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**Project Name:** Establishment of national contracts for various categories of sub-station batteries for various Eskom sites or warehouses for duration of 5 years.

**Project Address:** Eskom various Cluster sites and warehouses in Distribution:

- Cape Coastal Cluster (EC&WC OU's)
- Central East Cluster (KZN&FS OU's)
- Gemma Cluster (Northern Cape& North West OU's)
- Gauteng Cluster (Gauteng)
- Limlanga Cluster (Mpumalanga&Limpopo OU's)

**Scope of the project:** The scope includes the provision of the following services:

The design, manufacture, testing, quality assurance, delivery to Eskom sites or warehouses, off-loading and if required, erection, commissioning, decommissioning and disposal of valve-regulated lead acid cells including reclosures, vented / flooded lead acid cells, vented nickel cadmium cells, lithium iron phosphate cells and its ancillary equipment

**Eskom Contract's Manager:**

Name: SHU-AIB MARTIN

**Eskom's Health and Safety Manager:**

Name: LINDELWA NTAMO

**Eskom's Procurement Manager:**

Name: LESTER MACKAY


**Eskom's Safety Officer:**

Name: VUYOKAZI MEKE

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## 1. Introduction

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

These OHS requirements is Eskom the minimum requirements which are required to be met for provision of establishment of national contracts for various categories of sub-station batteries for the duration of the contract period of 5 years by Tenders and/or Contractors and where required, the delivery organisation.

**The Contractor is expected to develop an Occupational Health and Safety Plan that satisfy and meets these issued 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 OHS requirements reflect minimum requirements and should not be construed as all encompassing.

**Note 1:** All the requirements listed hereunder are in relation to the national contracts mentioned and do not supersede or replace any organizational OHS requirements.

Where requirements listed are already in place, then the organisational requirements must be taken cognisance of and listed in the respective OHS plans. If there are any additional Eskom and or legislative requirements listed in these OHS requirements, then these must be addressed.

## 2. Supporting Clauses

### 2.1 Scope


These OHS requirements 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 all Contractors who will be involved within the scope execution for provision of establishment of national contracts for various categories of sub-station batteries within Distribution Clusters.

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### 2.1.1 Purpose

These OHS requirements provides a standardised detailed approach to the compilation of the Contractor's SHE Plan(s) and Baseline Risk Assessment that aligns with these OHS requirements, relevant legal and other requirements for safe execution of the national contracts for various categories of sub-station batteries within Distribution Clusters.

### 2.1.2 Applicability

These OHS requirements shall apply to all appointed Contractors/ Suppliers/ Service Providers who will be executing the requirements of the national contracts for various categories of sub-station batteries within Distribution Clusters carried out for and on behalf of Eskom for the contract duration period.

### 2.1.3 Effective date

These OHS requirements shall be implemented and effective from the date of publication with the relevant Tender invitation/enquiry documents.

## 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] Labour Relations Act, 1995 (Act No. 66 of 1995)
- [4] Occupational Health and Safety Act, 1993 and Regulations (Act No. 85 of 1993)
- [5] Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- [6] National Environmental Management Act, 1998 (Act No.107 of 1998)
- [7] National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)
- [8] National Road Traffic Act, 1996 (Act No. 93 of 1996)

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- [9] National Building Regulations & Building Standards Act, 1977 (Act No. 103 of 1977)
- [10] Companies Act, 2008 (Act No. 71 of 2008)
- [11] Plant Safety Regulations.
- [12] Operating Regulations for High Voltage Systems (ORHVS).
- [13] SANS ISO 45001: 2018 – Occupational Health and Safety Management systems Requirements with guidance for use
- [14] SANS ISO 9001: 2015 – Quality Management Systems requirements
- [15] ISO 14001: 2015 – Environmental Management System Requirements with guidance for use
- [16] SANS 10400-A:2022 Ed4 – The application of the National Building Regulations
- [17] SANS 10108:2023 Ed7 – The classification of hazardous locations and the selection of equipment for use in such locations.
- [18] SANS 62485-1:2015 Ed1 – Safety requirements for secondary batteries and battery installations.
- [19] SANS 10086-1:2023 Ed4.2 – The installation, inspection and maintenance of equipment used in explosive atmosphere.
- [20] SANS 10142-1:2024 Ed3.2 – The wiring of premises
- [21] SANS 1186-1:2015 Symbolic Safety Signs
- [22] Eskom Maintenance of batteries Task Manual (240-118705836)
- [23] Eskom Battery Room Standard (240-56177186)
- [24] Eskom Procurement and Supply Chain Management Procedure (32-1034)
- [25] Eskom Contract and Contractor OHS Management Standard Rev3 (32-726)
- [26] Eskom Environmental, Occupational Health and Safety Incident Management Procedure Rev9 (32-95)
- [27] Eskom Substance Abuse Procedure Rev4 (32-37)
- [28] Eskom Life-Saving Rules Procedure (240-62196227)
- [29] Eskom Vehicle and Driver Safety Management Procedure Rev7 (240-62946386)
- [30] Eskom Safety, Health, Environment, and Quality (SHEQ) Policy (32-727)
- [31] Eskom Personal Protective Equipment Standard Rev2 (240-44175132)

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- [32] Eskom Personal Protective Equipment for working at Height Specification (240-100979499)
- [33] Eskom OHS Roles and Responsibilities and Statutory Appointment Standard (240-62582234)
- [34] Eskom Occupational Health and Safety Risk Assessment Procedure (32-520)
- [35] Eskom Occupational Hygiene Hazard Identification and Risk Assessment Standard (240-114036246)
- [36] Eskom Medical Surveillance Procedure (240-84733329)
- [37] Eskom Occupational Health and Safety Act: Section 37(2) Agreement – Form (240-77037682)
- [38] Annexure B: Acknowledgement form for Eskom SHE Rules and other Requirements (240-77471499)
- [39]
- [40] Eskom Emergency Planning Standard (32-123)
- [41] Eskom Fire Risk Management (32-124)
- [42] Eskom Waste Management Standard (32-245)
- [43] Eskom NEC3 Contract – awarded Contractor sign with Eskom
- [44] Eskom Working at Heights Standard Rev5 (32- 418)


### 2.2.2 Informative

- [1] Constitution of the Republic of South Africa Act, 1996 (No. 108 of 1996)
- [2] Tobacco Products Control Act, 1993 (Act No 83 of 1993) – Updated 2011.05.19
- [3] National Environmental Management: Protected Areas Act, 2003 (No 57 of 2003)
- [4] National Environmental Management: Integrated Coastal Management Act, 2008 (No 24 of 2008)
- [5] Eskom Vehicle Safety Specification (32-345)
- [6] Eskom Behavioural Safety Observation Procedure (32-407)
- [7] DMN 34-110 Operating A Vehicle Mounted Crane
- [8] DMN 34-1981 Excavations.

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### 2.3 Definitions

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<b>Definition</b>	<b>Explanation</b>
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Business unit (BU)</b>	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
<b>Client</b>	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
<b>Competent person</b>	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
<b>Contract</b>	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.
<b>Contract custodian</b>	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.
<b>Contract management</b>	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.
<b>Contractual requirement for OHS</b>	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.
<b>Contractor</b>	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors

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<b>Definition</b>	<b>Explanation</b>
<b>Construction work</b>	Any work in connection with <ul style="list-style-type: none"> <li>a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure.</li> <li>b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.</li> </ul>
<b>Consultant</b>	means a person providing professional advice
<b>Controlled disclosure</b>	controlled disclosure to external parties (either enforced by law or discretionary)
<b>Duty of care to the environment</b>	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
<b>Employee</b>	(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
<b>Employer</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
<b>Environment</b>	(32-94) means: <ul style="list-style-type: none"> <li>a. the land, water, and atmosphere of the earth;</li> <li>b. micro-organisms and plant and animal life; and</li> <li>c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being</li> </ul>
<b>Environmental Management plan</b>	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System

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<b>Definition</b>	<b>Explanation</b>
<b>Eskom requirements</b>	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Fall protection plan</b>	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
<b>Health and safety file</b>	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
<b>Health and Safety Plan</b>	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
<b>Health and Safety Specification</b>	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
<b>Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
<b>Life Saving Rules</b>	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
<b>Medical Certificate of fitness</b>	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
<b>Medical surveillance</b>	(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
<b>Method statement</b>	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
<b>Organisation</b>	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

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<b>Definition</b>	<b>Explanation</b>
<b>Pre-job meetings</b>	(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
<b>Principal contractor</b>	(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.
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
<b>Responsible Manager</b>	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
<b>Risk assessment</b>	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
<b>Site</b>	(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
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Subsidiary</b>	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
<b>Supplier</b>	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
<b>Toolbox talks</b>	(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.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto.
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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## 2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CCC	Cape Coastal Cluster
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
COID Act	Compensation for Occupational Injuries and Diseases Act
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
Dx	Distribution Division
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
HBA	Hazardous Biological Agents
ISO	International Organization for Standardization
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating Regulations for High Voltage Systems
OU	Operating Unit
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard
SDS	Safety Data Sheet

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### 3. ROLES AND RESPONSIBILITIES

#### 3.1 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 SubContractor's. The Contractor remains responsible for compliance with the requirements of these OHS requirements by SubContractors and shall ensure that each SubContractor complies with the requirements hereof at all times and as applicable. Without derogating from his obligations and responsibilities under the Contract, the Contractor shall ensure that the requirement to comply with the provisions of these OHS requirements is included in all Subcontracts involving activities at all project site(s) (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.

The Employer requires that the management of safety, health and environmental issues shall be to a standard of excellence aligned with world class best practices. The Contractor carries prime accountability and responsibility for the health, safety and welfare of the 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 the Employer (whether under the Contract or under applicable Law) shall be construed or operate, as between the Employer and the Contractor, to reduce the Contractor's accountability and responsibility for the health, safety and welfare of the Contractor's Personnel.

The Contractor is responsible for adequately informing the Contractor's personnel of all relevant information of these OHS requirements and the Contractor SHE Plan.


The Contractor shall take prime responsibility for all aspects of Environmental management associated with the works and activities he is responsible for under the Contract. These OHS requirements should not be considered to be exhaustive and the Employer 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 Contractor of the change. The Contractor shall be solely responsible for informing the Contractor's personnel and its Sub-Contractor / appointed Contractors of these changes. The Employer or the Contract Custodian shall not be

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responsible for any failure caused by a Sub-Contractor not receiving a notification or failing to act upon such notification.

### 3.2 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 this 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.

### 3.3 Eskom Contract custodian


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 these OHS requirements.
2. Ensure that the Principal Contractor develops a project-specific Occupational Health and Safety 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 Occupational Health and Safety 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 Occupational Health and Safety Plan of the Principal Contractor and any appointed contractor is audited throughout the execution of the contract for compliance from a legislative and 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 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.

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### 3.4 Eskom Procurement Practitioner

The Procurement Practitioner shall:

1. Ensure that the appropriate SHE representative provides the Occupational Health and Safety requirements and specified documents before the publishing of the tender enquiry and release of the procurement contract.
2. Ensure that the records 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.

### 3.5 Eskom SHE Professionals

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.

### 3.6 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 as the NEC contract and in section 8, 9 and 10 of the OHS Act and various other applicable Regulations that form part of the OHS Act.
2. The Principal Contractor must notify the Provincial Director of the Department of Employment and Labour in writing of all construction work if it falls within the scope of

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Regulation 4 of the OHA Act, Construction Regulations (if this has not been arranged and or done by the Client/ Agent).

3. 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;
4. Shall keep a record of all employees including the appointed Contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
5. 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.
6. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites at all times.
7. Give the Eskom Project Managers and Line Managers / Responsible Managers their full participation and cooperation.
8. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
9. 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.
10. 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.
11. The Principal Contractor must provide the Project Manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.
12. Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of

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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.

13. 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.
  14. 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.
  15. Co-ordinate the activities of all the appointed contractors in the interests of safety and health.
  16. 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.
  17. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
  18. Take reasonable steps to ensure cooperation between all their appointed contractors.
  19. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
  20. 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.
21. 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.
22. Appoint a full or part time Safety Officer or construction Safety Officer (registered with SACPCMP) in writing.
  23. 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;


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24. 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.
25. 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.
26. 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.
27. 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.
28. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
29. 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.
30. Principal Contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
31. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
32. 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 (OHP).
33. 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 (OHP). 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.
34. Ensure, prior to the commencement of construction 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.
35. Ensure, prior to the commencement of contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.

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36. 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.

37. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom Project Manager and the relevant site safety and fire prevention requirements.

38. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.

39. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.

40. Respect the rights of landowners/ lessors and the preservation of their registered activities;

41. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

42. 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.

43. 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.

44. Ensure that all incidents are reported and investigated timeously by competent incident investigators.

45. Be involved in all of their appointed contractor's investigations.

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

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

48. 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.


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

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50. 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.

### 3.7 Contract Managers

**Note 1:** No work may commence and or continue without the appointed Supervisor or Manager during the performance of the contracted work.


The Appointed Managers shall:

1. Not supervise work on any site other than the site they have been appointed to supervise.
2. Assist the Contractor and/or the appointed Safety Officer in conducting site induction training for new staff and site visitors.
3. Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a Risk Assessment.
4. Ensure that the minimum legislative and Eskom OHS requirements are complied with on all work sites.
5. Stop any work that is not in accordance with the SHE Plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment.
6. Ensure that risk-based Personal Protective Equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections.
8. Ensure that all incidents are reported to the Client and are investigated.
9. Be involved in all investigations that occur within their area of responsibility.
10. Carry out Audits and or inspections on their Contractors at least monthly and any Appointed Contractors on instructions of their Contractor.
11. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures.
12. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.
13. Ensure that daily or Pre-Task Risk Assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned Risk Assessments.
14. Hold Tool-box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
15. 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.

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16. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
17. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
18. Ensure that they and their Contractor Managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
19. Not victimise their employees by virtue of their employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
20. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
21. Stop any employee or Contractor from performing construction work which is not in accordance with the Principal Contractor's and or Appointed Contractors SHE Plan which poses a threat to the health and safety of persons.

### 3.8 Contractor Site Supervisor or Contract Supervisor


The Appointed Supervisors shall:

1. Be competent to perform the required supervisory tasks.
2. Ensure their employees and all Appointed Contractors comply with the required statutory and Eskom project requirements.
3. Inspect all work done by the Contractors to ensure adherence to Eskom's standards and OHS requirements.
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor Contractors for adhere to statutory requirements and safety standards.
6. Monitor Contractors overall OHS performance on site in order to achieve excellent results
7. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
8. Discuss all OHS related problems with the relevant Contractor management timeously in the first instance and thereafter the Eskom Project Manager/ Contract Custodian in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
9. Ensuring that quality records are maintained in accordance with legislative and Eskom requirements.

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10. Continual liaison between the Principal Contractor, Appointed Contractors and employees.
11. Ensures that employees and appointed Contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
12. Conduct site Inspections for compliance to the OHS requirements and compiles the relevant inspection reports.
13. Submit the observation reports to the relevant management.
14. Have meaningful participation in the project statutory health and safety committee meetings.
15. Participate in all Appointed Contractor incident investigations.
16. Participate in the Principal Contractors Emergency Preparedness Planning.
17. Ensure that their own employees and those of any Appointed Contractor are competent to perform the tasks assigned.
18. Issue site instructions on behalf of the Principal Contractor where and when the Appointed Contractors deviate from safety requirements.
19. Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

### 3.9 Employees


The employees must:

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

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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.
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.

### 3.10 Contractor Health and Safety officer


The Contractor Health & Safety Officer shall:

1. Promote OHS culture within the organisations involved in the project / contract.
2. Assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the Contractor project OHS Plan and SHE policy.

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4. Be in constant liaison and cooperate with Eskom's OHS& Environmental Professionals responsible for providing them with a health and safety service.
5. Ensure that this Contractor OHS Plan/ Manual/ System is adhered to by his/her Principal Contractor and is submitted to any Appointed Contractors.
6. Conduct Audits and inspections of all work sites for the duration of the project.
7. Be involved in the Organisations incident investigations when required.
8. Participate in the organisation's statutory and non-statutory health and safety committees meetings.
9. Conduct organisational, site and visitor Induction training.
10. Stop any employee or Contractor from performing construction work which is not in accordance with the Principal Contractor's and or Appointed Contractors Health and Safety Plan which poses a threat to the health and safety of persons.
11. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
12. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
13. Carry out Audits and or inspections on their Contractors at least monthly and any Appointed Contractors on instructions of their Contractor;
14. Carry out frequent behaviour observations of employees under their control at least monthly and any Appointed Contractors on instructions of their Contractor.

#### 4. 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 the contract scope work 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.


#### 5. RELATED SUPPORTING DOCUMENTS

It is the responsibility of the Project Manager/ Contract Custodian/ Contract Manager to ensure that all applicable SHE related supporting documents form part of the contract tender documents and are signed during the signing of the NEC at Procurement and a copy be kept in the Contractor SHE file at Procurement.

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Below are all applicable OHS documents which are applicable for this contract and shall be part of the Contractor SHE tender contractual documents and Contractor site specific SHE File.

### 5.1 Eskom OHS Act section 37 (2) 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 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.

The OHS Act 37(2) agreement must be completed and signed with the NEC document by the responsible Contract Manager and the awarded Contractor on contract awarding and the signed copy must be kept on the awarded Contractors site specific SHE file and one copy on the Contractor Tender SHE file at Procurement.

### 5.2 AnnexureB: Eskom Acknowledgement Form for OHS legal and other requirements –

The acknowledgement of **Eskom's OHS legal and other requirements** must be completed, signed and submitted by the Contractor on their tender OHS file. The Contractor is expected to comply to the of **Eskom's OHS legal and other requirements** when working at and/or rendering a service to Eskom. Penalties shall be enforced on the main Contractor for non-conformance/s (identified for the main Contractor and/or its Contractor(s)) pertaining to Eskom, statutory OHS requirement(s) and other requirements. The signed copy of this form must be kept on the awarded Contractors site specific SHE file and one copy on the Contractor Tender SHE file at Procurement.

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


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

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

This checklist must be kept and filed at Group Commercial /Procurement in the Contractor(s) file(s) in order to be able to track the process for OHS commercial process.

## 6. SPECIFICATION

### 6.1 Scope of work

#### 6.1.1 Contract/ Project scope of work overview

The detailed scope of work for this project shall be provided by the Project Manager/ Project Supervisor / Project Co-ordinator with these OHS requirements, listing relevant project details. During the Procurement stage only the Procurement Officer shall be line of communication between the Tenders/ Suppliers and the relevant Project/ Contract Custodian and OHS Professional for any further clarities. The scope of work must be filed in the Contractors OHS file.

A copy of the scope of works must be retained by the contractor.

**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.”

#### 6.1.2 Project location

The scope of work will be conducted at all the Eskom various sites and warehouses within Distribution. The various sites will be located in the various Distribution Clusters (Cape Coastal Cluster – Eastern and Western Cap; Central East Cluster – KZN and Free State; Gemma Cluster – Northern Cape and North West; Gauteng Cluster and Limpopo Cluster – Mpumalanga and Limpopo).


#### 6.1.3 Project description scope of work

The scope of works includes the design, manufacture, assembly and integration, testing, quality assurance, delivery to site or stores, offloading, optional erection, commissioning and decommissioning of Nickel Cadmium -, Vented Lead Acid -, Valve Regulated lead Acid - and Lithium Iron Phosphate batteries.

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The supply of associated battery cabinets, battery stands, battery racks, spares, tools, accessories; and provision of product specific technical training also form part of the scope of works.

- ☐ The *Contractor* shall provide skilled labour, engineering knowledge and management experienced in fulfilling the scope of works.
- ☐ All of the works shall be instructed by means of Purchase Orders issued by the *Employer* at any time during the term of the contract. The Price for each item shall be taken from the Price List. Technical, quality, and workmanship requirements for the works are described in quality control procedures (QCPs) provided by the *Contractor* and accepted by the *Employer* before work is carried out.
- ☐ The Supplier shall provide OHS detailed costing for managing and resourcing OHS (the cost should be broken down not provided as a lump sum).
- ☐ The OHS costing must be based on the overall scope of work/service to be performed and the scope of work and the risk assessment may serve as a guideline.

The specifics detailed scope shall be provided by the Project Manager/ Project Supervisor/Contract Custodian with these OHS requirements, detailing and listing relevant project scope of work details.

#### 6.1.4 Project Hazard Identification and Risk Assessment Management

The Client has prepared an overview 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 provided 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. All risk assessments shall be carried out by competent persons.


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).

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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 risks must be rated.

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.

#### 6.1.4.1 Project Health and Safety Hazards

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.

#### 6.1.4.2 Risk assessment (refer to Eskom Procedure 32-520)

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

It is essentially a three stage process:

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

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example if a job / task is extended over a day or halted due to inclement weather.

Guidelines for actual steps involved in a job/task specific risk assessment are:


- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low. Medium or High;
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders;
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed risk assessment shall be handed to the Eskom project manager representative for comment and approval.

The relevant section of the risk assessment shall be issued with a transmittal note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk

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assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

#### 6.1.4.3 Safe work procedures / method statements

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

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

The safe working procedure should identify:

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

#### 6.1.4.4 Project specific related hazards and risks

**The following high-risk activities have been identified:**


***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.***

- Manual Loading and offloading
- Transportation of batteries
- Lead and Acid exposure
- Working in confined spaces
- Battery installation
- Erection of equipment and tools.

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- Commissioning
- Decommissioning
- Exposure to Cadmium
- Exposure to Nickel
- Exposure to Lithium Iron Phosphate
- Cabling
- Testing and Commissioning
- Working with hand tools
- Slips trips and falls
- Struck By incidents
- Driving
- Drilling (Working with drills (petrol driven)
- Electrical
- Manual handling (Ergonomics)
- Extreme weather conditions.
- Incorrect stacking of material(s).
- Working at Height and un-safe use of ladders.

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#### 6.1.4.2 Tasks, Hazards, Preventative Measures to be implemented and Safe Operating Procedures:

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)
<b>ESTABLISHMENT AND PREPARING FOR SITE WORK</b>			
Establishment of the site and pre-task activities.	Injuries to staff due to the movement of material or machinery.	<p>The following requirements to be complied with:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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))</li> <li>3. The safety of the public to be ensured as per the requirements stated in this document;</li> <li>4. All staff to receive induction training prior to being allowed on site;</li> <li>5. All work to be done under the general supervision of competent persons; and</li> <li>6. All equipment to be inspected and declared safe prior to staff members being allowed to use the equipment or machinery.</li> <li>7. 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 commencing a specific task. This shall be done to ensure common understanding of the tasks, risks and control measures required. (34-333 par 26)</li> </ol>	<p>OHS Plan</p> <p>Baseline Risk Assessment.</p> <p>Safe Work Procedures.</p>

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<b>TASK TO BE PERFORMED</b>	<b>HAZARD / DANGER IDENTIFIED</b>	<b>PREVENTATIVE MEASURES TO BE IMPLEMENTED (INCLUDING PPE TO BE USED)</b>	<b>SAFE OPERATING PROCEDURE (WSOP) OR OTHER ANNEXURES (Guideline only)</b>
Issue, use and maintenance of PPE	Injuries to staff due to improper, lack of use of PPE	1. The following requirements to be complied with: 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. 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.	OHS Act PPE requirements Eskom PPE Standard Contractor PPE Management PPE Matrix
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. All visitors to the work site to be trained on the dangers and hazards to be anticipated while on the site (SHE Induction); 2. Visitors only to be allowed on site should they be in possession of the required personal protective equipment; 3. All excavations which are accessible to the public to be: a. Barricaded by means of a suitable barrier or fence of at least one meter in height to prevent people and / or livestock from falling into; and b. Fitted with warning lights should these excavations be accessible at night; 4. All work sites in build-up areas or adjacent to public ways to be fenced off as to prevent unauthorized entry; and	OHS Act Safe Work Procedures required.

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		5. Only one controlled access point to be provided through which persons can enter the construction site. 6. Road traffic – specific regulations required	
<b>WORK RELATED HAZARDS</b>			
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.	Administrative - * Employees inducted on correct lifting techniques. * OHS awareness and information on the usage of the equipment tool. * Use of Lifting equipment and tools aids. * 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
	* Uneven ground / paving surfaces.	Elimination - * Cable/cords placed behind the desks/tables away from the walkway and they are connected through table pipe.	

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		<ul style="list-style-type: none"> <li>* Loose Cables/cord to be trunked or tied together (Scattered cables).</li> <li>* Reporting and fixing of loose cables and tiles.</li> </ul> Administrative - <ul style="list-style-type: none"> <li>* Health and Safety Reps monthly inspections, VFL inspections, BBS observations.</li> </ul>	
	* Darkness due to defective or no lights.	Administrative - <ul style="list-style-type: none"> <li>* Awareness to all employees through OHS inductions, safety Bulletins.</li> <li>* Reporting and fixing of uneven ground surfaces.</li> </ul>	
	<ul style="list-style-type: none"> <li>* Insects and</li> <li>* Animals such as bees, snakes, wasps, birdlife could result in insects stings and animals bites.</li> </ul>	Administrative - <ul style="list-style-type: none"> <li>* Availability of First Aid Kit and Treatment,</li> <li>* Horticulture, gardening services and maintenance of the ground, walkways provided.</li> </ul>	
Walking up and down the stairways.	* Not holding on to handrail whilst ascending and/or descending the stairs.	Administrative - <ul style="list-style-type: none"> <li>* Awareness to all employees through OHS inductions, safety Bulletins.</li> <li>* Illumination surveys to ensure all areas are always lighted as per requirements.</li> <li>* Installation and maintenance of Emergency lights in case of Power failure.</li> <li>* Fixing of loose handrails and unlighted areas.</li> <li>* Putting up warning signage when working on slippery.</li> <li>* Reporting and fixing of loose tiles, stairs rubber end by Properties Management.</li> </ul>	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.		

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	<ul style="list-style-type: none"> <li>* No or loose rubber endings at the edges of each stair.</li> <li>* Loose handrails.</li> </ul>		
<b>Battery Room Maintenance</b> <ul style="list-style-type: none"> <li>Battery First line Maintenance</li> <li>Conducting maintenance on batteries.</li> <li>Conduct measurements on the batteries.</li> </ul>	<p>Exposure to battery room maintenance may result in:</p> <ul style="list-style-type: none"> <li>Battery acids, ergonomics stress, causing repetitive strain and to poor indoor air quality.</li> <li>Build-up of gas inside the cell causing risk of cell explosion</li> <li>Explosion due to inadequate ventilation / lack of flame proof equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Provided training to employees on the SOPs of all activities of the battery room, safety aspects and emergency measures.</li> <li>Use of barrier creams complying with Eskom PPE design specification 240-44175132 and SANS 433 for skin protection against acids, alkalis.</li> <li>Provide portable Carbon Dioxide fire extinguishers.</li> <li>Provide emergency shower and eyewash fountain.</li> <li>Provide portable Carbon Dioxide fire extinguishers.</li> <li>Provide Safety goggles; battery room overalls; suitable gloves to operators.</li> <li>Display an appropriate warning signs and Safety signs, PPE signs at the battery room and must be adhered to.</li> <li>Keep the battery room doors open when working inside the room.</li> <li>Always ensure that the ventilation system is working in order to avoid a build-up of hydrogen gasses that can increase the risk of an explosion.</li> <li>Keep the door locked when there is no work in progress.</li> </ul>	<p>Batter Room Maintenance Standard Maintenance of Batteries Task Manual (240-1187058) PPE Standard</p>

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	<ul style="list-style-type: none"> <li>Exposure to hazardous substances i.e. Hydrogen; Sulphuric acid and Potassium hydroxide</li> <li>Hydrogen is released when the batteries are charged and can easily be ignited if a spark or an open flame is created in the battery room.</li> <li>Sulphuric acid is highly corrosive and will burn the skin or damage clothes when coming into contact with it.</li> </ul>	<ul style="list-style-type: none"> <li>Do not wear synthetic clothes, rags or brushes for these could get charged with static electricity and cause an explosion.</li> <li>Use acid-proof safety clothing.</li> <li>Ensure that there is no spillage of electrolyte; it is corrosive and toxic. If electrolyte comes in contact with eyes, flush with water and report to the medical centre immediately.</li> <li>Smoking and naked flames of any kind is prohibited in the battery room. Keep lighters, matches, cigarettes or any spark producing items away from battery room. These items can cause hydrogen to explode.</li> <li>Use insulated tools, ladders and equipments to prevent short-circuiting.</li> <li>Do not store lead acid with alkaline batteries and vice versa.</li> <li>When measuring voltage, ensure that the meter is on the volts range. The current range can cause a flashover.</li> <li>Do not place any metal material on top of the batteries – it causes short circuits.</li> <li>Never use acid equipment on alkaline cells or vice versa. The different electrolytes will neutralise each other.</li> <li>Water taps with drinkable water inside the battery room must be labelled.</li> <li>Install showers and eye wash bowls at the control room and ensure that they are in good working condition before doing maintenance work on batteries.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Emergency preparedness plan is reviewed and discussed before any work commences</li> <li>Ensure that protective clothing and equipment are in good condition and are used during maintenance, especially when working with electrolyte such as acid: i.e. face shield, acid resistant apron, rubber gloves, acid resistant overalls and rubber gumboots</li> </ul>	
1. Use of Portable Electrical equipment and tools (i.e Drilling /electrical equipment)	<ul style="list-style-type: none"> <li>* Defective Faulty electrical equipment could result in equipment malfunction.</li> <li>* Incorrect use of the electrical equipment could result in equipment property damage.</li> <li>* Loose and exposed cables could result in electrocution.</li> </ul> <p>Which could all result in body injuries (i.e First aid, injuries; medical injuries; LTI's and fatalities) and Loss of assets.</p>	Administrative - <ul style="list-style-type: none"> <li>* Faulty Equipmnet to be removed from usage and/or Signage note sticked on faulty hydroboil/kettle not to be used until fixed.</li> <li>* OHS Induction trainings.</li> <li>* Repairs and maintenance of equipment.</li> <li>* Reporting incidents/near misses,</li> <li>* OHS Rep and Tools management inspections</li> <li>* SMAT Observations</li> <li>* Awareness campaigns</li> </ul>	OHS Act OHS Induction Baseline Risk Assessment Safe Work Procedures Tools and Inspection checklists

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2. Handling and use of Hazardous Chemical Agents (HCA): Refuelling Standby Generators	<p>* Use of Petrol / Diesel chemical without knowledge could result in Chemical Burns and Chemical explosion and inhalation of diesel and petrol chemical fumes</p> <p>* Diesel / petrol Chemical Spillage could result in soil contamination and Environmental incident.</p>	<p>Elimination: * Mechanical Pump used for refilling.</p> <p>Administrative: * Use of competent personel during inspection, service and maintenance (Registered Electrician). * Schedule of inspections. * Proper Risk Assessments conducted at all levels. * Proper storage of Hazardous Chemical Agents (diesel tanks in bunded area) where possible and applicable. * Supervision and Training. * Employees OHS Inductions. * Education and awareness and Safety toolbox talk. Personal Protective Equipment (PPE) - * Provision and correct use of Personal Protective Equipment for the task.</p>	<p>OHS Act OHS Induction Baseline Risk Assessment Safe Work Procedures Tools and Inspection checklists</p>
3. Commissioning	<p>Electrocution. Violation of ORHV Regulations Fall from working at heights.</p>	<ul style="list-style-type: none"> <li>Adhere to life saving rules procedure: 240-62196227.</li> <li>Tools, equipment and PPE to be checked for damage before use.</li> </ul>	

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	Slips, trips and fall Ergonomics Exposure to thermal stress (excessive cold and heat) depending on the season.	<ul style="list-style-type: none"> <li>Implementation of the requirements of the ORHVS Regulation i.e. ORHVS training and authorisation, access management, conduct pre-task risk assessment, barricading, complete workers register, work permit in place and, barricading the work environment.</li> <li>Exercise the right to refuse to work in an unsafe work environment as stipulated in procedure 240-53716047.</li> <li>Use of barrier creams complying with Eskom PPE design specification 240-44175132 and SANS 433 for skin protection against acids, alkalis, oils, and solvents.</li> <li>Correct PPE i.e. face shield / safety glasses, gloves, overalls, safety shoes, FAS, etc. is used to when doing earth switch maintenance.</li> <li>Job observation when doing critical task and SMAT (Behavioural) Observations</li> <li>Emergency preparedness plan is reviewed and discussed before any work commences</li> <li>Drinking lot of fluids to prevent dehydration.</li> <li>Exercise the right to refuse to work in an unsafe work environment as stipulated in procedure 240-53716047.</li> </ul>	
<b>Substation work</b> <ul style="list-style-type: none"> <li>Battery Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Broken or damaged asbestos trench covers.</li> </ul>	<ul style="list-style-type: none"> <li>OHRVS adherence.</li> <li>Perform work as per the scope of work and work report requirement.</li> </ul>	ORHVS Plant Safety Regs.

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	<ul style="list-style-type: none"><li>• Uneven surface environment which might result in slips, trips and falls.</li><li>• Exposure to thermal stress (excessive cold and heat) depending on the season.</li><li>• Personal injuries which may result in fatality, medical, first aid, etc and damage to equipment.</li><li>• No SDS for hazardous chemical substances</li><li>• Poor housekeeping</li><li>• Drilling which might result in fire, burns and injuries.</li><li>• Exposure to noise when using a grinder and driller</li><li>• Ergonomics</li></ul>	<ul style="list-style-type: none"><li>• Temporary storage must not exceed 90 days period as per the procedure 32-245.</li><li>• Adhere to life saving rules procedure: 240-62196227.</li><li>• Use of barrier creams complying with Eskom PPE design specification 240-44175132 and SANS 433 for skin protection against acids, alkalis, oils, and solvents.</li><li>• Correct PPE i.e. face shield / safety glasses, gloves, overalls, safety shoes, FAS, etc. is used to when doing substation general maintenance.</li><li>• Drinking lot of fluids to prevent dehydration.</li><li>• Use of barrier creams complying with Eskom PPE design specification 240-44175132 and SANS 433 for skin protection against acids, alkalis, oils, and solvents.</li><li>• Ensure that the grinder, welding machine and driller are operated by competent person and Safe working practices are followed as per the instruction manual.</li><li>• Tools, equipment and PPE to be checked for damage before use.</li></ul>	

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	<ul style="list-style-type: none"><li>• Lifting tools and equipments</li><li>• Grinding / Cutting which might result in fingers getting caught by drill due to improper lockout, pinching hands against the disc, cutting oneself or damaging disc, burns, using wrong tool or hands to change disc or remove drill bit, accidentally turning grinder on while changing disc due to improper lockout.</li><li>• Wild life interaction e.g. bees, spiders, snakes, etc</li></ul>		

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<b>DC system maintenance</b> Substation battery bank maintenance <b>Substation battery charger maintenance</b>	Exposure to battery room maintenance may result in: <ul style="list-style-type: none"> <li>Battery acids, ergonomics stress, causing repetitive strain and to poor indoor air quality.</li> <li>Build-up of gas inside the cell causing risk of cell explosion</li> <li>Explosion due to inadequate ventilation / lack of flame proof equipment.</li> <li>Exposure to hazardous substances i.e. Hydrogen; Sulphuric acid and Potassium hydroxide</li> <li>Hydrogen is released when the batteries are</li> </ul>	<ul style="list-style-type: none"> <li>Provided training to employees on the SOPs of all activities of the battery room, safety aspects and emergency measures.</li> <li>Ensure that an emergency showers and eye wash bowls at the battery room and ensure that they are in good working condition before doing maintenance work on batteries.</li> <li>Ensure that portable Carbon Dioxide fire extinguishers are available.</li> <li>Provide Safety goggles; battery room overalls; suitable gloves to operators.</li> <li>Adhere to warning signs and Safety signs, PPE signs at the battery room.</li> <li>Emergency preparedness plan is reviewed and discussed before any work commences</li> <li>Keep the battery room doors open when working inside the room.</li> <li>Always ensure that the ventilation system is working in order to avoid a build-up of hydrogen gasses that can increase the risk of an explosion.</li> </ul>	Maintenance of Batteries Task Manual (240-1187058) ORHVS Plant Safety Regulations

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	<p>charged and can easily be ignited if a spark or on open flame is created in the battery room.</p> <ul style="list-style-type: none"><li>• Sulphuric acid is highly corrosive and will burn the skin or damage clothes when coming into contact with it.</li></ul>		

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#### System maintenance

- Keep the door locked when there is no work in progress.
- Do not wear synthetic clothes, rags or brushes for these could get charged with static electricity and cause an explosion.
- Use acid-proof safety clothing.
- Ensure that there is no spillage of electrolyte; it is corrosive and toxic. If electrolyte comes in contact with eyes, flush with water and report to the medical centre immediately.
- Smoking and naked flames of any kind is prohibited in the battery room. Keep lighters, matches, cigarettes or any spark producing items away from battery room. These items can cause hydrogen to explode.
- Use insulated tools, ladders and equipments to prevent short-circuiting.
- Do not store lead acid with alkaline batteries and vice versa.
- When measuring voltage, ensure that the meter is on the volts range. The current range can cause a flashover.
- Do not place any metal material on top of the batteries – it causes short circuits.
- Never use acid equipment on alkaline cells or vice versa. The different electrolytes will neutralise each other.
- Ensure that protective clothing and equipment are in good condition and are used during maintenance, especially when working with electrolyte such as acid: i.e. face shield, acid resistant apron, rubber gloves, acid resistant overalls and rubber gumboots
- SDS made available for spills of HCS.
- PPEs are stored in non-contaminated storage areas and their maintenance thereof.

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4. Administration	Poor illumination which may result in glare, shadows, visual problems (i.e., eyestrain, fatigue, double-vision, etc.).	<ul style="list-style-type: none"> <li>Regular maintenance of the lighting system.</li> <li>Light-colour dull finish on walls, ceilings, and floors to reduce glare.</li> <li>Adjustable shades on windows and Indirect lighting.</li> <li>An adequate office ventilation system which delivers quality indoor air and provides for comfortable humidity and temperature is a necessity.</li> <li>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.</li> <li>Office machines and ventilation system components should be checked and maintained on a regular basis.</li> <li>Place noisy machines in an enclosed space.</li> <li>Use carpeting, draperies, and acoustical ceiling tiles to muffle noise.</li> <li>Adjust telephone volume to its lowest level.</li> <li>Rearrange traffic routes within the office to reduce traffic within and between work areas.</li> <li>Keep telephone and electrical cords out of aisles.</li> <li>Group employees who use the same machines</li> <li>Office machines should be kept away from edges of desks and tables</li> </ul>	OHS Induction OHS Act – Environmental Regulations for Workplaces NIHL Regulations
	Poor air quality or ventilation.		
	Poor air quality or ventilation		
	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		

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	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 an emergency, employees become trapped due to improper egress, more serious injuries or fatalities may result. Obstructions on exits or egress	<ul style="list-style-type: none"> <li>Regular inspection, repair, and replacement of faulty carpets</li> <li>Place mats inside building entrances</li> <li>Proper placement of electrical, telephone, and computer wires.</li> <li>All exit access must be at least 800mm wide</li> <li>Generally two exits should be provided</li> <li>Exits and access to exits must be marked</li> <li>Means of egress, including stairways used for emergency exit, should be free of obstructions and adequately lit .</li> <li>Employees must be aware of exits and trained in procedures for evacuation.</li> </ul>	
	Handling and storage hazards <ul style="list-style-type: none"> <li>Improper lifting can cause musculoskeletal disorders such as sprains, strains, and inflamed joints</li> </ul>	<ul style="list-style-type: none"> <li>Materials should not be stored on top of cabinets but should be stored inside cabinet file, or lockers whenever possible.</li> <li>Heavy objects should be stored on lower shelves and materials stacked neatly.</li> <li>Materials must not be stored in aisles, corners, or passageways.</li> <li>Fire equipment should remain unobstructed.</li> <li>Flammable and combustible materials must be identified and properly stored.</li> </ul>	

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## HIGH RISK PROJECT

### OHS Requirements

#### Establishment of national contracts for various categories of Sub-station batteries –

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Effective Date

Review Date

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)
	<ul style="list-style-type: none"> <li>Office materials that are improperly stored can lead to hazards such as objects falling on workers, poor visibility, and fires. There are several controls which can reduce handling and storage hazards.</li> <li>Open file drawer</li> </ul>	<ul style="list-style-type: none"> <li>Material Safety Data Sheets must be provided for each hazardous chemical identified.</li> </ul> <p>An effective control program incorporating employee awareness and training and ergonomic design of work tasks can reduce back injuries.</p>	
	<ul style="list-style-type: none"> <li>Electrical shock or Electrical accidents in an office usually occur as a result of faulty or defective equipment, unsafe installation, or misuse of equipment</li> </ul>	<ul style="list-style-type: none"> <li>Equipment must be properly grounded to prevent shock injuries</li> <li>A sufficient number of outlets will prevent circuit overloading</li> <li>Avoid the use of poorly maintained or non-approved equipment</li> <li>Electric equipment maintained so that no live parts are exposed</li> <li>Machines should be disconnected before cleaning or adjusting. Generally, machines and equipment should be locked or tagged out during maintenance.</li> </ul>	
	<ul style="list-style-type: none"> <li>Office furniture</li> <li>Defective furniture or misuse of chairs or file</li> </ul>	<ul style="list-style-type: none"> <li>Chairs should be properly designed and regularly inspected for missing casters, shaky legs, and loose parts</li> <li>Do not lean back in a chair with your feet on a desk</li> </ul>	

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	cabinets by office workers can lead to serious injuries	<ul style="list-style-type: none"> <li>Do not scoot across the floor while sitting on a chair</li> <li>Never stand on a chair to reach an overhead object</li> <li>Open only one file drawer at a time</li> <li>Do not locate file cabinets close to doorways or in aisles</li> </ul>	
	Office Machinery <ul style="list-style-type: none"> <li>Machines with ingoing nip points or rotating parts can cause lacerations, abrasions, fractures, and amputations if not adequately guarded.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Fans must have substantial bases and fan blades must be properly guarded</li> </ul>	
	<ul style="list-style-type: none"> <li>Falls trips and slips when climbing ladders, stands and stools.</li> </ul>	<ul style="list-style-type: none"> <li>Workers should always face the ladder when climbing up or down</li> <li>Ladders should be inspected regularly to ensure they are in good condition</li> <li>The top of a ladder should not be used as a step</li> <li>Ladders must only be used when they are fully open and the spreaders are locked</li> </ul>	
	<ul style="list-style-type: none"> <li>Office tools</li> <li>Misuse of office tools, such as pens, pencils, paper, letter openers,</li> </ul>	<ul style="list-style-type: none"> <li>Paper cutters - Keep blade closed when not in use. A guard should be provided and fingers should be kept clear</li> <li>Staplers - Always use a staple remover. Never test a jammed stapler with your thumb</li> </ul>	

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	scissors, and staplers, can cause cuts, punctures, and related infections.	<ul style="list-style-type: none"> <li>Pencils, pens, scissors, etc. - Store sharp objects in a drawer or with the point down. Never hand someone a sharp object point first.</li> </ul>	
5. Use, Inspection and maintenance of Electrical Substation and Distribution Boards	<ul style="list-style-type: none"> <li>* Ergonomics could result in musculoskeletal disorder</li> <li>* Loose and exposed cables.</li> <li>* Electricity could result in electric shock and or electrocution.</li> </ul>	Administration: <ul style="list-style-type: none"> <li>* Regular maintenance of DB's.</li> <li>* Following approved Safe work procedures.</li> <li>* ORHVS adherence.</li> <li>* Employee Health and Wellness Programme.</li> <li>* OHS inductions and awareness trainings.</li> </ul>	ORHVS Plant safety regulations. Safe Operating Procedures
<b>WORK RELATED TO THE INSTALLATION OF ELECTRICAL SYSTEMS</b>			
1. Erection of Equipment	Equipment may topple and fall and cause damage to equipment and injury to staff or staff may fall from height. Tools may fall from a height and cause injury to staff working on ground level.	The following requirements to be complied with: 1. Work to be supervised by the Construction Supervisor 2. All bolts and to be torqued to manufacture's specifications 3. FAS shall be used by all staff members who are erecting the equipment and working on top of support structure. 4. All staff on ground level to have their hard hats on 5. Staff on ground level to move off when equipment is bolted to position	TA-16-05 Use a fall arrest system1
2. Lifting operations	1. Non-competent staff can incorrectly sling loads, or	<ul style="list-style-type: none"> <li>Responsible person to ensure that: - only people competent in rigging activities are involved in the activity;</li> </ul>	Working at Height Standard.

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	<p>relay incorrect lifting instructions resulting in injury to personnel or damage to plant.</p> <p>2. People injured by falling objects.</p> <p>3. Exposure to thermal stress (excessive cold and heat) depending on the season.</p> <p>4. Defective equipment causes injury to persons and damage to plant</p> <p>5. The initial danger when lifting a load is limbs being caught in nip points when tension is applied to the lifting device.</p> <p>6. Should a load become adrift while hoisted, injury to persons or damage to plant can occur.</p>	<p>-The scope of work is discussed with all parties involved, highlighting the possibility of accidents /incidents.</p> <p>-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</p> <p>-Lifting instructions from the load area, to the person operating the lifting equipment.</p> <p>-All persons working on the activity shall personally be responsible to use the correct protective equipment. This includes safety harness as required.</p> <ul style="list-style-type: none"> <li>• Ensure that all employees involved in hoisting and rigging activities are trained.</li> <li>• The hoist slings, including shackles, have load test certificates by an accredited company.</li> <li>• Use correct PPE issued and sunscreen</li> <li>• 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.</li> <li>• Ensure equipment to be used is suitable for the job - the correct. No non approved equipment to be used.</li> <li>• Conduct visual inspection of all equipment to be used. Pay specific attention to the condition of slings, hoist cables and check Crosby clamps to be secure.</li> </ul>	<p>OHS induction</p> <p>Safe Work Procedures</p> <p>Eskom Life Saving Rules</p>

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	7. Inadequate inspection of lifting equipment 8. Unsafe use of lifting equipment. Hoisting, rigging and lifting operations 9. Non-competent staff can incorrectly sling loads, or relay incorrect lifting instructions resulting in injury to personnel or damage to plant. 10. People injured by falling objects. 11. Exposure to thermal stress (excessive cold and heat) depending on the season. 12. Defective equipment causes injury to persons and damage to plant.	Certificates must be inspected of each sling before it can be used. No certificate no use. <ul style="list-style-type: none"> <li>Lifting tackle shall each have a unique permanent number for identification.</li> <li>Stand clear of area where hoisting is being conducted.</li> <li>Hoisting motion to be in control at all times. The load must be prevented from violent swinging by attaching guide ropes to it.</li> <li>Any person, who notices a potential hazard during the hoisting motion, shall notify the operator of the lifting device immediately and activity must be stopped until hazards can be mitigated effectively.</li> <li>Truck mounted-cranes are tested for load, the slings are load tested and inspected.</li> <li>Mobile Crane to be set up, level and in safe manner for lifting purposes.</li> <li>Mobile Crane inspected and load tested.</li> <li>All lifting equipment is to be inspected, identified and logged in the appropriate inspection</li> <li>Rigging study to be compiled by rigger depending on weight and difficulty of hood.</li> <li>Guide ropes to be used when lifting operation takes place to guide lead.</li> <li>Area where lifting operations took place to be barricaded.</li> <li>Signals only to be given by rigger to crane operator.</li> </ul>	

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	13. The initial danger when lifting a load is limbs being caught in nip points when tension is applied to the lifting device. 14. Should a load become adrift while hoisted, injury to persons or damage to plant can occur. 15. Inadequate inspection of lifting equipment. 16. Unsafe use of lifting equipment.	<ul style="list-style-type: none"> <li>Adequate warning by means of blowing whistle to be given when lifting takes place to warn</li> <li>Rigger to make sure to use correct sling/chain for specific load task.</li> <li>Emergency preparedness plan is reviewed and discussed before any work commences</li> </ul>	
3. 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: 1. <b>Eskom Life Saving Rule:</b> 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	Eskom Life Saving Rules GSR 6 CR8

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		2. 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; 3. The requirements as per this Health and Safety & Fall Protection Plan to be complied with at all times; 4. 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; 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	
4. Working at Heights	Defective equipment; Collapsing of ladder; falling	<ul style="list-style-type: none"> <li>Use of ladder for light work of short duration.</li> </ul>	

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• Ladders	objects; Use of incorrect equipment (desk, chair, etc.); Inappropriate use of access equipment (Overreaching, stretching etc.); Uneven floor causing instability which could result in losing footing and fall from ladders; and serious to fatal injuries to employees.	<ul style="list-style-type: none"> <li>All access equipment suitable for purpose checked before use and maintained in good condition.</li> <li>Frequent documented checks on ladder to ensure safe working condition ( 6 monthly / termly)</li> <li>Reporting procedure in place for identified defective items with prompt removal /remedial action</li> <li>User trained in use of ladders for minor inspection / maintenance tasks.</li> <li>Access equipment restricted to those trained and competent in use.</li> <li>Maximum working height not exceeded.</li> <li>Ensure correct angle of ladder ( 1M out for 4M up)</li> <li>Secure ladder</li> <li>No lone working when using ladders.</li> <li>Staff to re-position ladder rather than overstretch.</li> <li>Floor surfaces suitable to use (firm and even surface)</li> <li>Persons using access equipment to wear appropriate footwear ( low heeled, non-slip soles)</li> <li>Securely stored when not in use to avoid unauthorised use.</li> <li>Consideration given to environmental conditions prior to starting work.</li> <li>No work to be undertaken in adverse weather conditions (wind, rain, snow etc.)</li> <li>Ensure rungs are clear of slippery substances, ice, mud etc.</li> </ul>	

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		<ul style="list-style-type: none"><li>Emergency preparedness plan is reviewed and discussed before any work commences</li></ul>	
		<ul style="list-style-type: none"><li>Only trained, authorised employees to be allowed to work in elevated positions.</li><li>Induct employees on safe work procedures.</li><li>Conduct regular inspections.</li><li>Fall Protection procedure must be communicated to all employees and implemented to any working at heights activities</li><li>Adhere to life saving rules procedure: 240-62196227.</li><li>Exercise the right to refuse to work in an unsafe work environment as stipulated in procedure 240-53716047.</li></ul>	
<b>USE OF TOOLS AND EQUIPMENT</b>			
5. Use of electrical equipment such as portable electrical equipment and temporary electrical installations.	Possible injury due to electric shock or the use of unsafe or unguarded machines.	The following requirements to be complied with: <ol style="list-style-type: none"><li>All temporary electrical installations to be inspected weekly by accredited person;</li><li>All portable electrical equipment to be inspected daily or before use by accredited person;</li><li>The outcome of all inspections conducted should be recorded in a register kept for this purpose. The register must be kept on site;</li><li>All portable electrical equipment used will be:</li></ol>	Baseline Risk Assessment OHS Induction Safe Work Procedures Tools and Equipment Inspection checklists.

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		<ul style="list-style-type: none"> <li>a. Linked to a functional earth leakage system; or</li> <li>b. Be double insulated;</li> </ul> 5. Only portable electrical tools which are fitted with an on / off switch on the tool may be used; 6. All electrical cables and plugs must be in a good condition and free from any defects or breakages; and 7. All breakers on temporary electrical equipment to be marked.	
6. 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 Tools and Equipment Inspection checklists.
7. Driving National road  Gravel road  Night driving	<ul style="list-style-type: none"> <li>• Pre-trip inspection not done to identify substandard condition of the vehicle.</li> <li>• Vehicle not meeting Eskom minimum vehicle specification.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure compliance to Vehicle Driver Safety Management Procedure 240-62946386.</li> </ul>	National Road Traffic Act, Vehicle and Driver Safety Management

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	<ul style="list-style-type: none"> <li>Excessive travelling causing fatigue and vehicle accidents</li> <li>Overtaking unsafely</li> <li>Talking on cellphone while driving</li> <li>Poor visibility due to rain, mists, etc.</li> <li>Collision with an object while reversing</li> <li>Brake failure</li> <li>Driver error due to fatigue and substance abuse</li> <li>Non-adherence to road safety rules</li> <li>negligence and reckless</li> <li>poor observation and judgement</li> <li>Poor road condition</li> <li>Driver inexperience</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Drivers must undergo advance driver training and driver evaluation before issued with Eskom driver permit or authorised to drive for Eskom business.</li> <li>Training on defensive driving and 4x4 driving course must be provided to individuals as per job requirements.</li> <li>Monitor and analyse driver behaviour on MIX Telematics System and encourage good driving</li> <li>Discuss Southern Grid driving charter during statutory safety meetings / departmental meetings</li> <li>Drivers are limited to three people per vehicle as per TEXCO decision.</li> <li>Drivers are encouraged to inform their Managers/ Supervisors of any health conditions that render them unfit to drive.</li> <li>Pre –trip inspections to ensure that the vehicle is in good condition before driving.</li> <li>Vehicles must be provided with first aid kit, 2 x warning triangle and fire extinguisher</li> <li>Drivers to take regular rest for long distance driving.</li> </ul>	

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	<ul style="list-style-type: none"><li>• Health Condition</li><li>• No Risk Assessment</li><li>• Cellphone usage</li><li>• Impatience and road rage</li><li>• Driving at excessive speed</li></ul>		
8. Operating Construction vehicles	Possible injury to persons due to the use of construction vehicles.	The following requirements to be complied with: 1. All construction vehicles to be inspected on a daily basis by a competent persons appointed for this purpose in writing; 2. The outcome of all inspections to be recorded in a register kept for this purpose; 3. Only trained, competent and properly licensed persons to be allowed to operate construction vehicles; 4. All construction vehicles are to be a. Maintained in a safe working condition; b. Fitted with signaling equipment; c. Fitted with structures that will prevent items from falling onto the operator; d. Fitted with an acoustic signaling device and a reversing alarm; e. Fitted with a seat which is securely affixed into position;	Eskom Vehicle and Driver Safety Management EPC 32-93 (Specifically refer to 2.2.11 and 2.2.12) CR21 CR1 32-93

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		5. All operators of construction vehicles 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; 6. All tools and equipment transported on vehicles are to be secured as to prevent items from moving; 7. The operator of the vehicle must take care as to ensure that vehicles are not overloaded; 8. Employees who perform work in close proximity of public roads are to be provided and be required to wear reflective indicators; 9. Ensure that all employees, including contractor employees will not be transported in the back of vehicles closed by means of canopies, unless provided with proper seating and safety belts. 10. The safety signs, speed limits and rules of the road or rules as specified for the premises are to be complied with at all times.	
9. Use of portable gas containers	Possible dangers include: 1. Falling gas containers; 2. The uncontrolled release of high concentrations of gas; and or	The following requirements to be complied with: 1. All portable gas containers to be stored in well ventilated area; 2. Gas bottles used will always be stored in: a. An upright position; and / or b. In a trolley or in a position where it cannot fall or roll and must be chained; c. Away from open flames or other sources of ignition; and	VUR12 VUR12

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	3. Explosions due to the unsafe storage of these containers.	3. Staff to be trained in the emergency procedure to be followed when portable gas containers leak or are damaged.	
10.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: <ol style="list-style-type: none"> <li>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);</li> <li>2. Employees will not be allowed to remove machine guards;</li> <li>3. Operators of machinery to inspect machines prior to use as to ensure the machines are safe for use and properly guarded.</li> <li>4. Only competent persons to be allowed to operate equipment</li> </ol>	GMR 2-7
<b>OCCUPATIONAL HEALTH AND HYGIENE</b>			
11.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): <ol style="list-style-type: none"> <li>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;</li> </ol>	NIHLR 6 NIHLR 8

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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)
		<ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>	
12. 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	<p>The following requirements to be complied with:</p> <ol style="list-style-type: none"> <li>All staff members to be trained in the dangers of exposure to excessive heat and the illnesses associated with heat exposure;</li> <li>First aid equipment and qualified first aiders to be available at all times;</li> <li>Employees to be acclimatized prior to being required to perform work in hot environments;</li> <li>Ample quantities of drinking water to be available on site; and</li> <li>Employees to be provided and be required to wear the required personal protective equipment and sun creams.</li> <li>Flue vaccines to be encouraged in projects that will be working through winter and rainy seasons</li> </ol>	OHS Act – Environmental Regulations for Workplaces
<b>HOUSEKEEPING AND FIRE PRECAUTIONARY MEASURES</b>			
13. Storage of flammable /	The storage of flammable liquids could increase the	The following requirements to be complied with:	GSR 4 HCSR 9A MSDS

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## HIGH RISK PROJECT

### OHS Requirements

#### Establishment of national contracts for various categories of Sub-station batteries –

Template Identifier

Document Identifier

Effective Date

Review Date

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)
Hazardous Chemicals	risk of fires and result in spillages.	<ol style="list-style-type: none"> <li>1. Not more than 40 litres to be stored as per SANS 10400. Quantities in excess of 40 liters are to be stored in a flammable liquid store or cabinet specially constructed for this purpose;</li> <li>2. Sufficient amounts of fire fighting equipment to be kept available on the premises;</li> <li>3. All staff to be trained in the use of the fire fighting equipment; and</li> <li>4. All fire fighting equipment to be inspected by a Competent Person appointed for this purpose.</li> <li>5. All flammable liquids to be labeled properly</li> <li>6. Work instruction on how to deal with the spillage to be available.</li> </ol>	HCAR
14.Fire prevention.	High risk of fires and property damage.	<p>The following requirements to be complied with:</p> <ol style="list-style-type: none"> <li>1. Sufficient amounts of fire fighting equipment to be kept available on the premises;</li> <li>2. All staff to be trained in the use of the fire fighting equipment;</li> <li>3. All fire fighting equipment to be inspected by a Competent Person appointed for this purpose;</li> <li>4. The presence of all fires to be reported to the client immediately;</li> <li>5. Staff to be trained in the correct fire fighting procedure; and</li> <li>6. Fire risk survey to be done and staff only to be allowed to smoke in designated areas.</li> </ol>	EP Procedure Fire Risk Management Standard

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15.Stacking of articles	Possible injury to persons due to items falling, moving or rolling.	The following requirements to be complied with: <ol style="list-style-type: none"> <li>1. All stacking to be done under the supervision of a person appointed in writing and assigned the duty of ensuring safe stacking on site;</li> <li>2. Storage areas are to be kept clean and orderly at all times;</li> <li>3. Stacked items are to be secured as to prevent items from falling or rolling; and</li> <li>4. Items not to be stored higher than three times the smallest dimension of the underlying base unless prior approval has been obtained from the Department of Labour.</li> </ol>	GSR 8
16.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: <ol style="list-style-type: none"> <li>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</li> <li>2. Excess material, scrap, waste or debris will be removed and be disposed of regularly.</li> </ol>	TA-33-05 Physical material handling
<b>GENERAL</b>			
17.Working within Substations	Electrocution. Fire Explosion Physical attacks	<ol style="list-style-type: none"> <li>1. Adhere to scope of work and ORHVS regulations.</li> <li>2. Emergency preparedness plan is developed; reviewed and discussed before any work commences.</li> <li>3. Ensure correct PPE, equipment and tools are used and in good condition.</li> </ol>	ORHVS - Plant safety Regulations EP Plans Fire Safety Plans

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# HIGH RISK PROJECT

## OHS Requirements

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		4. All access equipment suitable for purpose checked before use and maintained in good condition. 5. Reporting procedure in place and followed for working within Substation environment. 6. Access equipment restricted to those trained and competent in use. 7. Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles)	
18. 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
19. 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.	

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## HIGH RISK PROJECT

### OHS Requirements

#### Establishment of national contracts for various categories of Sub-station batteries –

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20.Toilet, change and dining room facilities	Possible pollution to the environment and / or complaints being lodged with the client due to the action on the part of the contractors staff.	The following facilities are to be provided: 1. One (1) toilet for every 30 staff members; 2. One (1) shower for every 15 employees; 3. Sheltered dining room facilities; and 4. Change room facilities.	FR
21.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	
22.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.	
23.Handover of contract	Possible civil action against the client or principal contractor due to poor workmanship.	The following requirements to be complied with: 1. All installations to be inspected by a competent person after completion and before use; 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	DISASAAQ1: Handing over documentation: Distribution Substation. DST_1195: Handing over documentation: Major/Minor reticulation electrification.

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**HIGH RISK PROJECT****OHS Requirements****Establishment of national contracts for various categories of Sub-station batteries –****Template Identifier****Document Identifier****Effective Date****Review Date**

<b>TASK TO BE PERFORMED</b>	<b>HAZARD / DANGER IDENTIFIED</b>	<b>PREVENTATIVE MEASURES TO BE IMPLEMENTED (INCLUDING PPE TO BE USED)</b>	<b>SAFE OPERATING PROCEDURE (WSOP) OR OTHER ANNEXURES (Guideline only)</b>
24. Emergency Preparedness (Add to first aid)		<ol style="list-style-type: none"><li>1. Staff to be trained on evacuation routes</li><li>2. Staff to be trained on handling of all types of emergencies.</li><li>3. Equipment to be provided as to enable staff to effectively deal with emergencies</li><li>4. Emergencies numbers to be available on site.</li><li>5. Transport to be reasonably made available</li><li>6. All of the above to be part of the SHE plan.</li></ol>	

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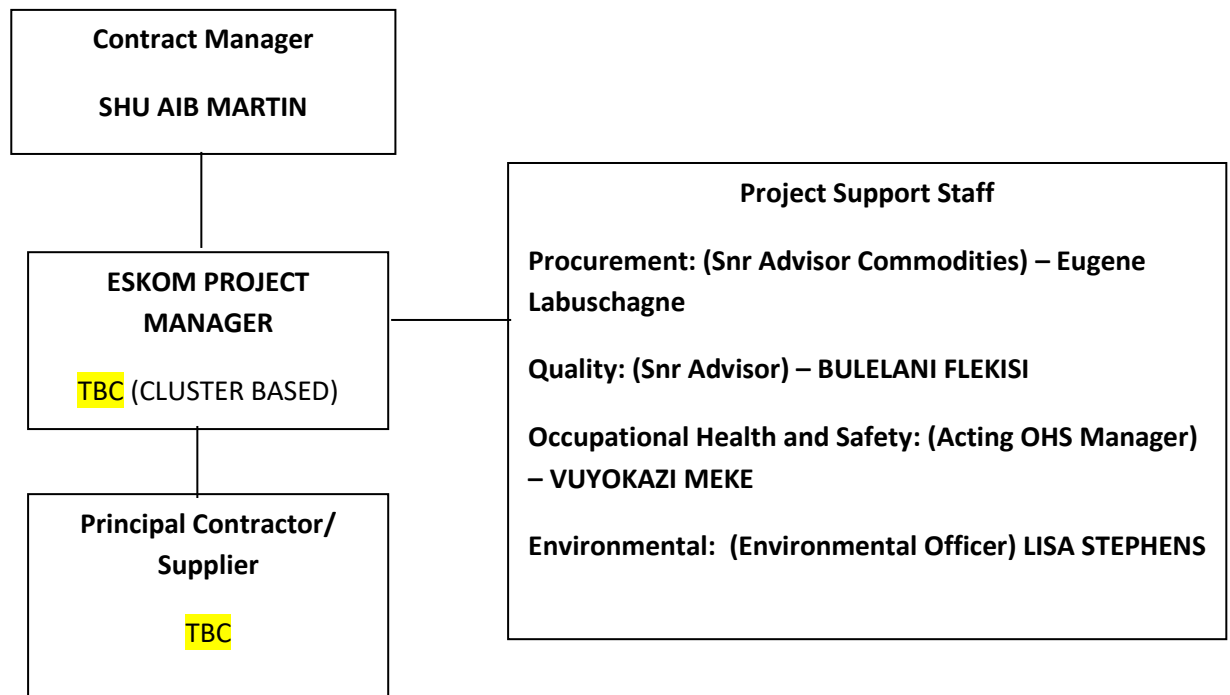
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### 6.1.5 Project program details:

For evaluation and assessment of the cycle:

- 3.3.1 Turn around for evaluation: SHE plan and SHE file submitted, accepted and approved prior to commencement of work.
- 3.3.2 Anticipated date for the commencement of work on site: Once the SHE plan and SHE file has been accepted and approved by the Client.
- 3.3.3 Project completion date or project duration: contract duration is 5 years

### 6.1.6 The Project Organogram:



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## 7. Legal Compliance

### 7.1 Section 37(2) (Legal) Agreement

A OHS 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 Rev6 – (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 responsible Project Manager.

A copy all the agreements must form part of the respective Principal Contractor and Appointed Contractors SHE file.

### 7.2 Principal Contractor Construction Regulation 5(1)(k) appointment

A CR 5(1)(k) appointment letter must be signed between Eskom and the Principal Contractor at the time of awarding the contract using Eskom **Principal Contractor 5(1)(k) Construction Regulations 2014 Appointment Letter Rev7 – (240-64729708)** template.

The Principal Contractor must ensure that a CR 5(1)(k) appointment letter is compiled between the Principal Contractor and all their Appointed Contractors for the contract.

The original copy of the appointment letter must be retained by the Contractor and a copy retained by the responsible Project Manager.

A copy of all the appointment letters must form part of the respective Contractor's SHE files.

### 7.3 Hazardous work by children (Child Labour)

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

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

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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.

#### 7.4 OHS Act

The Principal Contractor and Appointed Contractors shall have an up-to-date copy of the OHS Act and regulations which will be available to all employees.

#### 7.5 Legislative compliance

All Contractors shall 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)
- Constitution of the Republic of South Africa Act, 1996 (No. 108 of 1996) particularly Section 24 of the Bill of Rights.
- Occupational Health and Safety Act, 1993 and Regulations (Act No. 85 of 1993)
- Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- National Environmental Management Act, 1998 (Act No.107 of 1998)
- National Environmental Management: Protected Areas Act, 2003 (No 57 of 2003)
- National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)
- National Environmental Management: Integrated Coastal Management Act, 2008 (No 24 of 2008)
- Conservation of Agricultural Resources Act, 1983 (No. 43 of 1983)
- Environment Conservation Act, 1989 (No. 73 of 1989)
- National Disaster Management Act, 2002 and Regulations (Act No. 57 of 2002)
- Tobacco Products Control Act, 1993 (Act No 83 of 1993) – Updated 2011.05.19.
- National Water Act,1998 (Act 36 of 1998)
- Civil and Building Work Act.
- National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977)
- National Road Traffic Act, 1996 (Act No. 93 of 1996)
- Plant Safety Regulations
- Operating Regulations for High Voltage Systems (ORHVS)
- ISO SANS Standards–Contractor shall use the relative standards applicable to the project

#### 7.6 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

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professional affiliate council bodies as per the scope of work of this contract requires and as per the applicable professional scope of work requires.

#### **7.6.1 South African Council for the Project and Construction Management Professions (SACPCMP)**

The Principal Contractor and all his/her Appointed Contractors shall be registered in their respective levels as professionals in terms of the requirements of the Construction Regulations with the SACPCMP council.

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

- Health and Safety professionals which include Construction Health and Safety Officers are required to register as professionals with the SACPCMP.
- Construction Managers are required to register as professionals with the SACPCMP.
- Construction agents are required to register as a professional with the SACPCMP.

The SACPCMP is an industry-elected body established to ensure that individuals working within Construction sector in the industry have the appropriate competence through training, qualifications, and experience in compliance with the relevant legal requirements.

The Council was accredited by the Department of Employment and Labour to establish and implement procedures for the qualification and certification of authorised persons in order to ensure safety, quality of work and high standards of excellence within the industry. It is therefore required that the tendering Suppliers/Contractor be registered with this accredited council.

#### **7.6.2 Principal Contractor Electrical Installation Regulations 6(1)(2) registration**

The Principal Contractor and all his/her Appointed Contractors who will be conducting any Electrical installation work shall be registered as an Electrical Contractor within the Chief Inspector (Department of Employment and Labour) database and have available valid Electrical Contractor registration documentation from such Chief Inspector.

The obligation lies with the Contractors to ensure that their registration remains valid throughout the contract period. A copy of the Electrical Contractor registration must be filed in the contractor SHE files.

#### **7.6.3 Principal Contractor product SANS certification registration**

It is a requirement in South Africa to register with the relevant authorities and comply with specific National standards of the relevant authorities for designing, manufacturing, testing and supply of valve regulated lead acid cells, cadmium cells and lithium iron phosphate cells. The Supplier will be required to obtain product safety certification through testing by an accredited body demonstrating compliance with SANS and international standards like IEC 62133 for battery safety.

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Key points about registration:

Standards compliance -

1. Manufacturers must ensure their batteries meet the safety and performance requirements outlined in relevant SANS and international standards, particularly for lithium-ion batteries where stricter regulations exist.

Testing certification -

2. Batteries need to be tested by a South African National Accreditation System (SANAS) accredited laboratory to verify compliance with the standards, and a product safety certificate is required for market access.

Relevant authorities –

3. The Department of Trade, Industry and Competition (DTIC) is the primary regulatory body responsible for product safety in South Africa.

## **7.7 Notification of Construction Work**

Unless otherwise contractually agreed upon, the Principal Contractor must notify the relevant Provincial Director of the Department of Employment and Labour (DoEL) of the intention of carrying out any construction work as defined in the Construction Regulation<sup>4</sup> of the OHS Act.

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

A copy of the notification letter sent to the DoEL shall be forwarded to the Project Manager on the same day as sent to the DoEL. When the DoEL provide an acknowledgement letter of Construction work approval, a copy of the approval must be sent to the Eskom Project Manager and a copy kept and filed in the Contractor site SHE file.

## **7.8 SHE Policy**

SHE policy is a statement of intent and a commitment by the Organisation's CE and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

The Principal Contractor and all its appointed Contractors, if already not in place, will be required to compile their Organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the Organisation's CE or the appointed assistant to the CE OHS Act Section 16(2) as per the requirement of the Sec 16 of OHS Act.

The policy shall be communicated with all appointed Contractors and all Contractor employees on site and where possible, the policy must be displayed in a prominent place within the workplace. Proof thereof SHE policy communication shall be kept and filed in the Contractor site SHE file and attached as an annexure in the SHE Plan.

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## **7.9 Compensation for Occupational Injuries and Diseases (COLD)**

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

## **7.10 Costing for SHE within the project**

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

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

- Personal Protective Equipment (PPE),
- SHE trainings,
- SHE Professionals,
- First aid equipment,
- Facilities and ablution facilities,
- Safety signs,
- Safety campaigns or interventions,
- SHE equipment/instruments,
- Medical examinations
- SHE Management system
- SHE Audits
- SHE travels etc

## **7.11 SHE 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 signed appointments must be kept in the relevant Contractor site SHE files.

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.

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The under mentioned appointments will be required where applicable and not limited to the following:

### **7.11.1 Statutory Appointments**

The statutory appointments should include but not limited to the following:

- OHS Act: Construction Regulation 8(1) – Construction Manager (Full time)
- OHS Act: Construction Regulation 8(7) – Construction Supervisor (Full time)
- OHS Act: Construction Regulation 8(8) – Assistant Construction Supervisor (Full time)
- OHS Act: Construction Regulation 8(5) – Construction Health and Safety Officer (Full / Part time)
- OHS Act: General Administrative Regulation 9(2) – Incident Investigator
- OHS Act: Section 19 (3) – Health and Safety Committee Member
- OHS Act: Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act: Section 17 – Health and Safety Representative.
- OHS Act: General Safety Regulations 3(4) – First Aider(s)
- OHS Act: GSR 5(1) – Person that pronounces and certifies a confined space safe for the duration of work being conducted (applicable for confined spaces).
- OHS Act: General Safety Regulations 13A – Inspector of Ladders
- OHS Act: Hazardous Chemical Agents Regulation 3(3) – Hazardous Chemical Agents Co-ordinator
- OHS Act: General Machinery Regulation 2(1) – Supervision of Machinery
- OHS Act: CR 5(1)(k) – Appointment of the Principal Contractor by the Eskom Client/Agent (to be done when contract is awarded)
- OHS Act: Construction Regulation 7(1)(v) – Appointment of a Contractor (if appointing subcontractors)
- OHS Act: Construction Regulation 9(1) – Person to Compile Risk Assessments
- OHS Act: Construction Regulation 10(1) – Competent Person to Compile Fall Protection Plan (Fall Protection Plan Developer)
- OHS Act: Construction Regulation 10(2)(d) – Inspector of Fall Arrest Systems
- OHS Act: Construction Regulations 11(1) – Person to Supervise Excavation Work
- OHS Act: CR 14 (1) Demolition Work Supervisor
- OHS Act: Driven Machinery Regulations 18(5) – Lifting Machinery Inspector (External Lifting Machine Inspector – LMI)
- OHS Act: Driven Machinery Regulation 18(10) (e) – Lifting Tackle Inspector
- OHS Act: DMR18 (11) Lifting Machinery Operator (Appointment or Permit)
- OHS Act: DMR 17(2) Goods Hoist Inspector
- OHS Act: Construction Regulations 16(1) – Scaffolding Supervisor
- OHS Act: Pressure Equipment Regulations 11 & 12 – Portable Gas Container Inspector
- OHS Act: Construction Regulations 23(1)(d)(i) – Construction Vehicle and Mobile Plant Operator
- OHS Act: Construction Regulation 24(c) – Electrical Installations and Machinery
- OHS Act: Construction Regulation 24(d) – Temporary Electrical Installations Inspector
- OHS Act: Construction Regulations 28(a) – Stacking and Storage Supervisor

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- OHS Act: Construction Regulations 29(h) – Firefighting Equipment Inspector
- OHS Act: Construction Regulation 12(2) – Temporary Works Supervisor
- OHS Act: EMR 9 – Portable Electrical Equipment Inspector
- OHS Act: ER 12(1) Responsible Person in the Use of Explosives and development of the method statements
- OHS Act, CR 20(1) Bulk Mixing Plant Supervisor
- OHS Act, CR 21 (2) (b) Explosive Powered Tool Inspector
- OHS Act, CR 24 (e) Temporary Electrical Installation Controller

### 7.11.2 Non-statutory appointments

- Eskom OHS Roles & Responsibilities and statutory appointments standard (240-62582234) – Appointment as Responsible Managers for OHS and Environmental Responsibilities
- Eskom OHS Roles & Responsibilities and statutory appointments standard (240-62582234) – Appointment as non-Statutory Health and Safety Committee meetings Chairperson.
- Eskom Emergency Planning Standard (32-123) – Emergency Planning Co-coordinator
- Eskom Emergency Planning Standard (32-123) – Emergency Preparedness appointment as Evacuation Official

Notes to the appointments listed above:

**The Principal Contractor shall ensure that competent persons are appointed in writing in accordance with the all applicable appointments:**

(Note: If there are any appointments that are not applicable, then a brief explanation as to why they are not applicable should be made, but should an appointment become applicable during the duration of the contract work, then these appointments are to be made available)

#### **Chief Executive Officer (OHS Act Sec16.1):**

- ☐ 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.

#### **OHS Act: Sec 16(2) – Assistant to Chief Executive Officer required competencies:**

- ☐ COID Act training
- ☐ OHS Act training
- ☐ Legal liability training

#### **OHS Act: Sec17 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

#### **Health & Safety Rep Staffing:**

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- ☐ At least One trained Health and Safety Representative for every site, one for every 20 or part thereof:
- ☐ To be elected and appointed per work area and discipline and comply with OHS Act Section 17 and 18 and GAR Section 6.

**Competencies for Short-Term Contractors (working on site for less than 30 days)**

Indicate which competent person will perform these duties:

- ☐ General Health and Safety monitoring
- ☐ Health and Safety Representative duties
- ☐ Hazard Identification and Risk Assessment duties
- ☐ Incident Investigation and root cause analysis duties

**OHS Act: Sec19 – Health and Safety Committee Member** (if there are 2 or more Health and Safety Representatives then there will be a Health and Safety committee)

**Chairperson of Health and Safety Committee****OHS Act: General Safety Regulations 3(4) – First Aider(s) required competencies:**

- ☐ Eskom requires at least **Level 2** First Aid training.

First Aid certificates issued by any one of the following: The SA Red Cross Society; the St John's Ambulance; the SA First Aid League; or a person or organisation approved by the Chief Inspector for this purpose.

**First Aider Staffing:**

- ☐ One first-aiders trained to Level 2 per team (as per OHS Act or project risk profile of workers).

**OHS Act: CR 8(7) – Construction Supervisor required competencies:**

- ☐ Environmental Law – Eskom certificate
- ☐ Copies of valid **ORHVS** certificates (**with validation letter**)
- ☐ Planned Task Observation
- ☐ Hazard Identification and Risk Assessment Training
- ☐ OHS Act and Regulations course (latest version of the Act and regulations)
- ☐ Incident Investigation and Root Cause Analysis Technique Training
- ☐ Attended an accredited Supervisor's safety course
- ☐ Legal Liability course

**OHS Act: CR 8(8) – Assistant Construction Supervisor required competencies:**

- ☐ Environmental Law – Eskom certificate
- ☐ Copies of valid **ORHVS** certificates (**with validation letter**)
- ☐ Planned Task Observation
- ☐ Hazard Identification and Risk Assessment Training
- ☐ OHS Act and Regulations course (latest version of the Act and regulations)
- ☐ Incident Investigation and Root Cause Analysis Technique Training
- ☐ Attended an accredited Supervisor's safety course.

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- ☐ Legal Liability course

**OHS Act: GAR 9(2) – Incident/Accident Investigator required competencies:**

- ☐ Incident Investigation and Root Cause Analysis Technique training

**OHS Act: CR 10(1) – Competent Person to compile Fall Protection Plan (Fall Protection Plan Developer) required competencies:**

- ☐ Fall Protection Planner certificate (SETA accredited, Assessor No. & Unit Standard No)

**OHS Act: CR 9(1) – Person to compile Risk Assessments (Risk Assessor) required competencies:**

- ☐ Hazard Identification and Risk Assessment (HIRA) training

**OHS Act: HCAR 3(3) – Hazardous Chemical Agents Co-ordinator**

- ☐ HCS training certificate

**OHS Act: CR 23(1)(d) – Construction Vehicle and Mobile Plant Operator**

- ☐ Crane operator training certificate
- ☐ Hazard Identification and Risk Assessment (HIRA) training
- ☐ Valid Medical fitness for duty certificates including;
- ☐ Person Job Specs (employee Risk Profiles)

**OHS Act: CR 8(5) – Construction Health and Safety Officer Appointment required competencies:**

- ☐ National Diploma in Safety Management or Environmental Health
- ☐ 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 Health and Safety Practitioners** shall be registered with a Statutory Body - **SACPCMP** from August 2015 or a recognised Health and Safety Professional Body as applicable.
- ☐ 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 training;
- ☐ Hazard Identification and Risk Assessment training;
- ☐ Health & Safety Auditing training.
- ☐ Environmental Compliance Recognised course;
- ☐ Emergency Preparedness Coordination Training

**SHE Officer Staffing:**

In determining the number of appointed competent Health and Safety Practitioners to the number of employees, the nature and scope of work being performed shall be taken into consideration.

The Contractor is to appoint a suitably qualified experienced person to co-ordinate the organisations safety effort on the site.

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**NB: All non – Eskom Safety certificates should have at least the following information on for it to be accepted:**

- **SETA number, Unit Standard number, Assessors number & Date of issue.**

All appointment letters shall be completed and signed by appointers and appointees. Eskom requires that all OHS Act legal appointments be signed only by the company CEO and/or 16.2 appointees.

For new contracts: To meet all requirements prior to commencement of work.

For those Contractors that do not meet the minimum competencies: full compliance to the above competencies would be expected within 6 months after the contract is placed. A weekly status report on meeting 100% compliance shall be submitted to the SHE Manager/Practitioner for tracking.

### **7.11.3 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.

### **7.11.4 Appointment of Sub-Contractors**

The Principal Contractor may appoint Contractors to assist in the contract. All appointments shall be done in writing and will form part of the Contractor's SHE Plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the Principal Contractor must ensure that all the appointed Contractors understand their roles and responsibilities and have the relevant skills, experience, ability and competency to do their job.

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

### **7.11.5 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.

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.

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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. The 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 Construction Supervisor shall not leave the Project Site during working hours unless there is a sufficient number of appointed competent Construction Supervisor Assistants to assist with supervision.

Appointment letters and competency certificates of the persons appointed as Construction Supervisor or Construction 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 SHE 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 meetings and shall participate fully in all activities outlined in these OHS requirements and, in the Contractor's SHE Plan.

#### **7.11.6 Contractor organisational Structure**

##### **7.11.6.1 Principal Contractor Organogram**

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 CE down to the Supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The Principal Contractor must ensure that all Appointed Contractors 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 SHE 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 SHE files.

##### **7.11.6.2 Appointed Contractor/s Organogram**

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

The Organogram diagram must be kept up to date, a copy of which must be given to the Principal Contractor and a copy filed in the relevant project SHE files.

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## 8. Eskom Requirements

All Contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to contract services. The Contractors shall ensure before of any commencement of work activities on site, all employees on this project, site visitors and any other party who may be affected by the Contractors site activities are always receiving SHE induction to make them 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.

### 8.1 Disciplinary process

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

### 8.2 Eskom Life-saving Rules

Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.

Five Life-saving rules have been developed and 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.

If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any Contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> (That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> 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.

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Rule 3	<b>BUCKLE UP</b> 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	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work.

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

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

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

### 8.3 Substance Abuse (linked Eskom Life Saving Rule 4 – Be Sober)

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.

General Safety Regulation 2A is clear on the legal stance regarding intoxication.

The alcohol and drug permissible level is 0% at all Eskom sites and vehicles.

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.

Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.

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

### 8.4 Working at Heights (linked Eskom Life Saving Rule 2 – Hook up at Heights)

#### 8.4.1 Working at Height work general requirements

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Working at height is regarded in Eskom as one of Eskom high risk activities as a result, all safety precautions must be taken to prevent incidents while working at height. Wherever reasonably practicable, preference must be given to the performance of work at ground level as opposed to work in an elevated position. Where work in an elevated position is necessary, the requirements in Eskom working at Height Procedure (32-418) and all working at height requirements as detailed in this SHE specification and the Project Baseline Risk Assessment shall be complied with at all times.

All person who will be working at height or who will be required to rescue at height shall receive three (3) days of Fall Arrest Systems (FAS) training and two (2) days of rescue training in accordance with Unit Standard 229998 and 229995

The Contractor must ensure that all persons who work at height and those who will be required to do rescue at height shall receive training according to the relevant Unit Standards. As a minimum, individuals who work at height and are not responsible for performing a rescue must undergo three (3) days of FAS training (Unit Standard 229998) and the rescuers furthermore undergo two (2) days rescue training in accordance with Unit Standard 229995. Rescuers must be appointed in writing for that particular site/project.

Official FAS training shall not have an expiry date on the Certificate. Only the date of the training shall be indicated on the certificate.

A minimum of one (1) job observation shall be conducted on each person working at height.

All employees required to perform rescuers shall be trained in First Aid Level 2 before attending rescue training.

Documentation training records for all work at height training must be kept and filed for auditing purposes on the site SHE file.

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.

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8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

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

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

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

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

**8.4.2 Ladders**

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
11. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

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### 8.5 Construction vehicle and driver safety (linked Eskom Life Saving Rule 3 – Buckle up)

1. It is the responsibility of the driver to ensure:
  - a. Their passengers wear seat belts whilst the vehicle is in motion.
  - b. Comply with all traffic road rules, safety, direction and speed signs.
  - c. Ensure that vehicle loads are properly secured prior to moving off.
  - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
3. All drivers of construction vehicles are to have valid medical fitness certificates.
4. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

### 8.6 Work sites

**Note1:**No area is to be stripped of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

The Contractor must develop a fire safety procedure for the work site prior to commencing work. The procedure must take into consideration the size of the site/s, the type of work performed and amount of combustible materials. Cognisance of OHS Act must be made.

It must be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the work site need to be trained in fire safety and any duties they are required to perform.

A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.

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Appropriate portable extinguishers must be available on the work site and in cases of hot work, be readily available at the location.

Storage of combustible and flammable liquid in the work site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.

Site Smoking Restrictions must be enforced. No open flames are permissible and where hot work is performed, the work areas must be cleared of any combustibles prior to commencement of work.

## **8.7 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.

### **8.7.1 Emergency Response Plan**

The Contractor shall develop his own emergency response plan for both work areas and office areas and submit this plan on the SHE 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.

Periodic emergency drills will be undertaken by the Employer or Eskom Project Manager.

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.

### **8.7.2 Fire Risk and Safety Management**

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.

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.

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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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.

### **8.7.3 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:
  - ☐ method of sounding the fire alarm.
  - ☐ notifying the fire Department.
  - ☐ instructions to Contractor's Personnel.
  - ☐ firefighting procedures.
  - ☐ evacuation routes.
  - ☐ location of assembly points, and
  - ☐ 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.

### **8.7.4 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.

### **8.7.5 Flammable and Combustible Liquids**

1. Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.
2. A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store.
3. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
4. All fuel storage areas must comply with the following requirements:

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- a. Storage should be well clear of buildings.
  - b. Storage areas must be kept free from all combustible materials.
  - c. All Safety signs must be prominently displayed i.e.
    - Flammable Liquid.
    - No Smoking.
    - No open flames.
  - d. Adequate firefighting equipment must be available.
5. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
  6. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
  7. Bunded area shall have a drain valve.
  8. No other material/equipment shall be stored in the bunded area.

#### **8.7.6 Refuelling at the worksite**

With the exception of construction vehicles and mobile equipment, before a machine is refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

#### **8.8 Incident Management**

The Contractor shall compile and implement procedure for:

- Reporting and investigation of incidents – This document sets out the procedures to be followed when reporting, recording and investigating incidents that occur on a site.
- Workplace Injury and Disease Recording – The purpose of this document should be a guide to the Principal Contractor on how to accurately evaluate, define and categorise fatalities, injuries and occupational diseases in a data format for the calculation of performance indicators for health and safety.

All incidents relating to the contract (i.e. 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 SHE file.

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

All incident reporting, recording, classification and investigation will be done according to the requirements set out in the Eskom document 32-95 (latest revision).

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

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If it is found that the Principal Contractor or his Contractor are hiding/not reporting incidents then steps (which may include disciplinary action) shall be taken against the Line Management of the Principal Contractor and Contractor.

A comprehensive and detailed investigation report shall be submitted to the Eskom Project Manager within 7 -14 days after the incident.

The Client/Agent shall be allowed to participate in any accident/incident investigation if the accident/incident is directly linked to any activity within the scope of the project scope of work.

The Principal Contractor shall provide OHS related statistics to the Client at the end of each month.

Please note that providing the Accident/incident investigation report does not exempt the Principal Contractor from providing accident reports required by Statutory Authorities, in particular, the Contractors' responsibility for reporting accidents in accordance with the requirements of the OHS Act and COIDA Act.

Contractors shall also review and analyse all incidents; to establish trends that may indicate deviations from established work standards and safe working procedures/practices. The Contractor shall take appropriate corrective action and submit report to Eskom Project Manager.

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

### 8.8.1 Incident Reporting

All incidents including near misses occurring at work shall be reported to the relevant site Supervisor / Manager as soon as practicable but before the end of the shift and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Employment and Labour.

**Note 1:** 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 32-1034 Eskom Procurement and Supply Management Procedure.

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.

### 8.8.2 Incident Investigation

All incidents related to work being performed for Eskom shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9 and conducted in terms of document 32-95 Eskom Procedure for conducting EH&S Incident Management (full title is listed in Normative References).

1. Investigations shall be conducted by appointed competent Investigator who will compile the appropriate incident report form as listed in the OHS Act Annexure1.
2. A comprehensive and detailed investigation report shall be submitted to the Eskom Project Manager within 7 -14 days after the incident.

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3. 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 Project Manager and where required to the Cluster Responsible Manager.
4. Contractors shall ensure the incident/accident scene is not disturbed to preserve evidence for investigation purposes unless it is done to prevent further injury or for rescue purposes (OHS. Act, Section. 24(2) applies). Investigation shall begin promptly after the incident/accident. Where applicable and with proper authorization, photographs may be taken of the scene of the incident as well as any equipment involved in the incident. The results of the investigation together with the Root Cause Analysis of the incident and the committee's recommendations for preventative action(s) shall be submitted to Eskom Project Manager, within 3 days after the incident occurred unless proof can be given that due to technical or other difficulties, more time is needed.
5. The Contractor shall investigate all incidents immediately and give the Eskom Project Manager a report within the specified time frame, which shall include:
  - a. Date, time and place of incident;
  - b. Description of incident;
  - c. Root cause of incident/accident;
  - d. Type of injury (if any);
  - e. Medical treatment provided (if any);
  - f. Persons involved;
  - g. Names of witness/s;
6. Eskom must be permitted to participate in investigations if the incident is directly linked to any activity within the scope of the construction project. The objective of incident investigation should not only be a legal requirement but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

### 8.8.3 Incidents 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 OU Risk Manager. Close out procedure ideally must be done as soon as practicable. Undue time delays must be avoided.

It is essential that the Principal Contractor demonstrate that corrective action has been taken and that correction action is communicated by a predetermined means to all Contractors staff affected. All corrective actions must be closed within 3 months from the date of issuing of investigation report.

Feedback on the status of close out of corrective actions must be communicated at the relevant forums.

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## **8.9 Occupational Health, Rehabilitation and Hygiene facilities**

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

### **8.9.1 Employee Health and Wellness Programme**

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

### **8.9.2 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.

### **8.9.3 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.

### **8.9.4 First Aid and Equipment**

1. The requirements of the OHS Act GSR 3 must be observed.
2. 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.
3. 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.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. 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.
7. 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.

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8. 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.
9. The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

#### 8.9.4.1 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.

#### 8.9.5 Occupational Hygiene

##### 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,

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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.

**8.9.6 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.

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).

**8.9.6.1 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 from a registered Occupational Health Practitioner(s) to show fitness for duty shall be issued before the employee commences work and shall be filed on the Contractor's SHE 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).

**8.9.6.2 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

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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.

#### **8.9.6.3 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.

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).

#### **8.9.7 Welfare of facilities**

The following welfare facilities must be provided for in a clean and suitable condition, unless agreement with the Client/Agent's representative has been confirmed regarding the use of existing facilities:

- a. Shower facilities.
  - b. Sanitary facilities.
  - c. Changing facilities.
  - d. Eating areas.
  - e. Drinking water at strategic locations on site.
  - f. Safe pedestrians walk ways.
1. Water for drinking/consumption purposes shall be drawn only from taps in dining areas and ablution blocks and at points on Site marked "drinking water".
  2. No equipment or system shall be connected onto the drinking water system without prior approval of the Client/Agent's representative.
  3. All Contractors must supply a sufficient amount of (cool) potable water on each worksite and in vehicles.
  4. The Contractor will be required to provide their own accommodation for the workers.

#### **8.10 Forums for OHS Governance and OHS Communication systems**

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

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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.

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.**

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

#### **8.10.1 Statutory Health and Safety Committees**

1. The Principal Contractor shall establish statutory health and safety committee where applicable in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed Contractors shall be members of the Principal Contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and OHS requirements, incidents and lessons learned specific OHS problems, safety performance, action plans and other relevant OHS issues. Listed below is a preferred agenda.
4. OHS representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at DoEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.

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9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

#### **8.10.2 Non-statutory health and safety committees**

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

#### **8.10.3 Agenda**

1. The following serves as the guideline for the SHE Committee meeting agenda.
  - List of agenda items:
  - Matters arising from previous minutes
  - Matters arising from Contractor's SHE meetings.
  - Audit results and feedback
  - Review Health and Safety Representative Inspection Reports
  - Review
    - Incident investigation reports
    - Non-Conformances
    - Announcements (near miss/injury/damage)
    - Follow up on recommendations made by the employer in incident investigation reports
  - Accident Prevention – Safety Promotion
    - Planned Job Observations
    - OHS Training
    - Protective clothing and equipment
    - Incident Announcements / Recall
  - Forthcoming High hazard activities.
  - Non-conformances.
  - Housekeeping.
  - Work permits.
  - Work procedures.

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- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

#### **8.10.4 Minutes and action items for all health and safety committee meetings**

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.
5. All other meeting minutes where OHS is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant project manager and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

#### **8.10.5 Tool-box talks / Daily team talks / pre job meetings**

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

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### 8.11 SHE Trainings

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.
4. When there is an amendment to the Acts and/or to the regulations SHE Specification requirements and SHE Plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. The Principal Contractor shall keep record of the Training Needs analysis/ Matrix of all employees as provide in the Annexure OHS1 attached document or in a similar Contractor document.
7. Records of all training and qualifications and Training Matrix of all Contractor employees must be kept on the SHE file.

#### 8.11.1 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.

#### 8.11.2 Site specific induction training

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

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### 8.11.3 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.

### 8.11.4 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.

### 8.12 Contractor Site Establishment

1. Principal contractor's site facilities should be managed at all times.
2. Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
3. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
4. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.

### 8.13 Record Keeping

Refer to above sections of OHS communication systems requirements.

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

All information required in this SHE Specification and Contractor SHE Plan shall be recorded in the SHE file for the duration of the contract.

The Contractor shall also record in the SHE File:

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

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

The SHE 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.

#### **8.14 Site roads**

When planning, sufficient areas must be allocated for parking of the Contractor construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.

Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

#### **8.15 Housekeeping and Order**

All Contractors 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.

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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.

### **8.16 Stacking**

Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.

Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.

Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

### **8.17 Workplace Signage and Colour Coding**

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be clear at all times and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
7. 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.
8. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
9. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

### **8.18 Tools and Equipment**

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

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5. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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

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

#### **8.18.1 Hand tools**

1. 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.
2. Tools with sharp points in tool boxes must be protected with a cover.
3. All files and similar tools must be fitted with handles.
4. No make shift tools are permissible on the project.

#### **8.19 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 policy for the control and management of smoking within their respective project site.

#### **8.20 Cellular Phones**

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

#### **8.21 Personal Protective Equipment Requirements**

1. The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site. 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.

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2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards and Eskom PPE specification.

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

#### **8.21.1 Issue, Replacement and Control of PPE**

1. The Principal Contractor must provide a detailed procedure with a matrix on the issuing, maintenance and replacement of PPE for all his employees and contractors on site.
2. The Principal Contractor is required to keep an updated register of all PPE issued, including that of his employees and contractors.

#### **8.22 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 site.

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.

#### **8.23 Contractor Auditing**

##### **8.23.1 Approval and compliance of Principal contractor SHE Plan**

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

#### **8.23.2 Eskom OHS audits.**

Eskom shall evaluate all Contractors' SHE performance on an ongoing basis against the legal, Eskom SHE requirements and the Contractors Contractor's SHE Plan.

**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 Site Manager or his 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 this Eskom SHE Specification requirements.

#### **8.23.3 Contractor audits**

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes.

A summary of the findings and the proposed corrective actions shall be submitted to Eskom Project Manager within one week after completion of the 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.

#### **8.23.4 Non-Conformance and Compliance**

1. Any non-compliance to any health and safety requirement in this Eskom SHE Specification requirements is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal Contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor Project Management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.

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5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible Project Manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

## 8.24 Site Rules

### 8.24.1 SHE File

An SHE 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 after handover to the Client, so that the Client can maintain the works in a healthy and safe way.

All Contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the Contractors on their work sites and shall be available on request for audit and inspection purposes.

The SHE file shall consist of the requirements in terms of this project's SHE Specification, the Contractor's safety and health Plans.

The sequence of filing the documentation must be kept in the same sequence as listed in this SHE Specification requirements and the SHE 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 Sub-Contractors, the agreement, and the type of work completed.

In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

### 8.24.2 Work Stoppage

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.

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2. Work stoppages that are initiated due to OHS concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

#### **8.24.3 Hours of Work**

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

#### **8.24.4 Normal work**

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

#### **8.24.5 Night work**

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

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

#### **8.24.6 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.

#### **8.25 Omissions from these OHS requirements**

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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 SHE Plan and inform Eskom of such issues when signing the contract.

### 8.26 Contract 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 SHE files and forward such to the Eskom Contract Manager.

## 9. ACCEPTANCE

These OHS requirements has been seen and accepted by:

- Nkhensani Mathebala – Middle Manager Contract (National)
- Shu Aib Martin – Contract Manager (Cape Coastal Cluster)
- Sheileen Parsotam – Middle Manager Procurement (Cape Coastal Cluster)
- Tania Bowers – Middle Manager Materials (Cape Coastal Cluster)
- Eugene Labuschagne – Procurement Commodities Snr Advisor (Cape Coastal Cluster)
- Lindelwa Ntamo – Middle Manager SHEQS (Cape Coastal Cluster)

## 10. REVISIONS

Date	Rev.	Compiler	Remarks
11 Mar 2025	0	Vuyokazi 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 scope of contract work which these requirements are developed for and all the Principal Contractor/s, Contractor/s, Service Provider/s and Supplier/s who will be awarded the contract for works to be done in relation to the specified contract scope of work to be conducted at the various Eskom sites and/or warehouses.

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Date	Rev.	Compiler	Remarks
			This document shall be reviewed and amended to align with the scope of work/ identified risks as when required.  Next revision date: Mar 2026 and/or as when the Business Continuity needs and expectations requires.

**Annexure OHS0: SHE Plan Evaluation Checklist**

<b>Contractor</b>	
<b>Contact person</b>	

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Contact Details				
Brief Description of work/ Activity				
No.	Things to be included in the SHE Plan	Yes	No	Comments
1.	Scope			
2.	Letter of Good Standing(COID)			
3.	Notification of Work			
4.	Company Organogram			
5.	Is the acknowledgement form for Eskom's rules and requirements signed and submitted by the tenderer?			
6.	Signed 37(2) document			
7.	Fall Protection Plan			
8.	Emergency Plan(include first aid)			
9.	Fire Safety			
10.	Implementation and monitoring Life Saving Rules			
11.	Waste Management Plan			
12.	Management of Hazardous Chemical Substances			
13.	Asbestos Management			
14.	Management of Explosive work			
15.	Public Safety Management			
16.	Medical Surveillance			
17.	Appointments			
18.	SHE Training (Details of the SHE Training Matrix)			
19.	SACPMP Registration			
20.	Detailed Costing for SHE			
21.	SHE Reps and Committees			
22.	Health and Safety Communication(Signage, Symbols)			
23.	Process in place to address Health and Safety Violations			
24.	SHE Statistics			
25.	HIRA(To include Health Risk Assessment			
26.	Safe Work Procedures			
27.	Excavation(dig, plant, and backfill)			
28.	Confined Space			
29.	Barricading for Substation Work			
30.	Tools and Equipment			
31.	PPE			
32.	Permit to Work			
33.	Hours of Works to avoid fatigue			

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34.	Monitoring and Evaluation			
35.	Reporting, Recording and Investigation of Accidents and Incidents			
36.	How is corrective and preventative action management, from incidents, lessons learnt, etc addressed			
37.	Housekeeping			
38.	Facilities			
39.	Vessels under pressure			
40.	Occupational Hygiene			
41.	Explosive Power Tools			
42.	Demolition Work			
43.	Documentation			
44.	Right to Refuse			
45.	Sub-Contracting			
46.	Transportation of Workers			

**NB: This checklist is for Pre-Tender SHE plan evaluation only**

**SHE Officer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

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## ANNEXURE OHS1 - CONTRACTOR, SHE FILE EVALUATION CHECKLIST

Contractor					
Contact Person					
Contact Details					
Project Duration					
Brief Description of work / activity					
No:	Criteria	Yes	No	N/A	Comments
1.	Letter of good standing				
2.	Notification of construction work forms (Notification to Department of Labour) Proof of acceptance by DOL				
3.	Site based company organogram				
4.	SHE Plan				
5.	Valid Medical Certificates including Person Job Specs (OHS Act Annexure 3) Inclusive of Accreditation details of Occupational Health Practitioner				
6.	Section 37.2 Agreement (Signed Eskom template)				
7.	Signed Legal Appointments and Training records: <ul style="list-style-type: none"> <li>• <b>Principal Contractor appointment 5(1)(k) (Eskom template)</b></li> <li>• <b>16.2 appointee (Assistant to Chief Executive Officer)</b></li> <li>• <b>8 (7) Construction site supervisor</b> <ul style="list-style-type: none"> <li>o Environmental Law</li> <li>o Copies of valid <b>ORHVS</b> certificates</li> <li>o Planned Task Observation</li> <li>o Hazard Identification and Risk Assessment Training</li> <li>o OHS Act and Regulations course (latest version of the Act and regulations)</li> </ul> </li> <li>• <b>8 (8) Assistant contraction site supervisor</b> Same as 8.7</li> <li>• <b>Section 17 Health and Safety Rep</b> <ul style="list-style-type: none"> <li>o Health and Safety Representative Training</li> <li>o Hazard Identification and Risk Assessment Training</li> </ul> </li> <li>• <b>GSR 3 first Aider</b> <ul style="list-style-type: none"> <li>o Eskom requires at least <b>Level 2</b> competency</li> </ul> </li> <li>• <b>GAR 9 Incident/Accident Investigator</b> <ul style="list-style-type: none"> <li>o Incident Investigation/ Root Cause Analysis Training</li> </ul> </li> <li>• <b>Fall Protection Plan Developer CR10(1)(a)</b> <ul style="list-style-type: none"> <li>o Fall Protection Planner Certificate</li> </ul> </li> </ul>				

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	<ul style="list-style-type: none"> <li>• <b>Risk Assessor CR 9(1)</b> <ul style="list-style-type: none"> <li>○ HIRA</li> </ul> </li> <li>• <b>Construction &amp; Mobile Plant operator 23(1)</b> <ul style="list-style-type: none"> <li>○ Training Certificates for Crane operators</li> <li>○ HIRA</li> </ul> </li> <li>• <b>Excavation work Supervisor CR13(1)</b></li> <li>• <b>CR 28 Staking and Storage supervisor</b></li> <li>• <b>OHS Act, HCS Regulations 3 (3) Hazardous Chemical Substances Co-coordinator</b> <ul style="list-style-type: none"> <li>○ HCS Training certificate</li> </ul> </li> <li>• <b>Eskom requirement Fire Official</b> <ul style="list-style-type: none"> <li>○ Basic Firefighting Certificate</li> </ul> </li> </ul>				
8.	Incident reporting and Investigation				
9.	Monthly Health and Safety agenda				
10.	Site Induction Manual				
11.	Vehicles and Traffic Rules/ policy				
12.	Smoking Policy				
13.	Self -Audit Programme (Not Eskom RAS template)				
14.	Baseline risk assessment				
15.	SWP relevant to the Risk Assessment				
16.	Inspection Registers/checklist: Monthly Health and safety rep, Safety Harness/Lifting equipment/Ladders/ Climbing irons, Portable Electric Equipment/Hand Tools/Fire Fighting Equipment/First Aid Box, PPE.				

**NB!! All non – Eskom Safety certificates should be having at least the following information on for it to be accepted:**

**SETA NO, UNIT STANDARD NO. & ASSESSORS NO.**

**All appointment letters to be signed by appointers and appointees**

Comments :

Accepted	Not Accepted	SHE Officer Name and Signature	Date
Collected By (Name and Signature)	Contact Details	Date	

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**HIGH RISK PROJECT**  
**OHS Requirements**  
**Establishment of national contracts for various categories**  
**batteries –**

Approved By Eskom Project Manager (Name and Signature)	Contact Details	Date

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**HIGH RISK PROJECT**  
**OHS Requirements**  
**Establishment of national contracts for various categories of Sub-station batteries –**

**Template Identifier**  
**Document Identifier**  
**Effective Date**  
**Review Date**


**ANNEXURE OHS2 - TRAINING MATRIX TEMPLATE**

	Environmental Law	Construction Regs.	OHS ACT	First Aid	COID ACT	ORHVS	Safety Induction	Fire Fighting	High Angle Rescue Course	HIRA	Vehicle Mobile Equipment Operator	Basic H&S Training	H & s Rep Training	FAS	Incident Investigation / RCAT	Excavation H&S	Legal Liability
Managing Director		*	*		*		*								*		*
16 (2) Appointee		*	*		*		*								*		*
Construction Supervisor	*	*	*			*	*			*							*
Assistant Construction supervisor	*	*	*			*	*			*		*					
Risk Assessor										*							
Fire Fighter							*	*					*				
H&S Rep							*			*		*	*				
Excavation Supervisor							*									*	
First Aider				*			*						*				

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	<p style="text-align: center;">HIGH RISK PROJECT</p> <p style="text-align: center;"><b>OHS Requirements</b></p> <p style="text-align: center;"><b>Establishment of national contracts for various categories of Sub-station batteries –</b></p>	Template Identifier
		Document Identifier
		Effective Date
		Review Date

Fall Protection Planner							*		*					*			
Stacking Supervisor							*					*					
Site Personnel							*					*					
Incident Investigator															*		
Safety Officer																	

Contractor name:.....

Signature:.....

Date:.....

Project name:.....

Project contract ref number: .....

Project Scope of work: .....

.....

.....

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