that the necessary details/ issues pertaining to Contractor non-conformances on contractual OHS obligations during contract execution, safety interventions, post contract review, and supplier reconsideration are adequately addressed, recorded, and submitted to Procurement Department for recording and to support future reference.
6. Ensure that the health and safety requirements are made available to the appointed Contractors where additional Contractors are appointed.
7. Ensure that the **Eskom OHS Act: Section 37(2) Agreement - Form** and **Eskom AnnexureB Acknowledgement Form for OHS legal and other requirements** are signed by the Contract Custodian and the Contractor when signing the contract and a copy of the documents is kept in the Contractor SHE File.

2.5.4 Eskom Procurement Practitioner roles and responsibilities

The Procurement Practitioner shall:

1. Ensure that the appropriate SHE representative provides the SHE requirements and specified documents before the release of the procurement tender and contract.
2. Ensure that the record about Supplier OHS non-conformances during contract execution, post contract reviews, Supplier suspensions, and contract terminations are received from the contract custodian and where applicable, Procurement shall keep a record of such information to make it easily accessible to the relevant stakeholders for future reference, especially when determining the allocation of future works or services.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

2.5.5 Eskom SHE Professionals roles and responsibilities

The SHE Professionals shall:

1. Ensure that OHS requirements are handed over to the allocated procurement and supply chain representative.
2. Audit the SHE Plan and all the contents of the SHE file of the Principal Contractor and any appointed Contractor for compliance throughout the execution of the project. Auditing will be conducted by the Client's representatives as per the Client's SHE requirements and applicable legislation as amended.
3. Ensure the utilisation and support of the mechanism for monitoring OHS performance and compliance during contract execution.
4. Provide detailed information pertaining to Contractor non-conformances and safety interventions for the post contract OHS review and provides reports for the Contract Custodian to submit to Procurement.

2.5.6 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 its 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;
3. Shall keep a record of all employees including the appointed Contractor employees, including date of OHS induction, relevant skills and licenses and be able to produce this list at the request of the Eskom 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.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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 (LoGS) 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 (LoGS) from their appointed Contractors.
11. 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.
12. 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.
13. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

14. 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.
 15. Stop his /her employees and any appointed Contractors if project work is not in accordance with the SHE Plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
 16. Take reasonable steps to ensure cooperation between all their appointed contractors.
 17. Only appoint contractors to do work, if satisfied that the Contractor has the necessary competencies and resources to perform the work safely.
 18. 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.
19. 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.
20. Appoint a full or part time Safety Officer or Construction Safety Officer in writing.
 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. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other Contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
 24. 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.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

25. 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.
 26. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
 27. 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 OHS Requirements.
 28. Principal Contractors are required to approve appointed Contractor's SHE Plans if they meet all the requirements.
 29. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
 30. 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.
 31. 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.
 32. 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.
 33. 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.
 34. 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.
35. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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.

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. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.

41. Chair their own health and safety committee meetings and record such meetings.

42. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.

43. When appointing Contractors, advise the Project Manager in writing timeously and obtain his/her approval prior to them commencing work.

44. 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.

2.5.7 Employees

The employees shall:

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;

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

- 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, 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.
 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.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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.

2.6 Related supporting documents

2.6.1 Annexure B: Acknowledgement form for Eskom SHE Rules and other Requirements –

This acknowledgement of **Eskom's OHS legal and other requirements** must be completed, signed and submitted by the Tenderer / Contractor on their tender OHS file returnables. The Supplier/Contractor/Tenderer is expected to comply to the of Eskom's OHS legal and other requirements when working at/rendering a service to Eskom. Penalties shall be enforced on the main Supplier for non-conformance/s (identified for the main Supplier and/or its Contractor and/or Supplier) pertaining to Eskom and/or Statutory OHS requirement/s.

Note: This Eskom form must be sent out together on the tender portal with all the OHS documents and the tender enquiry and must be signed and acknowledged by the tendering Suppliers and be included on the Supplier's OHS returnable documents.

2.6.2 Annexure C 3: OHS Tender Evaluation Template (Low risk work) –

This checklist will be used as the Eskom OHS criteria set to evaluate the Supplier /Contractor OHS Tender returnable file for this contract.

Note: This Eskom checklist must be sent out together on the tender portal with all the OHS documents and the tender enquiry.

2.6.3 Occupational Health and Safety Tender Evaluation Report –

On completion of the tender evaluation of shortlisted Suppliers, OHS will compile an initial tender evaluation report, which will highlight compliance/conformance gaps (outstanding documents/information or insufficient evidence of compliance) by the Suppliers and recommend or not recommend Supplier based on the level of compliance/conformance. **The report will give feedback of all the Suppliers that were evaluated for OHS and will remain at Procurement on this contract records.**

2.6.4 Eskom OHS Act section 37 (2) agreement –

The 37 (2) agreement must be completed and signed with the NEC document by the responsible Eskom Contract Manager and the awarded Contractor / Supplier on contract awarding. This agreement assigns liability on Employers (Principals) for the unlawful Acts or omissions of mandatories (Contractors), except where a written agreement between the parties has been concluded containing arrangements and Procedures to ensure compliance with the said Act by the mandatories. The purpose

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

of the OHS Act 37(2) agreement between Eskom and mandatories is to ensure compliance with the provisions of Sec 37(2) of the OHS Act, 85 of 1993.

Note: The signed copy must be kept on the Supplier Tender OHS contract records at Procurement and a copy on the Supplier site specific OHS file.

2.6.5 Annexure D: OHS KPI's and Post-Contract Reviews –

An evaluation will be conducted and will be supported by the objective evidence documented during the term of the contract. The objectives and outcome of the OHS post-contract review shall be reflected in the contractual requirements for the Supplier so that the Supplier is aware of this exercise.

Note: The completed and signed evaluation report must be filed in the contract records at Procurement.

2.6.6 Annexure E: Contracts and Contractor OHS Management System Document Checklist –

This checklist must be kept and filed at Commercial /Procurement in the contract records in order to be able to track the process for OHS commercial process.

2.7 OHS application, evaluation, and reports

OHS will assess and evaluate the Occupational Hygiene and Safety (OHS) capability to comply with Eskom, legal and other requirements of the OHS returnable for OHS falls under contractual requirements, which means the Suppliers/Contractors will submit the tender returnable during the tender close-out. The OHS evaluation will take place once the mandatory and Functionality evaluation have been completed. Only the shortlisted Suppliers who passed mandatory and functionality evaluation threshold will be evaluated for OHS.

On completion of the tender evaluation of shortlisted Suppliers, OHS will compile an initial tender evaluation report, which will highlight compliance/conformance gaps (outstanding documents/information or insufficient evidence of compliance) by the Suppliers and recommend or not recommend supplier based on the level of compliance/conformance.

The Procurement Practitioner will engage the Suppliers only once, requesting all the outstanding tender documents to be re-submitted. The Suppliers will be given only **ONE opportunity to submit the outstanding documents within 7 working days. Failure to submit** the outstanding documents within the stipulated time; rendered the Supplier/Contractor as **non-responsive and ineligible for contract award.**

When the Procurement Practitioner receives the re-submitted tender documents within the stipulated timelines, OHS will **re-evaluate** the submitted tender documents and will compile,

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

and **resubmit a final tender evaluation report**. However, insufficient evidence of compliance/gaps will be addressed with the preferred Supplier at the negotiation meeting as part of the contract conditions. The closeout timelines of the compliance/conformance/gaps will be determined by the OHS professional.

After negotiations, the contract awarded Supplier shall submit the site-specific OHS file for evaluation and must address all the gaps that were identified during the first Procurement stage prior to commencement of work on site.

Note: For OHS as contractual requirements, each Supplier will only be evaluated twice during tender evaluation stage before the final report is submitted to the Procurement Practitioner. To avoid the delays and the effective use of OHS resources, **no Supplier/Contractor's tender OHS documents shall be evaluated more than two times before contract award**. However, the OHS file must be evaluated and approved before commencement of work.

However, should any further tender evaluations be required, the Procurement Manager will submit a motivation and supporting documentation for the request to the relevant OHS Senior Manager/OHS Manager for approval.

Preferably, the same OHS professional should be involved in the project/transaction. If a different OHS resource has to be used, a proper handover shall be done by the two OHS professionals.

2.8 Process for Monitoring

This document is subject to document control processes and shall be updated when it is due for revision or when conditions of this contract dictate. The revision date of this document is indicated at the end section of this document under REVISION.

Conformance to this document shall be through regular safety inspections, Audits and document verification.

3. DOCUMENT CONTENT

3.1 Scope of work

3.1.1 Contract/Project scope of work overview

Eskom Real Estate is mandated to render a service to the Cape Coastal Cluster Eastern Cape of a Non-Technical nature of maintenance and upkeep of the facilities i.e cleaning, gardening, hygiene, and cleaning consumables.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

The technical specifications and detailed scope of work for this project shall be provided by the Contract Manager with these OHS requirements, listing relevant specific project details. The copy of the detailed scope of work must be filed and retained by the Supplier/Contractors on their OHS file.

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.”

3.1.2 Project location:

The scope of work will be conducted at the following Eskom Distribution Division Cape Coastal Cluster Property Managements sites:

- East London Zone
- Port Elizabeth Zone
- Mthatha Zone
- Aliwal North Zone

3.1.3 Project description scope of work:

The scope includes the provision of the following facilities management services:

- Supervision Service.
- Cleaner Service.
- Supply of Cleaning Consumables and Hygiene Consumables.
- Pest Control and Rodent Control Service.
- Gardener, Fleet Vehicle Washing.
- External Window Cleaning exceeding a height of 3.3m.

The Contractor shall provide all labour, supervision, administration and management, equipment, tools, supplies and material required to perform the facilities management services specified herein.

Four Enquiries will be issued out since the Scope of work is for four Areas. The Facilities Management Technical Services Contract seeks to address Health, Safety and Environmental, building regulations compliance issues that are currently experienced within the facilities.

3.1.4 Project Program details:

The evaluation and assessment of the cycle: OHS files requirements at least 1 month prior to commencement of work.

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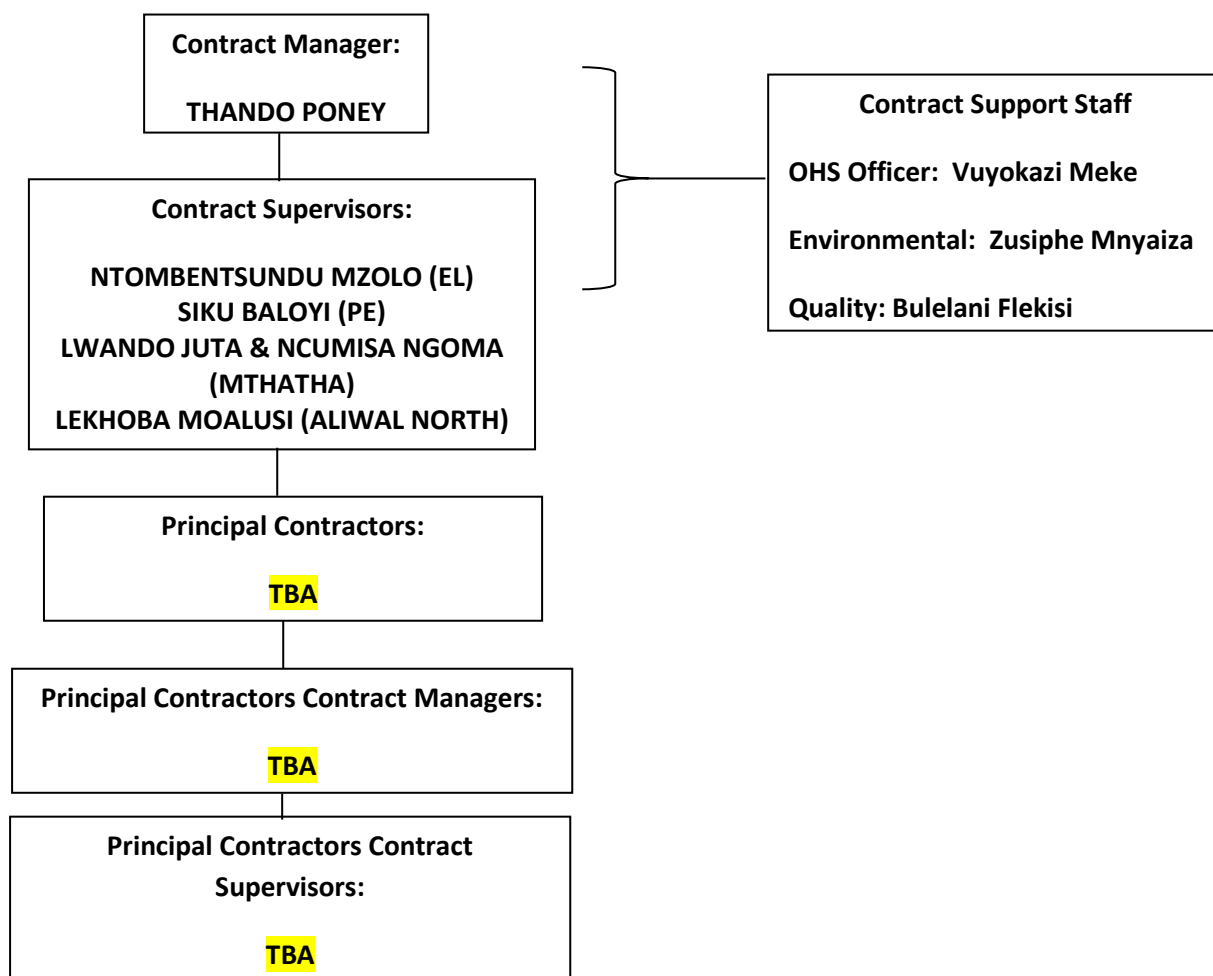
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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

- Turn around for evaluation: TBA
- Anticipated date for the commencement of work on site: TBA
- Project completion date or project duration: TBA

3.1.5 The Project Organogram:



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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the Principal Contractor at the time of awarding the contract using the **Eskom Occupational Health and Safety Act: Section 37(2) Agreement Form (240-43921804) template**. The Principal Contractor must ensure that a section 37(2) agreement is compiled between the Principal Contractor and all their Appointed Contractors for the duration of the contract as per contract requirements dictates. The original copy of the section 37(2) agreement must be retained by the Contractor and a copy retained by the Contract Manager.

A copy all the agreements must form part of the respective Principal Contractor's OHS 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 on Eskom site up-to-date a copy of the OHS Act and its Regulations which will be available to all employees.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.2.4 Legislative Compliance

All contractors will comply with all the legislation pertaining to this contract being and not limited to:

- Basic Conditions of Employment Act, 1997 (No. 75 of 1997)
- Employment Equity Act, 1998 (Act No. 55 of 1998)
- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injuries and Diseases Act.
- National Health Act, 2003 (Act No. 61 of 2003)
- National Environmental Management Act, 1998 (Act No.107 of 1998)

3.3 Eskom requirements

All Contractors shall, before commencement of the contract ensure that all their employees are familiar with the relevant Eskom OHS documentation that is applicable to the contract services. The Contractors shall ensure before of any commencement of work activities on site, all employees on this contract, site visitors and any other party who may be affected by the Contractors site activities are always OHS inducted and made aware of the risks and hazards relating to this project.

Note: All Contractors shall, before commencement of work at the allocated Eskom site area of responsibility, visit such site area at least one (1) week prior to entering, advising the Project Manager/ Supervisor and Complex Manager of their intention to perform work in the area.

3.3.1 Disciplinary process

The Principal Contractor is required to implement a disciplinary process within his/her organisation to enforce conformance to OHS requirements, similarly, Appointed Contractors must do the same.

The Principal Contractor shall follow the applicable disciplinary procedure in instances of all disciplinary measures.

In the event of a major safety or health transgression whilst conducting work witnessed by a member of the Eskom's staff or the Contractors' own supervision, the Principal Contractor shall ensure that the individual, or individuals, transgressing (including Supervisors) stop the

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

operation as soon as it is safe to do so and ensure that the situation is safe. A breach of Eskom's Life Saving Rules would constitute a transgression of this magnitude. Other transgressions of this type would include failure to exclude those not involved in the work activity from dangerous areas such as below personnel working at height or other serious hazards.

The Principal Contractor is expected to deem a serious transgression of the nature described above as a lack of competence to conduct the task safely. Therefore, it is necessary to immediately eliminate further risks to their workers and other site personnel. The Principal Contractor shall adhere to the following steps:

1. Start preliminary investigations.
2. Investigate the acts or omissions of any employee.
3. Conclude the investigation.
4. Submit the investigation for the approval of the Eskom Project Manager/Supervisor.
5. Await the outcome of the disciplinary process of those individuals.
6. Conduct retraining if required.
7. Restart activities.
8. Eskom has the right to communicate lessons learnt to other Contractors on site

The Principal Contractor may in the time taken to follow the above steps use a different group or workers if they are suitably trained and competent.

In the case of a serious transgression that is evidently a result of an individual's act or omission, for example not sober or driving without a seatbelt, the disciplinary process may apply to the individual alone and works may continue without the individual.

The Principal Contractor shall comply with the Occupational Health and Safety Act 85 of 1993 ("OH&S Act") and all applicable regulations promulgated under the OH&S Act, all as amended from time to time. The Contractor shall furthermore comply with applicable South African National Standards or International Standards, South African legislation, applicable Municipal By-Laws and with Employers Policies and Procedures.

It is the duty of the Principal Contractor and his Appointed Contractors to ensure that they are familiar with all applicable Law, SANS standards and these requirements at all times.

The Principal Contractor shall compile and maintain an up to date an OHS file and include updated legal register listing all applicable Law and SANS standards.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Contractor will be expected to form part of the OHS management system that the Client conforms to.

3.3.2 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.
4. The Life Saving Rules are.....**"Inviolable Rules"**

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: 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

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	ENSURE SAFE LIVE WORKING Ensure all live work basic principles are adhered to.

Consequences of violating a Life Saving Rule

- In terms of general health and safety in Eskom, if any of the Life-saving Rules are violated, it will be treated as a serious misconduct, and result in a **disciplinary hearing** in accordance with the Eskom Disciplinary Code and Procedure.
- It must be highlighted that Eskom takes a **ZERO TOLERANCE** stance to violation of these rules and will, therefore recommend dismissal as a sanction during a disciplinary hearing.
- Depending on the circumstances, Eskom reserves the right, where a contractor manager/supervisor allows the violation of a Life-saving Rule, to **suspend the contractor's activities** while determining an appropriate sanction.
- Alternatively, where a contractor employee violates a Life-saving Rule, Eskom also reserves the right **not to allow the applicable contractor employee on any Eskom site**.

3.3.3 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 sites.
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 into 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.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

5. Contractors are encouraged to compile their own Substance abuse 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.

3.3.4 Contractor’s SHE Policy

The Principal Contractor and each Appointed Contractor shall each have a SHE Policy that shall be duly signed by an authorised signatory concerning the protection of the health and safety of Contractor’s personnel and others in and about the execution of the Works, including a description of his organisation and the arrangements for carrying out and reviewing such policy.

A copy of the SHE Policy shall be provided as a tender returnable. Tenderers shall furthermore supply method statements containing sufficient detailed information to demonstrate compliance to these OHS requirements.

Copies of the Appointed Contractor SHE Policies shall be provided as and when Appointed Contractor are appointed.

The Principal Contractor shall prominently display a copy of the policy in the workplace where the Contractor’s personnel normally report for service.

The policy shall be communicated with all Appointed Contractors and all Contractor employees on site. Proof thereof SHE policy communication shall be kept and filed in the Contractor site OHS file and attached as an annexure in the OHS Plan.

3.3.5 OHS Plan Requirements

The Principal Contractor shall develop a suitable and sufficient OHS Plan for the execution of the Works. This shall be submitted to the Contractor OHS tender file.

The Contractor’s OHS Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in these OHS requirements and other contract documents requirements.

These management processes shall identify each activity, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the Works commence and continue safely and without risks to health or to adjacent operations

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

The SHE Plan shall further demonstrate the Contractor's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:

1. Compliance to these OHS requirements
2. The Contractor SHE Policy. (OH&S Act section 7)
3. Indication of Competent Supervision (CV's with proof of competencies to be included).
4. Documented proof of assessment of competencies of appointed persons.
5. Duties and safety responsibilities of all appointed persons.
6. Selection, placement and training procedures, including induction and ongoing training in 'Basic Safe Work' and Occupational Health & Safety training for newly hired or promoted Supervisors. (OH&S Act section 8(2)(i))
7. Occupational Health & Safety communications and meetings, including daily safe task instructions and project SHE meetings.
8. Assessment and management procedure for their Sub-Contractors, including audit requirements for OHS Plans.
9. Safety awareness promotions.
10. Occupational Health and Safety Workplace Environment controls, including provision for monitoring employee exposures to noise, fumes, etc. (i.e. Hazardous Chemical Substances Regulation 4)
11. Personal Protective Equipment procedure and rules. (OH&S Act section 8, General Safety Regulation 2)
12. System of hazard identification and risk control, such as Risk Assessments, Daily Safe Task Instructions and Communications. (OH&S Act section 8)
13. Inspection and maintenance of tools and equipment prior to introduction to the Project Site (and to other places, if any, as may be specified under the Contract as forming part of the Site) and regularly thereafter.
14. Accident and incident reporting, recording, investigation and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators. (General Administrative Regulations 8 & 9)
15. Evacuation and emergency planning arrangements (Environmental Regulations for Workplaces 9)
16. Substance abuse policy and procedure and programme. (General Safety Regulation 2A)
17. Workers welfare facilities. (Facilities Regulations)
18. Daily site safety inspections and audits processes.
19. Letter of good standing with a compensation insurer
20. Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.6 Costing for Health and Safety

The Principal Contractor shall submit costing for OHS management activities as an annexure in the Contractor OHS Plan. OHS costing must reflect the amount of funds that will be allocated for OHS when the contract commences (This is a breakdown of the bulk OHS costing in the bill of quantities) and it should be based on the scope of work and the associated risk.

The items to be included are not limited to the following:

- PPE,
- OHS training,
- OHS Professionals,
- First aid equipment,
- Ablution facilities,
- Safety signs,
- Safety campaigns or interventions,
- OHS equipment/instruments,
- Medical examinations etc

3.3.7 Professional Registration

The Principal Contractor and all his/her Appointed Contractors shall be registered in their respective levels as Professionals where applicable in terms of the requirements of the applicable relevant Professional Affiliate Council bodies as per the scope of work of this contract requires and as per the applicable professional scope of work requires.

3.3.8 Appointment of the Principal Contractor

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

3.3.9 Appointment of Appointed Contractors

The Principal Contractor may appoint Contractors to assist in the contract. All appointments shall be done in writing and will form part of the Contractor's OHS plan that is required to be

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

submitted to Eskom. Adequate training and instruction must be given to the appointees and the Principal Contractor must ensure that all the Appointed Contractors understand their roles and responsibilities.

Note: Copies of Contractor appointments must be kept in the respective OHS file.

3.3.10 Appointments and Supervision

The Contractor shall in writing appoint as per the OHS Act requirements and shall ensure that all his 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.

The Contractor shall provide and keep up to date an outlined Organogram and a list of names and contact telephone numbers of all appointments as required from the table below.

The Contractor shall keep a record of all Contractors' Personnel, indicating their date of induction, relevant skills and licenses, and be able to produce this list at the request of the Eskom Project Manager.

The Contractor shall ensure that the performance of all specified work is supervised throughout the duration of the Contract by a sufficient number of competent appointed representatives of the Contractor, who have experience in the type of work specified.

No work shall commence and / or continue without the presence of an appointed Contract Manager, Health & Safety Manager or Officer, Contract Supervisor or appointed Contract Supervisor Assistants as per these OHS requirements during execution of the work. These Supervisors shall be fluent in the language for communications as defined under the Contract.

In determining the number of appointed competent Supervisors, the nature and scope of work being performed shall be taken into consideration and consented to in writing by the Eskom Project Manager. The required appointed Contract Supervisor shall not leave the Project Site during working hours unless there is a sufficient number of appointed competent Contract Supervisor Assistants to assist with supervision.

Appointment letters and competency certificates of the persons appointed as Contract Supervisor or Contract Supervisor Assistants shall be signed by persons who are suitably qualified. Relevant training certificates and proof of experience of assignees shall be submitted with the OHS Plan.

In determining the number of appointed competent Contract Health and Safety Officers to the number of employees, the nature and scope of work being performed shall be taken into consideration. Contract Health & Safety Officers must be available for health and safety

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

meetings and shall participate fully in all activities outlined in these OHS requirements and, in the Contractor's OHS Plan.

3.3.11 OHS Appointments

The Principal Contractor and appointed Contractors must make the relevant legislative and non-statutory appointments, which will be required to remain valid throughout the life of the project.

The responsibilities of the individual appointments made must reflect the requirements as listed in the respective Acts/Regulations and form a part of the appointment.

All appointees shall be suitably trained and found to be competent for the responsibilities assigned and/or informed of their responsibilities before getting them to accept such appointment.

Copies of all the appointments must be kept in the relevant Contractor OHS files.

Relevant statutory appointments shall be made in accordance with the requirements of the OHS Act and other legal requirements which includes the requirement of a competent person being appointed in the relevant roles.

The under mentioned appointments will be required where applicable.

3.3.11 (1) Statutory 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. The 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 the following:

- OHS Act: S16(1) – Chief Executive Officer
- OHS Act: S16(2) – Persons assigned functions to assist the Chief Executive Officer (if required)
- OHS Act: General Administrative Regulation 9(2) – Incident Investigator
- NEC requirement Contract Manager
- NEC requirement Contract Supervisor

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

- Health and Safety Officer (Full / Part time)
- OHS Act: General Safety Regulations 3(4) – First Aider/s
- Appointment of a Contractor (if appointing subcontractors)
- Person to Compile Risk Assessments
- Vehicle Operator(s)

Notes to the appointments listed above:

Chief Executive Officer (16.1):

Section 16(1) creates a legal presumption, and therefore no appointment is required. The Contractor shall provide the full names, contact telephone numbers and business address of the Chief Executive Officer.

Health & Safety Representative Required Competencies:

- ☐ General Health and Safety Training
- ☐ Health and Safety Representative Training
- ☐ Hazard Identification and Risk Assessment Training
- ☐ Incident Investigation and Root Cause Analysis Technique Training

Contract Supervisor Required Competency:

- ☐ Three years applicable experience in similar scope of work
- ☐ General Health and Safety course
- ☐ OH&S Act and Regulations or Mine Health and Safety Act and Regulations course, as applicable (latest version of the Act and Regulations)
- ☐ Incident Investigation and Root Cause Analysis Technique Training
- ☐ Hazard Identification and Risk Assessment Training
- ☐ Job Observations Training
- ☐ Attended an accredited Supervisor's safety course

If the Commencement date precedes the date of issue of this Specification (rev 5), the Contractor shall have a period of three months to comply with the above competency requirements; except to the extent required by applicable Law in which case immediate compliance is required.

Safety Officer Appointment:

Typical Qualifications:

- ☐ National Diploma in Safety Management or Environmental Health

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

☐ A recognised safety certification (minimum: of 2 weeks training) (e.g. SAMTRAC / Modern SHEQ Management course) and registration and accreditation from a recognised Health and Safety Professional Body

All Construction Safety Practitioners shall be registered with a Statutory Body- SACPCMP from August 2015 or a recognised Health and Safety Professional Body as applicable

Typical Competencies:

- ☐ OH&S Act and Regulations (latest version of the Act and regulations);
- ☐ COID Act (latest version of the Act);
- ☐ Incident Investigation and Root Cause Analysis Technique;
- ☐ Hazard Identification and Risk Assessment Training;
- ☐ Health & Safety Auditing;
- ☐ Environmental Compliance Recognised Course;
- ☐ Emergency Preparedness Coordination Training

3.3.12 Contractor organisational Structure

The Principal Contractor must provide an organisational organogram related to this contract and for the project specific scope of work, depicting all the levels of responsibility from the CEO 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 are also indicated on the Organogram and comply with this requirement. The Principal Contractor is responsible for keeping copies of all the Organograms' as well as submitting them with the OHS Plan. All Organograms shall be updated timeously when appointments are changed.

The Organogram diagram must be kept up to date and filed in the project OHS files.

3.3.13 Medical Surveillance Programme

The Principal Contractor shall ensure that all Contractors' Personnel are registered on a medical surveillance programme appropriate to their occupational exposures and in possession of a valid medical health certificate. The certificate of fitness shall also be required that is relevant to the type of work (risk based) that the employee will be performing. The Eskom Project Manager will only accept medical surveillances conducted by Registered Occupational Health Practitioners who hold valid qualifications in occupational health.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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.

The Contractor shall provide a documented process for managing those Contractor's personnel who are issued with a conditional certificate of fitness.

In instances where sick leave is taken for a period of one week or more, the Contractor shall submit a declaration signed by the Contractor's Personnel in question indicating that she or he did not suffer any illness or injuries which occurred in the period of absence, which may affect his ability to work on the Project Site (or at such other places, if any, as may be specified under the Contract as forming part of the Site).

3.3.13 (1) Pre-employment medicals:

The Principal Contractor shall ensure that all Contractor's personnel have undergone pre-entry medical examination before starting work on Project Site (or on other places, if any, as may be specified under the Contract as forming part of the Site).

The valid medical certificate to show fitness for duty shall be issued before the employee commences work and shall be filed on the Contractor's OHS file. If the Contractor does not provide proof of valid certificates of fitness for a Contractor's personnel, then such Contractor's personnel shall not be permitted access to the Project Site (or such other places, if any, as may be specified under the Contract as forming part of the Site).

3.3.13 (2) Periodic medicals:

Periodic medical examination shall be done by all Contractors' personnel during the execution of the contract as the project site (or other places, if any, as may be specified under the Contract as forming part of the site) and at as per frequency time frames determined by the employee's Occupational Job Specification and Occupational Health Practitioner.

The progress medical certificate shall be renewed annually (for personnel who are not office bound including drivers) and as per the employee medical report from Registered Occupational Health Practitioners requires.

3.3.13 (3) Exit medicals:

An exit medical examination shall be done by all Contractors' personnel before leaving the Project Site (or other places, if any, as may be specified under the Contract as forming part of the Site).

Exit medicals shall be conducted immediately prior to the termination of the employee's engagement at the Project Site (or at such other places, if any, as may be specified under the Contract as forming part of the Site) unless otherwise advised by Eskom.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

All Contractor's Personnel shall be issued with the required medical records to prove medical status at the time of exiting the Project Site (or such other places, if any, as may be specified under the Contract as forming part of the Site).

3.3.14 Occupational Health, Rehabilitation and Hygiene facilities

3.3.14 (1) Compensation for Occupational Injuries and Diseases (COID)

The Principal Contractor and all his/her appointed Contractors shall be registered with an appropriate employment Compensation Commissioner and have at all times throughout the contract period available a valid letter of good standing (LoG) from the commissioner. The obligation lies with the Contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoGS must be filed in the entire contract OHS files and as an annexure in the Contractor OHS Plan.

3.3.14 (2) Employee Health and Wellness Programme

The Principal Contractor shall submit details of his Employee Health and Wellness Programme as part of his OHS Plan which shall include a Medical Surveillance Program and an Employee Assistance Program as detailed below:

3.3.14 (3) Employee Assistance Programme

Where Principal Contractor or Subcontractors do not have Employee Assistance Programme (EAP) service providers, the Employer's EAP service provider, may be available to provide assistance. All arrangements shall be made by the Contractor. All costs in this respect shall be borne by the Contractor.

3.3.14 (4) HIV / Aids Awareness Programme

An HIV/AIDS Awareness programme will be implemented by the Employer. This will include voluntary counselling and testing (VCT) of individuals, HIV/AIDS awareness training and access to ongoing support for affected individuals. The Contractor shall ensure that the Contractor's Personnel are aware of this programme.

3.3.14 (5) Emergency Care

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

A list of site emergency numbers shall be posted in Contractor office.

The Principal Contractor shall ensure that Contractors' Personnel are familiar with the emergency numbers.

The Principal Contractor shall have one first aid box to cover the first 5 persons on the Project Site (and at other places, if any, as may be specified under the Contract as forming part of the Site) and thereafter one for every 50 or team of workers, or part thereof.

Additional first aid boxes shall be provided if the risks and / or distance between work teams or workplace requirements require it (it shall be available, compliant and accessible for the treatment of injured persons at that workplace).

Prominent notices or symbolic signs compliant with SABS 1186 shall be displayed in prominent places in the workplace, indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aiders.

3.3.14 (6) First Aid and Equipment

The requirements of the OHS Act GSR 3 must be observed.

First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.

When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.

A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.

Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.

Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.

More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.

For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

3.3.14 (7) Employee Communicable diseases and Covid-19 Programme

The Principal Contractor shall ensure that they develop a programme for managing communicable diseases and Covid-19. The programme shall be compliant to the requirements as detailed on the OHS Act: Code of practice – Managing exposure to SARS-COV-2 in the workplace OHS measures.

3.3.14 (8) Occupational Hygiene

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Identification: The Principal Contractor shall identify the occupational stressors which could include exposure to chemical and biological hazards, noise, dust, vibration, heat, etc., to which any person may be exposed as a result of his work activities.

Risk assessment: Once the occupational stressors have been identified the risk shall be assessed in accordance with statutory requirements including manual handling, including the nature of the stressor, the work process, the exposure severity and duration, possible adverse effects etc.

Control measures: The Principal Contractor shall provide details of all control measures that shall be implemented to eliminate or reduce exposure to occupational stressors. Where mechanical means are employed, he shall provide details of how these shall be maintained to ensure that they operated at maximum efficiency.

Monitoring: The Principal Contractor shall provide and adhere to effective monitoring procedures. These procedures shall include the planning, carrying out and recording of the results of the measurement programme. This is to confirm the effectiveness of the implemented control measures and the results shall be made available to the Project Manager on request.

3.3.14 (9) Facilities areas

At the workplace, where possible, the Contractors must attempt to provide sufficient facilities for employees to consume food and refreshments at workplace.

3.3.15 Hazard Identification and Risk Management (refer to Eskom Procedure 32-520)

The Client has prepared the Baseline Risk Assessment (BRA) which has been included in these OHS Requirements for this intended work project.

The Principal Contractor shall develop their Baseline Risk Assessment in line with the Client prepared BRA in these OHS requirements.

The Contractor shall identify hazardous and potentially hazardous work operations. He shall demonstrate that work hazards, work activity risks and the mitigating measures have been considered in his risk assessments. Activity based risk assessments shall be carried out by competent persons.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

The Contractor shall provide in their SHE file work task method statements and / or written safe work procedures, prior to mobilisation of the first Contractor's personnel at the Project site(s) (or at other places, if any, as may be specified under the Contract as forming part of the site).

Emerging risks and hazards must be managed during project scope of work. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All hazards with their risks must be rated according to their severity in causing harm.

Activity based risk assessments shall be conducted by an appointed competent Risk Assessor of the Principal Contractor. Risk assessment shall be developed by the team and outcome shall be shared with employees.

Eskom will make all reasonable efforts to ensure that the information provided is complete and correct. However, the Contractor shall make his own assessment of the hazards and risks associated with the work under the Contract or which he is responsible. Without derogating from any other requirements under the Contract, the work shall not be executed at the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) until Contractor's Risk Assessment and Method Statements as required under the Work Co-ordination Process have been reviewed.

The Contractor shall on a daily basis and for every task to be performed, conduct a pre-task risk assessment with all Contractors' Personnel involved with the task(s). The pre-task risk assessment shall form the basis of the daily pre-job briefings / toolbox talks prior to the start of work. Proof of communication as well as confirmation that it was received and understood by all will be noted on a standard form, which shall be kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Contractor's Health and Safety File.

The Contractor shall Conduct his undertaking in such a manner as to ensure, as far as reasonably practicable, that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health and safety.

Any person who design, manufacture, import, or supplies any article for use at work shall ensure, as far as reasonably practicable, that the article is safe and without risk to health when properly used and that it complies with all prescribed requirements.

3.3.15 (1) Safe work procedures / method statements

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

The Contractors will be required to develop Safe Work Procedures, Safe Work Instructions, Safe Work Methods Statement which are aligned to the Contractors Baseline Risk Assessment tasks/activities and critical tasks/activities. 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.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.15. (2) Project site specific related Tasks, Hazards and Risks and Preventative measures to be implemented

The hazards with their risks identified below are not exhaustive and the Contractor must ensure that all hazards are identified, and risks attached are managed.

The following activity risks have been identified:

- Eskom site access.
- Driving on and off site.
- Deliveries activities.
- Manual handling (Ergonomics) from loading and offloading activities.
- Working at Heights.
- Working under extreme weather conditions.
- Slips trips and falls.
- Struck By incidents.
- Hijacking and theft.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

TASK TO BE PERFORMED	HAZARD / DANGER IDENTIFIED	PREVENTATIVE MEASURES TO BE IMPLEMENTED (INCLUDING PPE TO BE USED)	SAFE OPERATING PROCEDURE (WSOP) OR OTHER ANNEXURES (Guideline only)
ESTABLISHMENT AND PREPARAING FOR SITE WORK			
Site access activities.	Injuries to staff due to the movement of material or machinery.	The following requirements to be complied with: Administrative controls: 1. All staff to receive induction training prior to being allowed on site; 2. The safety of the public to be ensured as per the requirements stated in this document; 3. Driving permits and medical fitness of Operators. 4. All work to be done under the general supervision of competent persons; and 5. All equipment to be inspected and declared safe prior to staff members being allowed to use the equipment or machinery. 6. An onsite toolbox talk including a risk assessment shall be conducted prior to the commencement of work. The team leader, after conducting pre-task planning and after facilitating the on-site risk assessment shall share all the tasks at hand, the identified risks and control measures with all his team members before	OHS Plan Baseline Risk Assessment. Safe Work Procedures.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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		commencing a specific task. This shall be done to ensure common understanding of the tasks, risks and control measures required. (34-333 par 26) Personal protective Equipment: 1. All staff to be provided with adequate PPE as per their own risk assessment report. A copy of the risk assessment report to be kept on site. 2. The Principal Contractor shall ensure that contractor employees are trained in the correct use, care, maintenance and limitations of PPE. (34-333 Par 14(c))	
Conducting work activities without issue, use and maintenance of Personal Protective Equipment (PPE).	Injuries to staff due to no issue, improper, lack of use of PPE.	1. The following requirements to be complied with: Administrative controls: a. Risk assessment to be conducted. b. Copy of risk assessment to be kept on site. c. Staff to be issued with and trained on appropriate use of PPE. d. PPE to be maintained in good working conditions.	OHS Act, GSR PPE requirements Eskom PPE Standard Contractor PPE Management PPE Matrix

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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		e. Contractor to develop and provide PPE Management Procedure which details the issuing and frequency of issuing PPE, the training on use and maintenance and f. Disciplinary action to be maintained against transgressions.	
Safety of the public.	Possible civil action against the Client, Principal or Sub-Contractors due to injuries sustained by members of the public / visitors on the construction site.	The following requirements to be complied with as to ensure the safety of the public: 1. Only one controlled access point to be provided through which persons can enter the site. 2. National Road traffic – specific regulations required to be complied with. All visitors to the work site to be trained on the dangers and hazards to be anticipated while on the site (SHE Induction); 3. Visitors only to be allowed on site should they be in possession of the required personal protective equipment;	OHS Act Safe Work Procedures required.
WORK ACTIVITIES RELATED HAZARDS			

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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Manual Handling of work equipment and tools	Incorrect lifting / manual handling of objects, equipment and tools could result in body injuries (i.e. Sprains and strains) and temporary and/or permanent disablement.	Substitution: * Use of mechanical lifting equipment and tools aids. Administrative - * Employees inducted on correct lifting techniques. * OHS awareness and information on the usage of the equipment tool. * Risk Assessments done. * Tool-box talks. Personal Protective Equipment (PPE) - * Use of proper PPE (i.e gloves, safety shoes and boots, overall)	OHS Act Safe Work Procedures required.
Walking around indoor and outdoor workplace ground floor surface.	* Slippery / Wet floors surface and loose running cables, tiles and carpet tiles on the floor could result in Slip and Falls.	Administrative - * Awareness to all employees through OHS inductions, safety Bulletins. * Putting up warning signage when working on slippery.	OHS Act Safe Work Procedures required. Safety tool box talks. OHS induction

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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	* Uneven ground / paving surfaces.	Elimination - * Cable/cords placed behind the desks/tables away from the walkway and they are connected through table pipe. * Loose Cables/cord to be trunked or tied together (Scattered cables). * Reporting and fixing of loose cables and tiles. Administrative - * Health and Safety Reps monthly inspections, VFL inspections, BBS observations.	
	* Darkness due to defective or no lights.	Administrative - * Awareness to all employees through OHS inductions, safety Bulletins. * Reporting and fixing of uneven ground surfaces.	
	* Insects and * Animals such as bees, snakes, wasps, birdlife could	Administrative - * Availability of First Aid Kit and Treatment, * Horticulture, gardening services and maintenance of the ground, walkways provided.	

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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	result in insects stings and animals bites.		
Walking up and down the stairways.	* Not holding on to handrail whilst ascending and/or descending the stairs.	Administrative - * Awareness to all employees through OHS inductions, safety Bulletins. * Illumination surveys to ensure all areas are always lighted as per requirements. * Installation and maintenance of Emergency lights in case of Power failure. * Fixing of loose handrails and unlighted areas. * Putting up warning signage when working on slipperiness. * Reporting and fixing of loose tiles, stairs rubber end by Properties Management.	OHS Act OHS Induction Baseline Risk Assessment
	* Ascending or descending holding boxes/ material that is obstructing your view.		
	* Running whilst ascending or descending the stairways.		
	* No or loose rubber endings at the edges of each stair.		

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		Tender PR No's	1076129992	Rev	0
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	* Loose handrails.		
Use of Portable equipment and tools	* Defective faulty portable equipment and tools could result in equipment malfunction. * Incorrect use of the equipment could result in equipment property damage. * Loose and exposed cables could result in electrocution. Which could all result in body injuries (i.e First aid, injuries;	Administrative - * Faulty Equipment to be removed from usage and/or Signage note stuck on faulty hydroboil/ kettle not to be used until fixed. * OHS Induction trainings. * Repairs and maintenance of equipment. * Reporting incidents/near misses, * OHS Rep and Tools management inspections * SMAT Observations * Awareness campaigns	OHS Act OHS Induction Baseline Risk Assessment Safe Work Procedures Tools and Inspection checklists

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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	medical injuries; LTI's and fatalities) and Loss of assets.		
Accessing office activities.	Poor illumination which may result in glare, shadows, visual problems (i.e., eyestrain, fatigue, double-vision, etc.).	- Regular maintenance of the lighting system. - Light-colour dull finish on walls, ceilings, and floors to reduce glare. - Adjustable shades on windows and Indirect lighting. - An adequate office ventilation system which delivers quality indoor air and provides for comfortable humidity and temperature is a necessity. - Where printing or copying machines are present, an exhaust ventilation system which draws particulates and gases away from the employees' breathing zone should be present. - Office machines and ventilation system components should be checked and maintained on a regular basis.	OHS Induction OHS Act – Environmental Regulations for Workplaces NIHL Regulations
	Poor air quality or ventilation.		
	Poor air quality or ventilation		

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	Noise due to high-speed printers, telephones, music and human voices. Poorly designed furniture and equipment can lead to crowding, lack of privacy, slips, trips, and falls Ergonomics Physical layout or housekeeping Blocked or improperly planned means of egress can lead to injuries as a result of slips, trips, and falls. If, during	- Place noisy machines in an enclosed space. - Use carpeting, draperies, and acoustical ceiling tiles to muffle noise. - Adjust telephone volume to its lowest level. - Rearrange traffic routes within the office to reduce traffic within and between work areas. - Keep telephone and electrical cords out of aisles. - Group employees who use the same machines - Office machines should be kept away from edges of desks and tables - Regular inspection, repair, and replacement of faulty carpets - Place mats inside building entrances - Proper placement of electrical, telephone, and computer wires. - All exit access must be at least 800mm wide - Generally two exits should be provided	

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	an emergency, employees become trapped due to improper egress, more serious injuries or fatalities may result. Obstructions on exits or egress	- Exits and access to exits must be marked - Means of egress, including stairways used for emergency exit, should be free of obstructions and adequately lit. - Employees must be aware of exits and trained in procedures for evacuation.	
	Electrical shock or Electrical accidents in an office usually occur as a result of faulty or defective equipment, unsafe	- Equipment must be properly grounded to prevent shock injuries - A sufficient number of outlets will prevent circuit overloading - Avoid the use of poorly maintained or non-approved equipment - Electric equipment maintained so that no live parts are exposed - Machines should be disconnected before cleaning or adjusting. Generally, machines and equipment should be locked or tagged out during maintenance.	

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	installation, or misuse of equipment		
	- Office furniture - Defective furniture or misuse of chairs or file cabinets by office workers can lead to serious injuries	- Chairs should be properly designed and regularly inspected for missing casters, shaky legs, and loose parts - Do not lean back in a chair with your feet on a desk - Do not scoot across the floor while sitting on a chair - Never stand on a chair to reach an overhead object - Open only one file drawer at a time - Do not locate file cabinets close to doorways or in aisles	
	Office Machinery Machines with ingoing nip points or rotating parts can cause lacerations,	- Machines such as electric hole punches, and paper shredders with hazardous moving parts must be guarded so that office workers cannot contact the moving parts. - Fans must have substantial bases and fan blades must be properly guarded	

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	abrasions, fractures, and amputations if not adequately guarded.		
	Falls trips and slips when climbing ladders, stands and stools.	- Workers should always face the ladder when climbing up or down. - Ladders should be inspected regularly to ensure they are in good condition. - The top of a ladder should not be used as a step. - Ladders must only be used when they are fully open and the spreaders are locked.	
	- Office tools - Misuse of office tools, such as pens, pencils, paper, letter openers, scissors, and staplers, can cause cuts, punctures, and related infections.	- Paper cutters - Keep blade closed when not in use. A guard should be provided and fingers should be kept clear. - Staplers - Always use a staple remover. Never test a jammed stapler with your thumb. - Pencils, pens, scissors, etc. - Store sharp objects in a drawer or with the point down. Never hand someone a sharp object point first.	

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Lifting operations	1. Non-competent staff can incorrectly sling loads, or relay incorrect lifting instructions resulting in injury to personnel or damage to plant. 2. People injured by falling objects. 3. Exposure to thermal stress (excessive cold and heat) depending on the season. 4. Defective equipment causes injury to persons and damage to plant	- Responsible person to ensure that: - only people competent in rigging activities are involved in the activity; - The scope of work is discussed with all parties involved, highlighting the possibility of accidents /incidents. - One person is identified to perform duty as communicator. This person shall not be involved in operating lifting equipment whilst monitoring the load being lifted, and checking the routing of the winch cable (where applicable). The communicator shall relay lifting instructions from the load area, to the person operating the lifting equipment. - All persons working on the activity shall personally be responsible to use the correct protective equipment. This includes safety harness as required. - Ensure that all employees involved in hoisting and rigging activities are trained. - The hoist slings, including shackles, have load test certificates by an accredited company.	Working at Height Standard. OHS induction Safe Work Procedures Eskom Life Saving Rules

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	5. The initial danger when lifting a load is limbs being caught in nip points when tension is applied to the lifting device. 6. Inadequate inspection of lifting equipment 7. Unsafe use of lifting equipment. 8. Non-competent staff can incorrectly sling loads, or relay incorrect lifting instructions resulting in	• Use correct PPE issued and sunscreen • Use safety nets or barricading or barricading tape to enclose work area. Suspended loads must be guided with a guide rope that is attached to the load. No one is to touch a suspended load or place any body parts under a load. • Ensure equipment to be used is suitable for the job - the correct. No non approved equipment to be used. • Conduct visual inspection of all equipment to be used. No certificate no use. • Lifting tackle shall each have a unique permanent number for identification. • Any person, who notices a potential hazard shall notify the operator of the lifting device immediately and activity must be stopped until hazards can be mitigated effectively. • Mobile equipment to be set up, level and in safe manner for lifting purposes. • Mobile equipment inspected and load tested.	

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	injury to personnel or damage to plant. 9. People injured by falling objects. 10. Exposure to thermal stress (excessive cold and heat) depending on the season. 11. Defective equipment causes injury to persons and damage to plant. 12. The initial danger when lifting a load is limbs being caught in nip points	• All lifting equipment is to be inspected, identified and logged in the appropriate inspection • Rigging study to be compiled by rigger depending on weight and difficulty of load. • Guide ropes to be used when lifting operation takes place to guide lead. • Area where lifting operations took place to be barricaded. • Signals only to be given by rigger to crane operator. • Adequate warning by means of blowing whistle to be given when lifting takes place to warn • Rigger to make sure to use correct sling/chain for specific load task. • Emergency preparedness plan is reviewed and discussed before any work commences	

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	when tension is applied to the lifting device. 13. Should a load become adrift while hoisted, injury to persons or damage to plant can occur. 14. Inadequate inspection of lifting equipment. 15. Unsafe use of lifting equipment.		

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1. Working at a height (elevated positions)	Possible injuries due to staff falling from heights.	The following requirements to be complied with as to prevent injuries: Eskom Life Saving Rule: Any person who performs work higher than two meters above ground level must wear a fall arrest system, and be attached to an anchor point at all times - All work conducted at a height to be performed under the direct supervision of a Competent Person who has been appointed and made responsible for employees safety; - The requirements as per this Health and Safety & Fall Protection Plan to be complied with at all times; - All staff who perform work at a height (2 meter and above) must be in possession of a medical certificate of fitness which was issued by an Occupational Health Practitioner after evaluating employees physical and psychological fitness;	Eskom Life Saving Rules GSR 6 CR8

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		5. Work done in an elevated position to be done from safe scaffolding or ladders where reasonable practicable; 6. Where the structures cannot be safeguarded by means of handrails fall arrest equipment (Safety harnesses) to be provided and used by staff; and 7. Employees who perform work at a height will at all times be required to utilize and keep the fall arrest systems properly secured to the structures. 8. Fall Arrest Systems shall be SABS approved 9. Training for use of FAS and rescue procedures to be in place 10. FAS rescue kit to be available on all work sites	
Hand tools	Possible injury due to the use of unsafe hand tools, or due to tools falling from a height.	All hand tools used in elevated positions to be properly secured. All hand tools equipment to be inspected daily or before use by accredited person. The outcome of all inspections conducted should be recorded in a register kept for this purpose. The register must be kept on site.	Baseline Risk Assessment OHS Induction Safe Work Procedures

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			Tools and Equipment Inspection checklists.
Driving National road Gravel road Night driving	- Pre-trip inspection not done to identify substandard condition of the vehicle. - Vehicle not meeting Eskom minimum vehicle specification. - Excessive travelling causing fatigue and vehicle accidents - Overtaking unsafely	- All vehicles used for Eskom business to comply with Eskom Vehicle Safety Specification 32-345 Procedure i.e. the vehicle must be fitted with airbags, ABS, power steering, fitted with seatbelts, etc. - Ensure compliance to Vehicle Driver Safety Management Procedure 240-62946386. - All drivers before allowed to drive for Eskom business must do driver risk assessment, under medical surveillance and be in possession of valid driver licence. - Drivers must undergo advance driver training and driver evaluation before issued with Eskom driver permit or authorised to drive for Eskom business.	National Road Traffic Act, Vehicle and Driver Safety Management

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	- Talking on cellphone while driving. - Poor visibility due to rain, mists, etc. - Collision with an object while reversing - Brake failure. - Driver error due to fatigue and substance abuse. - Non-adherence to road safety rules. - Negligence and reckless. - Poor observation and judgement	- Training on defensive driving and 4x4 driving course must be provided to individuals as per job requirements. - Monitor and analyse driver behaviour on MIX Telematics System and encourage good driving - Discuss Southern Grid driving charter during statutory safety meetings / departmental meetings - Drivers are limited to three people per vehicle as per TEXCO decision. - Drivers are encouraged to inform their Managers/ Supervisors of any health conditions that render them unfit to drive. - Pre –trip inspections to ensure that the vehicle is in good condition before driving. - Vehicles must be provided with first aid kit, 2 x warning triangle and fire extinguisher - Drivers to take regular rest for long distance driving.	

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	• Poor road condition • Driver inexperience • Health Condition • No Risk Assessment • Cellphone usage • Impatience and road rage • Driving at excessive speed		
General safeguarding of machinery.	Possible injury to staff due to the use of unguarded or poorly guarded machines.	The following requirements will be complied with as to ensure that machines used are properly guarded: 1. All machine parts which are within normal reach to be guarded and placed outside of normal reach (This will not apply to machine parts that cannot be guarded due to the blade being used for cutting); 2. Employees will not be allowed to remove machine guards;	GMR 2-7

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		3. Operators of machinery to inspect machines prior to use as to ensure the machines are safe for use and properly guarded. 4. Only competent persons to be allowed to operate equipment	
OCCUPATIONAL HEALTH AND HYGIENE			
Exposure to noise	Noise induced hearing loss suffered by staff due to insufficient precautionary measures implemented.	The following requirements to be complied with as to prevent employees from contracting noise induced hearing loss when exposed to noise in excess of the prescribed noise rating limit of 85dB(A): 1. All staff exposed to noise in excess of the prescribed noise rating limit to be trained on the dangers of noise and the need for hearing conservation; 2. All staff to be provided with and be required to use suitable hearing protectors when performing tasks which may result in them being exposed to excessive noise; and 3. All staff exposed to high noise rating levels to be subjected to audiometric tests as per frequency in NIHLR to determine and prevent possible hearing loss.	NIHLR 6 NIHLR 8

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Work performed in hot / rainy and windy environments	Possible ill health effects such as heat stroke or skin cancer due to prolonged exposure to direct sunlight. Possible ill health due to colds and fever from working in cold environments	The following requirements to be complied with: 1. All staff members to be trained in the dangers of exposure to excessive heat and the illnesses associated with heat exposure; 2. First aid equipment and qualified first aiders to be available at all times; 3. Employees to be acclimatized prior to being required to perform work in hot environments; 4. Ample quantities of drinking water to be available on site; and 5. Employees to be provided and be required to wear the required personal protective equipment and sun creams. 6. Flue vaccines to be encouraged in projects that will be working through winter and rainy seasons	OHS Act – Environmental Regulations for Workplaces
Fire prevention.	High risk of fires and property damage.	The following requirements to be complied with: 1. Sufficient amounts of fire fighting equipment to be kept available on the premises;	EP Procedure Fire Risk Management Standard

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		2. All staff to be trained in the use of the fire fighting equipment; 3. All fire fighting equipment to be inspected by a Competent Person appointed for this purpose; 4. The presence of all fires to be reported to the client immediately; 5. Staff to be trained in the correct fire fighting procedure; and 6. Fire risk survey to be done and staff only to be allowed to smoke in designated areas.	
Housekeeping	Possible injury to staff due to poor housekeeping. Poor housekeeping practices may also increase the risk of fires.	The following requirements to be complied with as to ensure good housekeeping practices on site: 1. Items will not be disposed of from a height unless a rope or safe bucket is used to safely lower items to ground level; or 2. Excess material, scrap, waste or debris will be removed and be disposed of regularly.	TA-33-05 Physical material handling
GENERAL			

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

TASK TO BE PERFORMED	HAZARD / DANGER IDENTIFIED	PREVENTATIVE MEASURES TO BE IMPLEMENTED (INCLUDING PPE TO BE USED)	SAFE OPERATING PROCEDURE (WSOP) OR OTHER ANNEXURES (Guideline only)
Staff performing work while intoxicated.	Possible injuries to staff due to the operation of equipment while under the influence of alcohol or drugs. Intoxicated employees could also pose a danger to others.	Staff members who are or who appear to be under the influence of alcohol or drugs are not to be allowed on site.	DPC_34-367: Management of substance abuse GSR 2A
Poor ergonomics.	Possible injuries due to staff: 1. Taking an awkward position; and / or 2. Having to move or carry heavy objects.	The following requirements to be complied with as to minimize ergonomical risks: 1. Where possible manual handling will be limited and lifting machines be used; and 2. Staff will be encouraged to use the correct method when lifting and / or carrying items.	
Toilet, change and dining room facilities	Possible pollution to the environment and / or complaints being lodged with	The following facilities are to be provided: 1. One (1) toilet for every 30 staff members; 2. One (1) shower for every 15 employees;	FR

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

TASK TO BE PERFORMED	HAZARD / DANGER IDENTIFIED	PREVENTATIVE MEASURES TO BE IMPLEMENTED (INCLUDING PPE TO BE USED)	SAFE OPERATING PROCEDURE (WSOP) OR OTHER ANNEXURES (Guideline only)
	the client due to the action on the part of the contractors staff.	3. Sheltered dining room facilities; and 4. Change room facilities.	
Environmental pollution	Environment being polluted due to oil or chemical substances being spilled.	The following requirements to be complied with: 1. To be implemented as per EMP	
Review of document and general compliance	Possible non-compliance with the provisions of the OHSA due to the Health and Safety Plan not being revised regularly.	All health and safety documents to be evaluated and amended as and when required. Where possible the provisions as per the Clients Work Instructions to be complied with.	
Handover of contract	Possible civil action against the client or principal	The following requirements to be complied with: 1. All installations to be inspected by a competent person after completion and before use;	DISASAAQ1: Handing over documentation: Distribution Substation.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

TASK TO BE PERFORMED	HAZARD / DANGER IDENTIFIED	PREVENTATIVE MEASURES TO BE IMPLEMENTED (INCLUDING PPE TO BE USED)	SAFE OPERATING PROCEDURE (WSOP) OR OTHER ANNEXURES (Guideline only)
	contractor due to poor workmanship.	2. A completion certificate to be issued by the designer after construction and before use; and 3. All construction work to be done as per the designer's specifications. 4. Implementation of Eskom Handover specification	DST_1195: Handing over documentation: Major/Minor reticulation electrification.
Emergency Preparedness (Add to first aid)		1. Staff to be trained on evacuation routes 2. Staff to be trained on handling of all types of emergencies. 3. Equipment to be provided as to enable staff to effectively deal with emergencies 4. Emergencies numbers to be available on site. 5. Transport to be reasonably made available 6. All of the above to be part of the SHE plan.	

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.16 Emergency Preparedness and Response

The art of Emergency Preparedness and Response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The Contractors must familiarise themselves with the Eskom Emergency Planning Standard (32-123) and Eskom Fire Risk Management (32-124). In the event that the Contractor will be on-site on a day when an emergency drill is undertaken to test the effectiveness of the EP plan, the Contractor shall form part of that on-site emergency drill where applicable and required.

3.3.16 (1) Emergency Response Plan

1. The Contractor shall develop his own emergency response plan for both work areas and office areas and submit this plan on the OHS file. The plan shall be amended as applicable and required. The Contractor shall ensure that all Contractors' Personnel are aware of and trained in the execution of the emergency plan.
2. Periodic emergency drills will be undertaken by the Employer or Eskom Project Manager.
3. The Contractor shall be responsible for ensuring that his emergency plan is reviewed annually, and after every incident which caused the emergency plan to be activated. Any changes made shall be briefed to all persons affected and the information provided to the Eskom Project Manager.

3.3.16 (2) Fire Risk and Safety Management

1. The Contractors shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire. Ideally, all employees should receive basic training in fire prevention and use of fire equipment.
2. The Contractor shall develop fire safety and evacuation procedures for any area under his control prior to the commencement of any work thereon. The procedure shall take into consideration the size of the area, types of work being done, amount of combustible materials present etc. It shall take account of any hot work permit arrangements and all other applicable fire and evacuation procedures. All Contractor's personnel entering and working on the Project Site, and other places, if any, as may be specified under the Contract as forming part of the Site, shall be trained in fire safety and emergency evacuation and any other duties they are required to perform e.g. Fire Warden.
3. Existing fire management systems in buildings shall be maintained whenever possible. Any changes shall be approved by the Eskom Project Manager before implementation.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

4. The Contractor shall be at all-times available for any meetings and interventions that are arranged by the Eskom Project Manager in the sake of fire and emergency safety.

3.3.16 (3) Fire Safety Plan

The Contractor shall prepare a Fire Safety Plan which shall include:

1. The designation and organisation of Contractors' personnel to carry out fire safety duties, including fire watch service, if applicable.
2. Emergency procedures to be used in the case of fire, including:
 4. ☐ method of sounding the fire alarm.
 5. ☐ notifying the fire Department.
 6. ☐ instructions to Contractor's Personnel.
 7. ☐ firefighting procedures.
 8. ☐ evacuation routes.
 9. ☐ location of assembly points, and
 10. ☐ Integration with existing emergency procedures.
3. The control of fire hazards in and around buildings.
4. Maintenance of firefighting facilities.
5. Display in strategic places a site plan that will illustrate the assembly points, locations of means of raising the alarm and extinguisher media. A plan shall be drawn up for each area under the Contractors control and shall, where appropriate, include office and welfare facilities.

3.3.16 (4) Fire Equipment and maintenance

All fire fighting equipment's that have been provided shall:

- a. Be clearly labelled
- b. Conspicuously numbered
- c. Entered in a register
- d. Inspected monthly by a competent person
- e. Be tested and serviced at recommended intervals by an accredited supplier
- f. Have the results entered in the register and signed by competent person.

3.3.17 Working at elevated position / Height work (refer to Eskom Procedure 32- 418)

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.17 (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.
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

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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.

3.3.18 Incident Management

All incidents relating to the contract (fatalities, lost time, medical treatment, first aid, vehicle accidents, damage to equipment, near misses and environmental issues) shall be reported and investigated in terms of the section 24, 25, GAR 8 and 9 of the OHS Act.

Copies of the investigation reports must be filed in the contract OHS file.

All incidents of a serious nature shall be reported to the Eskom contract Project Manager as soon as practicably as possible.

Ensure that all incidents are reported and investigated timeously by competent Incident Investigators.

All incidents that were in contravention of any one of Eskom's Life-Saving Rules must be presented by the relevant Contractor Manager to the Contract Manager and where required to the OU Responsible Manager.

Note: Eskom has the right to be involved in any contract related serious incident investigations.

3.3.18 (1) Reporting

All incidents including near misses occurring at work shall be reported to the relevant site Eskom Supervisor / Manager as soon as practicable but before the end of the shift.

All section 24 incidents shall be reported to the Provincial Inspector of the DoEL and section 25 incidents shall be reported to the Chief Inspector of the DoEL.

Note: If it is found that the Principal Contractor or his Appointed Contractors are hiding/not reporting incidents then steps (which may include disciplinary action) would be taken against the Line Management of the Principal Contractor and Appointed Contractor in terms of Eskom Procurement and Supply Chain Management Procedure (32-1034).

3.3.18 (2) Investigation

All incidents related to work being performed for Eskom shall be investigated in terms of the OHS Act sections 24 and 25 and conducted in terms of document 32-95 Eskom Occupational

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Health and Safety Incident Management Procedure and Standard for conducting OHS Incident Management (full title is listed in Normative References).

Investigations shall be conducted by appointed competent Investigator who will compile the appropriate incident report form as listed in the OHS Act Annexure 1.

A comprehensive and detailed investigation report, including supporting documents, proof of actions taken and proof of communication to other affected employees, shall be completed within 14 days of the incident and submitted to Eskom Project Manager formally for review, comment and trending. Should the Contractor require a greater period of time to conduct the investigation then permission should be sought from the Eskom Project Manager or the assigned SHE professional. Medical reports received by the Contractor after the investigation submission should be forwarded immediately to the assigned, SHE professional.

Eskom must be permitted to participate in investigations if the incident is directly linked to any activity within the scope of the contract.

Low and moderate near miss investigations should be completed on the day of the incident as they are contained in the near miss flash report form. For incidents where the cause is obvious and the remedial action is limited to trending, incident recall / lessons learnt or similar actions, the Contractor should submit the completed investigation within seven days.

Contractor and Sub-Contractors shall co-operate fully with the investigation and implement any additional improvement measures.

Investigations shall begin as soon as practicable after the incident / accident has occurred. Where applicable and with appropriate authorisation (when required), photographs shall be taken of the scene of the incident as well as any equipment involved.

Interviews with witnesses shall be conducted as soon as possible after the incident occurred whilst it is still fresh in their memory and if necessary, followed up later to determine if further information was recalled.

The Contractor shall investigate all incidents immediately and supply to the Eskom Project Manager a written report within three days, unless otherwise specified by the Project Manager which shall include:

- ☐ Date, time and place of incident.
- ☐ Description of incident.
- ☐ Root causes of incident/accident.
- ☐ Type of injury and/or (if any).
- ☐ Medical treatment provided (if any);

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

- ☐ Persons involved;
- ☐ Loss or damage sustained (if any);
- ☐ Names and contact details of witness/s;
- ☐ Description of corrective action to prevent a recurrence (with clear deadlines and persons identified for taking remedial action).
- ☐ All corrective actions shall be closed out within 14 days of the date of the incident, unless otherwise agreed by Eskom.

Eskom reserves the right to conduct an independent investigation of any accident and / or incident reported by the Contractor or Subcontractors over and above their own investigations.

3.3.18 (3) Close out

All incident investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the Project Manager. Close out procedure ideally must be done as soon as practicable. Undue time delays must be avoided.

Case studies shall be compiled for all [high & extreme priority] near misses, lost time incidents and fatalities and cascaded as lessons to be learnt across the Project.

The Contractor shall keep at his Project Site Office a record of all accidents and incidents reported in the form of the OH&S Act Annexure 1 investigation form as referenced in the OH&S Act. (Incident Investigation Report).

3.3.19 Forums for OHS Governance and OHS Communication systems

Effective governance and communication structures shall be established for the project sites where project OHS matters shall be discussed.

Attendance registers shall be kept for all the health and safety meetings. The terms of reference shall be established for each governance structure on the project.

Eskom Project team shall define the project OHS governance and communication structures.

The Principal Contractor/s and their Contractor/s shall provide a communication plan outlining the discussions and decisions to their staff, the mediums they will employ to communicate OHS issues to their staff and how they will measure the effectiveness of their OHS communication.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Every meeting conducted on site shall include OHS 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 OHS files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

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

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

3.3.19 (1) Toolbox talks / Daily team talks / pre job meetings

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, tool-box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool-box talks must be conducted. The toolbox talk topics will be based on OHS issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.3.20 OHS Training

1. The Principal Contractor, when making a bid for this project shall provide a breakdown list of the OHS 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.
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.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

4. When there is an amendment to the Acts and/or to the regulations OHS requirements and OHS 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 OHS file.

3.3.20 (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 OHS file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.

3.3.20 (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 OHS 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.

3.3.20 (3) Visitors to site induction

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

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.20 (4) General training

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. The Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

The Contractor shall also record in the OHS File:

- ☐ Information about removal or dismantling of installed plant and equipment.
- ☐ OHS information about equipment cleaning and maintenance programmes.
- ☐ Nature, location and markings of services.

The OHS file must be kept on site and must be available on request for Audit, document verification and inspection purposes.

The OHS File shall be handed over to the Eskom Project Manager on completion of the last of the Defects Notification Periods and prior to the issue of the Performance Certificate.

3.3.21 Employee Engagement and Behaviour Based Safety

The Contractor shall ensure that all personnel are participating in a suitable Employee Engagement Programme. The Contractor shall ensure the employee engagement programme includes for adequate training for Supervisors to conduct wholesome observations and feedback to employees conducting work on the mentioned sites. This training shall focus primarily on unsafe behaviours of employees as opposed to unsafe conditions on the Project Site. It is also important for the Contractor to recognize those individuals who are performing their work in an exemplary safe manner.

The Contractor shall retain suitable anonymous data from the programme and use these leading indicators to support their safety programme.

The Contractor shall establish a system that fully encompasses their subcontractors and applicable service providers and shall ensure that the engagement programme prioritises high risk activities.

The contractor will make sure that this data is available to the Eskom when requested.

3.3.22 Housekeeping and Order

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

The Principal Contractor shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.

Prompt disposal of waste materials, scrap and rubbish is essential.

Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.

Nails protruding through timber shall be bent over or removed so as not to cause injury.

All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.

On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.

In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the principal contractor in the first instance and the Eskom project/site manager in the second instance.

The Eskom Project/Site Manager has the right to instruct the Principal Contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.

The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The Principal Contractor shall document the results of each inspection and shall maintain records for viewing.

3.3.23 Workplace Signage and Colour Coding

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.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Site Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.

The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.

When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.

Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.

Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.3.24 Tools and Equipment

The Principal Contractor shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.

Principal Contractor 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.

Where applicable, tools and equipment must have the necessary approved test or calibration OHS plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.

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.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

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.

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.

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.

3.3.25 Hand tools

All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.

Tools with sharp points in toolboxes must be protected with a cover.

All files and similar tools must be fitted with handles.

No makeshift tools are permissible on the project.

3.3.26 Personal Protective Equipment (PPE) Requirements

The Principal Contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and Appointed Contractors on site. The Principal Contractor, when making a bid for this project shall provide a breakdown list of the PPE requirements and the costing of such requirements.

All Contractors shall comply with the requirements of GSR 2 of the OHS Act.

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.

Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.

All Contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.

Where PPE is required and visitors are not in possession of, then it is the individual Contractor's responsibility to provide the PPE.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

All PPE purchased and used by all Contractor employees including visitors must comply with the relevant SANS standards and Eskom PPE specifications.

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

The Contractor shall discuss the PPE requirements and make employees aware of the PPE limitations as per manufactures requirements and a record of such communication be kept and filed in the site specific Contractor's OHS file.

3.3.26 (1) Issue, Replacement and Control of PPE

1. The Principal Contractor must provide a detailed PPE procedure for the control and management of PPE on site.
2. The Principal Contractor is required to keep an updated register of his employees PPE Needs Analysis matrix, and signed employees PPE issued checklists, including that of his Contractors.

3.3.27 Contractor Auditing

3.3.27 (1) Post Contract review of Safety performance for the duration of the contract

The Contract Custodian has to inform the Supplier about the OHSKPIs before work can commence, and Annexure D can be used as a guideline. The Contractor performance monitoring process will be applied based on the risk of the project. The OHS Professional will assist the Contract Custodian with setting the OHSKPIs and shall prepare the OHS component in preparation for the review process, that is, Audit reports and the OHS compact/contract, inspections, minutes, presentations, etc.

3.3.27 (2) Approval and compliance of Principal Contractor OHS Plan

The Principal Contractor's OHS Plan will be audited against compliance checklist so as to verify compliance to the Eskom OHS requirements. Once there is compliance only then will the Principal Contractors OHS Plan be accepted by the OHS Professional and approved by the Project Contract Manager or an Appointed Eskom Contract Custodian. The implementation of the OHS Plan shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

3.3.27 (3) Eskom OHS performance monitoring Audits

Eskom shall evaluate the Principal Contractors continual OHS performance on an ongoing basis against the legal, Eskom requirements, these OHS requirements and the Contractors OHS Plans. Eskom shall conduct risk-based inspections, audits, and blitz inspections to monitor OHS compliance and adherence to the OHS Plan by the Contractor.

Note: Eskom reserves the right to conduct unannounced audits on Contractors

There will be monthly Audits conducted by Eskom on the Principal Contractor/s and/or Appointed Contractors. These Audits shall be attended by the Contractor's Contract Manager and / Contract Supervisor, Contractor SHE Rep and/or Contractor's representative.

If there are any findings / non-compliance identified as serious in these Audits, an activity will be stopped for that specific Principal Contractor and Appointed Contractor. Refer to section on "Work Stoppage" in these OHS requirements.

3.3.27 (4) Principal Contractor Audits

Principal Contractors are required to conduct internal audits on both their employees and their Appointed Contractors on the implementation of their OHS 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 Contract Manager within one week after completion of the 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.

3.3.27 (5) Site Inspections by Contractors' Management

The Principal Contractor should conduct regular site inspections monitoring for OHS compliance on a weekly basis. The Contractor should make arrangements to accommodate the Eskom Project Contract Manager or his representative on this inspection.

3.3.28 Non-Conformance and Compliance

Any non-compliance to any health and safety requirement in this OHS requirements is subject to discipline in terms of the Eskom Procurement and Supply Chain Management Procedure (32-1034).

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

Principal Contractors are required to implement a non-conformance procedure (if not already in place) for issuing to Contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.

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

Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.

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 Contract Manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.

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.

3.3.29 Site Rules

3.3.29. (1) Work Stoppage

The Eskom Project Manager is entitled to stop the execution of the Works and issue non-conformance notices for health, safety or environmental violations. Any non-conformances / findings / observations found during Audits / Inspections shall, where practicable, be raised, discussed and resolved with the Contractor.

The conditions that can lead to work stoppages include but shall not be limited to:

- Management of change: This is when there are changes to the work environment (e.g. management / supervisory changes) and / or amendments with regards to the Employers rules and regulations and / or legislative amendments.
- Unsafe acts / behaviours by Contractor's Personnel.
- Unsafe conditions resulting from unforeseen hazards, changes in working procedures, unexpected weather conditions and malicious acts of vandalism.
- In the event of unsafe conditions being identified by any person, the process to be followed shall be:
 - ☐ The Eskom Project Manager shall be informed immediately.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

- ☐ The work activity shall be stopped immediately, and conditions made as safe as possible as an interim measure.
- ☐ The affected workforce shall be removed from the work area and the Contractor shall correct the health and safety deficiencies by allowing only the people in the area that are competent to make the area safe.
- ☐ The Contractor shall ensure that no other work is being performed in the area during this time. The area shall be barricaded, and a sign placed with the wording "Unsafe Area – Authorized Access Only". Where necessary, guards shall be posted to prevent entry.
- ☐ The Eskom Project Manager shall review the affected parts / sections of the OHS Plan with the purpose of providing additional OHS information to the Contractor to enable the establishment of a safe working environment.
- ☐ The Contractor shall revise the relevant sections in the OHS Plan to accommodate the changes.
- ☐ The Eskom Project Manager shall review the revised provisions in the OHS Plan to ensure they are adequate and approve it before the work activity is commenced. The work activity / work area shall be subject to additional monitoring in the initial stages to ensure that safe conditions remain.
- ☐ Before the workforce is allowed back in the area, the Contractor shall ensure:
 - ☐ The area is re-inspected by the Contractor's Health and Safety Officer and Contract Supervisor who shall note corrective actions taken;
 - ☐ Declare the area safe for work by signing off on the "work stoppage" notice issued by the Eskom Project Manager.

3.3.29. (2) OHS File

An OHS file means a file or other record in permanent form, containing the information about the safety and health management system during work and all information relating to the post-work phase shall be handover to the Client, so that the Client can maintain the works in a healthy and safe way.

- All Contractors are required to keep an OHS 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 OHS file shall be maintained by all the Contractors on their work sites and shall be available on request for Audit and Inspection purposes.
- The OHS file shall consist of the requirements in terms of these project's OHS requirements, the Contractor's Safety and Health Plans.

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

- The sequence of filing the documentation must be kept in the same sequence as listed in these OHS requirements and the OHS Plan.
- Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- On completion of the 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 lists of materials used, and other applicable information about the completed structure, as well as the list of Appointed-Contractors, the agreements, and the type of work completed.
- In case where the project is extended, should the documentation in the OHS 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.
- On completion of the project, all Appointed Contractors shall close out their project documentation; OHS files and forward such to the Principal Contractor. The Principal Contractor shall likewise close out his/her project documentation and OHS files and forward such to the Eskom Contract Manager.
- The contractor's OHS file or copy thereof shall be handed over to the Contract Custodian on completion of the project 10 days before the contract ceases. Eskom shall retain the OHS file for a minimum of 40 years.

3.3.29. (3) Smoking

The national notice relating to smoking of Tobacco products in public and smoking policy must be observed and adhered to. Smoking in Eskom is only permitted in designated areas (Eskom Smoking Policy 32-1126) shall be adhered to at all times by all smokers on Eskom sites.

Principal Contractor shall also develop their own smoking policy for the control and management of smoking within their respective project site.

3.3.29. (4) Cellular Phones

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

3.3.30. Hours of Work

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

The requirements of the Basic Conditions of Employment Act, Chapter Two “Regulation of Working Time” must be adhered to. All Contractors are required to maintain an accurate record of time worked by each employee.

3.3.30 (1) Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. The Contractors shall notify their Eskom Contract Supervisor or Contract 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 Employment and /or the letter of approval from the Department of Labour and Employment.

3.3.30. (2) 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.

3.3.31. Record Keeping

The Contractor shall keep and maintain an OHS File at his Project site office in which records of these OHS requirements and the Contractor OHS Plan shall be kept in accordance with these requirements and requirements of the OH&S Act and other legal requirements.

All information required in these OHS requirements and OHS Plan shall be recorded in the OHS file for the duration of the Contract.

- On completion of the project, all Appointed Contractors shall close out their project documentation; OHS files and forward such to the Principal Contractor. The Principal Contractor shall likewise close out his/her project documentation and OHS files and forward such to the Eskom Contract Manager.
- Eskom shall retain the OHS file for a minimum of 40 years.

3.3.32. Omissions from these OHS requirements

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		Tender PR No's	1076129992	Rev	0
		Effective Date	May 2021		

By drawing up these OHS requirements Eskom has endeavoured to address the most critical aspects relating to OHS 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 OHS aspects pertaining to the work that is tendered for, the Contractor needs to include it in the OHS Plan and inform Eskom of such issues when signing the contract.

3.3.33. Contract completion/handover Sign-off

- On completion of the project, all Appointed Contractors shall close out their project documentation; OHS files and forward such to the Principal Contractor. The Principal Contractor shall likewise close out his/her project documentation and OHS files and forward such to the Eskom Contract Manager.
- Where applicable, it is the responsibility of the Contract Custodian to ensure that the final OHS demobilisation inspection is carried out a month before the contract end date is reached with the assistance of the OHS Professional or the Contractor leaves site.
- After a contract has ceased or ended, the Supplier must be evaluated on OHS performance throughout the project by the Contract Custodian, with the support of the OHS professional.
- The Procurement Practitioner shall ensure that post contract reviews are incorporated in the procurement process, to review the Supplier OHS performance during the execution of the contract and ensure that the assessment results are made accessible and available to relevant stakeholders for future reference.
- The output of the post contract assessment shall be submitted to Procurement (supplier management) for record-keeping purposes.
- The contractor's OHS file or copy thereof shall be handed over to the Contract Custodian on completion of the project 10 days before the contract ceases. Eskom shall retain the OHS file for a minimum of 40 years.

4. ACCEPTANCE

These OHS requirements have been seen and accepted by:

- Thando Poney – Facilities Manager
- Sugen Chinniah – Manager Contracts Management
- Zingisa Ngamlana – Manager Procurement (Acting)

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		Tender PR No's	1076129992	Rev	0
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5. REVISIONS

Date	Rev.	Compiler	Remarks
May 2026	0	V. Meke	This provides the initial OHS requirements that must be met by all the Principal Contractors, Contractors, Service Providers and Suppliers who intends tendering for the provision of Soft Services for Cleaning, Gardening and Pest Control Services for Eskom Property Management in Cape Coastal Cluster, Eastern Cape East London, Mthatha, Port Elizabeth & Aliwal North Zones These OHS requirements shall be reviewed on May 2027.

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