

	Scope Of Work	Constructing Services
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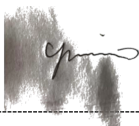
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## **1. INTRODUCTION**

In a quest to reduce the risks associated with delayed project delivery and the need to enhance project performance. Construction Services have resolved to source and enter into strategic enabling contracts with suppliers of various key commodities to reduce the delivery lead times. One of the identified items is the supply of Ready-Mix Concrete

## **2. SUPPORTING CLAUSES**

### **2.1 BACKGROUND**

Eskom Rotek Industries Construction Services is responsible for the Construction of Roads, Dams, Substation, Buildings, Transmission lines, Distribution network and Cable construction in various Projects.

The Operation is on a twenty four hours (24) per day, seven (7) days per week basis

Construction activities vary from project to project depending on the amount of the project.

Operation activities required entails:

- Bulk Earthworks
- Roads Construction
- Buildings Facilities
- Construction of Ash dam facilities and Ash water Return dams
- Construction of Transmission lines
- Cabling
- Road and Building Maintenance on all Power stations

Maintain high, "Good Housekeeping" standards in and around the machinery and work area.

Avoid any spillages from mobile plant due to maintenance or operating that contaminates the environment Comply to sites specific requirements as clearly displayed by the Site Management.

### **2.2 SCOPE**

2.1. The supply and delivery of ready-mix concrete outlined in the price list.

2.2. Material shall be delivered as per site management requirements relating to volume, date and time.

2.3. Delivery Vehicle shall comply with the relevant Eskom SHE specifications as well as the latest Construction Regulations.

2.4. Supplier will submit a SHEQ file for every site.

2.5. Supplier shall submit a concrete mix design for normal supply and concrete pumping.

2.6. Concrete to comply with SANS 878, SANS 1200G, SANS 1200GA, SANS 1200GB and all other relevant standards.

#### **CONTROLLED DISCLOSURE**

### **2.2.1 PERFORMANCE SPECIFICATION**

- The employees must be in a mental and physical healthy condition to be able to work on shift basis. The shift cycle will be site specific
- Working of overtime as per operational requirements when needed.
- Employees must be medically fit.

### **2.2.2 PURPOSE**

To ensure that operational activities are carried out in a safe and systematic manner, in order to ensure compliance to Site processes and regulations.

### **2.2.3 APPLICABILITY**

This document shall apply to the site with attached addendums.

This document shall be effective from the authorisation date.

## **2.3 NORMATIVE/INFORMATIVE REFERENCES**

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs and additional site specific ones.

### **2.3.1 NORMATIVE**

- [1] ISO 9001 Quality Management Systems
- [2] OSHAS 1800 Safety Management Systems
- [3] Occupational Health and Safety Act and Regulations (85 of 1993)
- [4] 240-62196227\_Eskom Life Saving Rules
- [5] 32-95\_Environmental, Occupational Health and safety Incident Management Procedure

### **2.3.2 INFORMATIVE**

- [6] Criminal Procedures Act 51 of 1977
- [7] National Road Traffic Act 93 of 1996
- [8] Labour Relations Act 66 of 1995
- [9] Basic Conditions of Employment Act 75 of 1997

## **2.4 DEFINITIONS**

Description	Definition
<b>Appointed Contractor</b>	Means a contractor appointed by the principal contractor.

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<b>Baseline Assessment</b>	<b>Risk</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>Contractor</b>	(includes appointed contractor)	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
<b>Competent Person</b>		(OHS Act) means any person having knowledge, training, experience, and qualifications, specific to 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>Danger/Dangerous</b>		Means a condition/substance that constitutes a risk of personal injury, impairment of health, or death
<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 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 TES (ex. labour broker) as defined in section 1(1) of the Labour Relations Act.
<b>Lifesaving Rules</b>		(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.
<b>Permit To Work</b>		Means the printed form containing sections entitled application, permits to work, suspension, suspension revocation, clearance and revocation, and used for the authorisation of all work to be carried out in terms of these regulations.
<b>Plant</b>		Means structure, machinery, low voltage electrical equipment or equipment which does not fall within the scope of the Operating Regulations for High-voltage Systems, and excludes, mobile, portable lifting equipment, domestic circuits, appliances and tools.
<b>Responsible Person</b>		Means a person who has been authorised in terms of these regulations to be responsible for ensuring that the work is covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of 36-681_Generation Plant Safety Regulation
<b>Safe/Safely/Safety</b>		Means a condition not posing any danger, an activity that can be carried out without danger, or protection against danger.
<b>Shall and Should</b>		The word "shall" is to be understood as mandatory and "should" as recommended.
<b>Skilled Person</b>		Means a person who has been trained, has adequate knowledge for the task at hand and declared competent in writing.

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<b>Supervision/Supervise</b>	Means to oversee the actions of a person(s) to such an extent as to prevent any dangerous act, as far as reasonably practicable. Such a supervisor must be trained in risk assessment techniques and be able to understand the dangers / hazards associated with the task and who has the authority to ensure that precautionary measures taken are implemented.
<b>Visitor</b>	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

## 2.5 ABBREVIATIONS

Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
CSY	Coal Stock Yard
LAR	Limited Access Register
ERI	Eskom Rotek Industries
OHSACT	Occupational Health And Safety Act
OEM	Original Equipment Manufacturer
RP	Responsible Person
PPE	Personal Protective Equipment
PTW	Permit To Work
H&S Rep	Health and Safety Representative
RA	Risk Assessment

## 2.6 ROLES AND RESPONSIBILITIES

### Supervisor

- Ensure for the supply of the correct safety equipment and the correct use at all times.
- Ensure that a risk assessment that covers all known risks was discussed and accepted by all involved parties.
- Is responsible for clear instructions as to where the work should happen and what the task will be for that shift.
- Is responsible to keep detailed records of daily tasks, e.g. risk assessments, man hours and weather conditions.
- Is responsible to monitor the operation during the shift and to address and resolve the any unsafe acts or condition that might occur.
- Ensure that proper dust suppression is done.

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**SHE Officer:**

- Ensure that equipment / vehicles Spot checks are carried out by the supervisors as required and that equipment /vehicles are safe to use.
- Ensure that site records are adequate to demonstrate compliance to the requirements of this method statement and quality work.
- Ensuring that site records are properly stored and are easily retrievable at all times.
- Conduct site induction and communicate all site procedures.
- Ensure that the personal protective equipment (PPE) required for performing the task described in this work instruction is issued to the relevant employees. ( contractors to issue their operators with their own company PPE)
- Ensure that a task specific risk assessment and toolbox talk are conducted with all employees involved prior to work commencing and revised whenever the scope changes.
- Conduct site inspections and site walks.
- Monitor traffic through job observations and SMAT techniques

## **2.7 WORK EXECUTION**

### **Equipment**

The concrete delivery plan should be accepted by the Project Manager before personnel and equipment moves onto or off site.

- The Equipment supplied and used on the site to comply with the Occupational Health and Safety Act, Act 85 of 1993 (as amended).
- Consumables, spare parts and lubricants required for the maintenance of his Equipment to be provided for.
- Drip trays, strobe lights and drip trays for all their equipment's to be supplied
- Chemical spillages must be cleared within an hour alternatively, Eskom Rotek Industries shall source at whatever costs other service providers to clean the spillage and costs shall be for the Eskom Rotek industries

### **Required PPE (Specification to be supplied under SHEQ)**

- Overalls-specific to activity
- Safety boots
- 3-point chin strap hard hat
- Gloves
- Safety goggles
- Face shield
- Ear plugs/muffs
- Shin guards
- Dust masks

#### **CONTROLLED DISCLOSURE**



- Cloth masks

## **2.8 PROCESS FOR MONITORING**

This Procedure will be monitored via periodic audits.

## **2.9 RELATED/SUPPORTING DOCUMENTS**

Various sites to provide site specific concrete mix designs

# **3. MANAGEMENT STRATEGY AND START UP**

## **3.1 THE CONTRACTOR'S PLAN FOR CONCRETE DELIVERY**

Schedule to be supplied by the Contractor after an agreement has been reached with Eskom

## **3.2 MANAGEMENT MEETINGS**

There will be a monthly meeting for the *Contractor* with the *Employer* held at the *Employer's* premises where contract issues will be discussed i.e. monthly report form the *Contractor* which will include safety meetings, call-out report, incident report an any other issues relating to the service being delivered. The following meetings are to be attended by the *Contractor's* Supervisor:

- Safety meeting (once a month / as and when required)
- Contractor's meetings (to be specified)
- Assessments meetings (end of the month on the 25th)
- Any other meetings relating to the *Contractor's* outputs or necessary for business continuity

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

## **3.3 CONTRACTOR'S MANAGEMENT, SUPERVISION AND KEY PEOPLE**

The *Contractor's* staff structure – supervisors and workforce is to be submitted in the form of an organogram. The employer must approve any changes to such staff structure, and after the approval the contractor shall submit an updated staff structure.

The *Contractor* shall provide a competent representative to be available on site during all normal working hours (Supervisor).

### **CONTROLLED DISCLOSURE**

The Contractor's representative will be required to keep the time sheets which are required, signed at the end of each month.

NB: The Contractor's representative will assume the role of a supervisor or lead for this contract

### **3.4 DOCUMENTATION CONTROL**

All documentation related to the execution of this contract will be shared with the client and stored at documentation centre for record keeping

### **3.5 INVOICING AND PAYMENT**

Invoicing and payment turnaround time is 30 days. Assessments are to be conducted from the 25<sup>th</sup> of each month.

### **3.6 CONTRACT CHANGE MANAGEMENT**

Task Order form to be used when work within the service is instructed to be carried out within a stated period of time. A task Order will be sent to the *Contractor* via an email. In the case of a compensation event, the *Contractor* must give the *Employer* an early warning and a quotation for the total costs, must be submitted electronically by the *Contractor* for that compensation event by email

### **3.7 RECORDS OF DEFINED COST TO BE KEPT BY THE CONTRACTOR**

All delivery notes by the *Contractor* will be done are to be approved by the *Employer*. Delivery notes will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

### **3.8 TRAINING WORKSHOPS**

- Induction will be provided by the employer for all personnel entering the site.
- The following training is necessary for the Operator.  
Professional Driving Permit  
Valid Medical Certificate

#### **CONTROLLED DISCLOSURE**

## **4. HEALTH, SAFETY, ENVIRONMENT AND QUALITY ASSURANCE**

### **4.1 HEALTH AND SAFETY RISK MANAGEMENT**

The *Contractor* shall at all times comply with the health and safety requirements prescribed by law as they may apply to the *services*.

The *Contractor* shall, when coming on site abide by the Lifesaving Rules and COVID-19 safety requirements at all times. These will be provided by the *Employer* on the start of the contract. The *Contractor* shall also abide by Safety, Health and Environmental Specifications for Contractors Procedure, which will also be provided by the *Employer*.

The *Employer* follows an accident/ incident prevention policy that includes the investigation of all accidents/ incidents involving personnel and property. This is done with the intention of introducing control measures to prevent recurrence of the same incidents. The *Contractor* is expected to fully co-operate to achieve this objective. Refer to 32-95\_Environmental, Occupational Health and safety Incident Management Procedure

The *Contractor* implements a safety plan and maintains the safety system until completion of the whole of the works. The plan, will as a minimum, contain PPE information, written safe work procedures, job specific risk assessments, safety meetings, etc. The plan will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work.

The *Contractor* will be subject to periodic audits by the *Employer* in order to ensure compliance with the plan. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of the *Project Manager*, is un-safe. The *Contractor* may only continue with work activities when all safety deficiencies have been corrected to the *Service Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

### **4.2 ENVIRONMENTAL CONSTRAINTS AND MANAGEMENT**

The *Contractor* shall comply with ERI management system. This includes the identification, collection, storage, transportation and disposal of waste. Hazardous waste shall be disposed of in line with the applicable environmental legislation. It is important to note that all spillages must be cleaned immediately and reported to the project manager as soon as possible. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.

**NB: In cases of inclement weather, the Project Manager will assess the risk of continuing with the works. When it is unsafe to continue, the Project Manager will stop the works and payment will be per the work covered in this instance.**

### **4.3 QUALITY ASSURANCE REQUIREMENTS**

#### **CONTROLLED DISCLOSURE**

The *Contractor* implements a quality system and maintains the quality system until the completion of the whole of the *works*. The system, will as a minimum, comply with the provisions of the ISO9001 series. The system will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work on site. The *Contractor* will be subject to self-assessments by the *Employer* in order to ensure compliance with the system. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of *Project Manager*, does not meet the requirements of the system and will have a detrimental effect on performance. The *Contractor* may only continue with work activities when all deficiencies have been corrected to the *Project Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

The *Contractor* ensures that all *works* are to the standard and quality accepted by the *Employer* and ensures that they are suitable for the purpose intended by the manufacturer.

The *Contractor* will work according to the *Employer's* standards, specifications, guidelines and procedures. Where no standards, specifications, guidelines and procedures are available, the *Contractor* will work according to the Generation Quality manual and professional guidelines. Where possible, standards will be reflected in the Task Order.

The Contractor shall be required to demonstrate cleaning quality practices by means of weekly spot checks by the team leader/supervisor. Customer evaluation survey to the offices that are being serviced shall be conducted at a frequency (i.e. quarterly) and method (i.e. questionnaires) appropriate for the type of cleaning to reduce the likelihood of dispute and complaints. The employer shall evaluate, control and monitor the performance and effectiveness of the Contractor

## **5. PROCUREMENT**

### **5.1 PEOPLE**

Eskom Holdings Limited's requirements regarding employment of unskilled or semi-skilled workers are as follows:

ERI requires that during recruitment of unskilled or semi-skilled labour, a contractor should make every effort to employ minimum target of 100 % suitable candidates from all disciplines from the local community and will only resort to other avenues if the local community cannot provide the required resources.

### **5.2 SITE AND MATERIALS**

#### **5.2.1 CORRECTION OF DEFECTS**

#### **CONTROLLED DISCLOSURE**

If there is part of work that the *Employer* is not happy with, this will be indicated to the *Contractor* and will have to be rectified by the *Contractor* immediately where reasonably possible or within 5 working days after the defect was reported.

### **5.2.2 CONTRACTOR'S PROCUREMENT OF PLANT AND MATERIALS**

Any equipment, appliances or materials used by the *Contractor* must conform to the applicable OHSACT safety standards and is to be maintained in a safe and proper working condition. The Project Manager has the right to stop the *Contractor's* use of any equipment/ cleaning material which, in the opinion of the Project Manager, does not conform to the foregoing.

### **5.2.3 PLANT & MATERIALS PROVIDED BY THE EMPLOYER**

- Water and Electricity
- Ablution facilities

NB: The *Contractor* will be responsible for their meals, own accommodation and transport to and from the place of work, as well as their mechanics to assist with breakdowns.

## **6. WORKING ON THE AFFECTED PROPERTY**

Under no circumstances will the *Contractor* do the work without proper PPE. The Supervisor on the *Contractor's* side will make it his duty to make sure that this is properly addressed.

### **6.1 EMPLOYER'S SITE ENTRY AND SECURITY CONTROL, PERMITS, AND SITE REGULATIONS**

#### **Access to site**

The *Contractor's* access to site shall be in line with the Site access procedure. The *Contractor* shall be required to make an application for his employees to enter site for the duration of the contract, including defects period. The permits shall only be issued once the *Contractor's* employees have attended the safety induction training and have undergone medical checks. The safety induction will be for the *Employer's* account. The medical checks will be for the *Contractor's* account

### **6.2 PEOPLE RESTRICTIONS, HOURS OF WORK, CONDUCT AND RECORDS**

The *Works* will be carried out on a site specific basis.

#### **CONTROLLED DISCLOSURE**

### 6.3 RECORDS OF *CONTRACTOR'S* EQUIPMENT

The *Contractor's* Supervisor should keep record of all the delivery notes. The *Contractor* is responsible for the safe keeping of all their equipment.

### 6.4 WORKING HOURS

All activities must be aligned to the Site ERI working hours. Shift workers will be on a shift cycle specific to site. Office employees will work as per below hours:

**Office hours**

Monday to Thursday : 07H00 to 17H00  
Friday : 07H00 to 17H00  
Sat, Sun & P/H : As and when required  
Lunch break : As and when required

NB: Working hours shall remain flexible to alteration, if required

### 6.5 CONTROL OF NOISE, DUST, WATER AND WASTE

The contractor must supply their own dust masks and cloth masks as part of PPE. Drinking water is available on site as well as waste bins for disposing waste

### 6.6 LIST OF DRAWINGS

N/A

### 6.7 ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Thabo Nhleko	Portfolio Manager Civils

### 6.8 REVISIONS

Date	Rev.	Compiler	Remarks
October 2022			No existing work instruction

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Date	Rev.	Compiler	Remarks

6.9 DEVELOPMENT TEAM

The following people were involved in the development of this document:

6.10 ACKNOWLEDGEMENTS

None

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