

	<b>GENERATION PEAKING OHS SPECIFICATION FOR VANDERKLOOF C&amp;I UPGRADE PROJECT</b>	Template Identifier	240-73416879	Rev	1
		Document Identifier	160A/1489	Rev	2
		Effective Date	May 2022		

**Project Name: C&I Upgrade project Site Construction Works at Vanderkloof Power station**

**Enquiry number:**

**Project Address: Vanderkloof Power Station, Northern cape**


**Scope of the project: C&I Upgrade project Site Construction Works at Vanderkloof Power station**

Eskom's Project Manager

Eskom's Operating and Maintenance Manager

Name: **Lubabalo Caba**

Name: **Gerrit Terol**

Signature: 

Signature: 

Date: 2023-11-17

Date: 2023-11-17

Eskom's Procurement Manager /Officer

Eskom's SHE Officer

Name: \_\_\_\_\_

Name: **Priscilla Malepe**

Signature: \_\_\_\_\_

Signature: 

Date: 2023-

Date: 2023-11-17

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## 1. INTRODUCTION

Eskom Vanderkloof power station's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy and applicable legislative obligations. This OHS specification is Eskom's Vanderkloof power station 's minimum requirements which are required to be met **C&I Upgrade project Site Construction Works at Vanderkloof Power station** for the duration of the contract period by contractors/suppliers and, where required, the delivery organisation.

The contractor is expected to develop an OHS plan that meets these requirements as well as all the relevant applicable legislation that they conform to. Eskom's Vanderkloof power station in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and execution of their health and safety programme for their employees and appointed contractor employees. This OHS specification reflects minimum requirements and should not be construed as all-encompassing.

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

Where requirements listed are already in place, then the organizational requirements must be taken cognisance of and listed in the respective OHS plans. If there are any additional Eskom's Vanderkloof power station and/or legislative requirements listed in the OHS specification, then these must be addressed.

## 2. SUPPORTING CLAUSES

### 2.1 SCOPE

This OHS specification lists the legislative and Eskom's Vanderkloof power station requirements and, where applicable, any requirements pertaining to local authorities, municipal by-laws, or environmental legislation that must be met by the contractor.

#### 2.1.1 Purpose

To set out the minimum requirements to ensure compliance with safety, health and environmental legislation as well as Eskom's Vanderkloof power station Standards and Procedures and to assist the Project Managers and the Principal Contractors, to develop, implement and maintain an organised safety, health and environmental management system.

#### 2.1.2 Applicability

This OHS specification is applicable to any contracting organisation that intends to respond to Eskom Peaking Eskom's Vanderkloof power station 's tender/enquiry with the intention of entering into a contract.

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## 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

- Basic Conditions of Employment Act No 75 of 1997.
- Occupational Health and Safety Act and Regulations No 85 of 1993.
- OHS Act "Regulations on Hazardous Work by Children in South Africa"
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- 32-37 Eskom Substance Abuse Procedure.
- 32-136 Contractor Health and Safety Requirements
- Vanderkloof Emergency Preparedness procedure
- 240-62196227 Life- saving Rules
- 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- 32-727 SHEQ Policy
- Contractor Management Procedure- 32-726
- 32- 418 Working at Heights Procedure
- Eskom Vehicle Safety Specification- 32-345
- 240-62946386 Vehicle and Driver Safety Management Procedure
- 32-520 Risk Assessment procedure
- Plant Safety Regulations
- Operating Regulations for High – Voltage Systems (ORHVS)
- ISO 45001
- Eskom Covid-19 policy
- National Disaster Management Act 57 of 2002

### 2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane
- [5] DMN 34-1981 Excavations.

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## 2.3 DEFINITIONS

Definition	Explanation
<b>Appointed contractor</b>	Means a contractor appointed by the main 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>Construction work</b>	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure.  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.
<b>Contractor</b>	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes main contractors
Contract's Manager/End User	Contract's Manager/End User
<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

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Definition	Explanation
<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>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>Occupational 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>Occupational 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>Occupational 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>Occupational 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

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Definition	Explanation
<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 or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
<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>Main 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>Scaffolding</b>	Means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both.
<b>Site</b>	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, main 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

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Definition	Explanation
<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.

## 2.4 ABBREVIATIONS

Abbreviation	Description
<b>AIA</b>	Approved Inspection Authority
<b>BU</b>	Business Unit
<b>CE</b>	Chief Executive
<b>COID Act</b>	Compensation for Occupational Injuries and Diseases Act
<b>dBA</b>	Decibel
<b>DMR</b>	Driven Machinery Regulations
<b>DEL</b>	Department of Employment and Labour ( Inspection and Enforcement services – Provincial office)
<b>EP</b>	Emergency Preparedness
<b>EAP</b>	Employee Assistance Program
<b>ERfW</b>	Environmental Regulations for Workplaces
<b>GAR</b>	General Administrative Regulations
<b>GSR</b>	General Safety Regulations
<b>HCS</b>	Hazardous Chemical Substances
<b>HCA</b>	Hazardous Chemical Agents
<b>H&amp; S</b>	Health and Safety
<b>IOM</b>	Inspector of Machinery
<b>LDV</b>	Light Delivery Vehicle
<b>MSDS</b>	Material Safety Data Sheets
<b>NDT</b>	Non-destructive Testing
<b>NKP</b>	National key Point Act
<b>OHS Act</b>	Occupational Health and Safety Act and Regulations, 85 of 1993
<b>O&amp;M</b>	Operating and Maintenance

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Abbreviation	Description
AIA	Approved Inspection Authority
LoG	(COID) Letter of Good Standing
SHE Rep	Safety, Health and Environmental Representative
SABS	South African Bureau Standard
SANS	South African National Standard
COVID-19	Corona Virus

## 2.5 RELATED/SUPPORTING DOCUMENTS

Section 37(2) of the OHS Act requires Eskom Vanderkloof power station to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to the project manager/end user who will facilitate the signing of the document by Eskom's Vanderkloof power station and contractor representatives.

## 3. DOCUMENT CONTENT

### 3.1 SCOPE OF WORK

- **Location - Vanderkloof Power Station**
- **Project description/Detailed scope of work**
- **Programme details:**
  - ✓ For Evaluation and Assessment: SHE plan to be submitted 1 month prior to commencement of work.
  - ✓ Time allowed for preparation of SHE plan – 30 days.
  - ✓ Anticipated date for the commencement of work on site –
  - ✓ Anticipated project completion date or project duration –

#### Detailed scope of work

The *Works* makes provision for the Site Construction which includes bill of materials, procurement, packaging, supply, delivery to site, transporting, off-loading, decommission, removal, floor preparation, assembly, installation, wiring, testing, and cold commissioning of Components and structures related to the Control and Instrumentation Upgrade project.

The *Works* includes the cabling works, instrumentation impulse lines tubing, instrument bracket manufacturing, level measurement instrument chamber manufacturing, pipe work: removal, welding, testing and installation for the Control and Instrumentation project.

The *Works* covers the following power station building and outside plant areas of the station:

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- Unit 1 and 2 (i.e. Draft Tube Area, Turbine Floor, Machine Hall, Telecoms Room, Generator Transformer yard).
- Station's Common Plant (i.e., Station Board Room, Station Transformer yard, Server Room, Strainer Room, Control Room, Penstock and Dam Wall).

The *Works* execution will be done in two phases of which **Phase 1** will be during the first Unit Outage and **Phase 2** will be during the second Unit and Station Outage.

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

**Note:** The contractor who will be awarded this contract will be known as the "**Main contractor**" and any contractor appointed by the main contractor will be known as the "**Appointed contractor**"

## 3.2 LEGAL COMPLIANCE

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

A section 37(2) agreement must be signed between Eskom Vanderkloof power station and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main contractor and all their appointed contractors for the contract. The original copy of the section 37(2) agreement must be retained by the contractor, and a copy must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor's OHS file.

### 3.2.2 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 be required or permitted to perform work or provide services that*
3. *are inappropriate for a person of that child's age; or*
4. *This places 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 child's constitutional rights. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act "Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2: Purpose and Interpretation. Eskom Vanderkloof power station does not condone the use of child labour and, therefore, all effort must be exercised, and child labour should not be used.

### 3.2.3 Notification of Construction Work

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The *Principal Contractor* shall notify the relevant Provincial Director of the Department of Labour of the intention to carry out any construction work as defined in the Construction Regulation 4 of the OHS Act, at least 7 days before construction work is to be carried out.

The notification form of construction work is listed as an annexure 2 to the Construction Regulations of the OHS Act.

A copy of the notification letter sent to the DOL shall be forwarded to the *Project Manager* on the same day as sent to the DOL. A copy of the letter and their approval must be kept in the SHE file.

When the DOL provide a letter of approval, a copy of the approval must be sent to the Eskom Vanderkloof power station *Project Manager* and a copy filed in the SHE file.

### 3.2.4 OHS Act

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

### 3.2.5 Legislative Compliance

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

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.
- Operating Regulation for High Voltage systems
- Plant safety Regulation
- Unit Standards for working at heights training - 229998 and 229995

It is the duty of the Main Contractor and sub-contractor to ensure that they are familiar with the necessary SHE legislation required. The Main Contractor shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the construction project. The register shall be updated on a regular basis.

## 3.3 ESKOM VANDERKLOOF POWER STATION REQUIREMENTS

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom Vanderkloof power station OHS documentation that is applicable to contract services.

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### 3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE, OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS Plan.

### 3.5 COVID 19 POLICY

Due to the current pandemic the contractors are required to submit the Covid policy signed by the most senior person. The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS Plan.

#### 3.5.1 Covid-19 requirements

Covid-19 costs are not for profit making purpose and Eskom Vanderkloof power station reserves the right to accept and/or decline the list of PPE which will be listed in the detailed Covid-19 costs. Due to the current pandemic the contractors are required to provide Eskom Vanderkloof power station with a Covid-19 risk assessment and a detailed plan on how to prevent the spread of the virus and what control measures will be put in place to protect Eskom Vanderkloof power station employees and members of the public. The risk assessment must include the following but not limited to, adherence to Covid-19 protocols in designated smoking areas. Covid-19 costs are applicable for the duration of the pandemic and the Covid-19 costs will be ceased once the country has declared that Covid-19 is no more a pandemic. The contractors have an obligation to comply with the National Disaster Management Act including the appointment of the Compliance Officer.

### 3.6 COID

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

### 3.7 COSTING FOR OHS WITHIN THE PROJECT

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

### 3.8 STATUTORY APPOINTMENTS

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The main contractor and all appointed contractors must appoint competent workers who will comply with the OHS Act for the duration of the contract. Before requiring appointees to accept an appointment, the employer must ensure that they have received appropriate training and/or information about their responsibilities. The relevant statutory appointments must be made in compliance with the OHS Act's criteria, which include appointing a qualified individual to the appropriate roles. All minimum required training stipulated below shall be provided by an accredited training service provider. The contractor shall supply proof of accreditation of the training service provider giving the training.

The following should be included in the statutory appointments, but not limited to:

- OHS Act, Section 16(1) - Chief Executive Officer (Only the details of Chief Executive required)
- Sec 16(2) Designation Employer
- 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 Hazardous Chemical Agents Regulation 3(3) Hazardous Chemical Agents Co-coordinator
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act General Safety Regulations 3(4) – First Aider/s.
- 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 Regulations 16(1) Scaffolding Supervisor
- Competent person to conduct Risk Assessment Sec 13
- Construction Health and Safety Officer Safety Officer - CR 8(6)
- Eskom Vanderkloof Power Station Site Supervisor- CR 8(7)
- Scaffolding Erectors

### 3.8.1 Non-statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator
- Evacuation Official - ERW 9

### 3.9 ESKOM LIFE-SAVING RULES

1. Eskom Vanderkloof power station places a high value on health and safety and urges every organization that undertakes work for Eskom Vanderkloof power station to do the same.
2. Eskom Vanderkloof power station has developed five life-saving guidelines that will apply to all Eskom Vanderkloof power station employees, agents, consultants, and contractors. Any Eskom Vanderkloof power station employee or employee of a Main Contractor or appointed

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contractor who fails to follow these rules would be deemed a serious violation. These rules are in place to protect any employee, labour broker, or contractor working from significant injury or death.

3. If any contractual work (including delivery of any product) is to be undertaken on Eskom Vanderkloof power station premises, 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.
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 Vanderkloof power station will take a zero-tolerance approach to these policies.

Noncompliance to Life-saving rules is regarded serious misconduct and will result in serious disciplinary action, which may include dismissal.

This is to ensure that everyone who works on or visits an Eskom Vanderkloof power station facility returns home to their families safely.

**3.10 SUBSTANCE ABUSE**

1. Alcohol and substance abuse are serious threats to any business, especially when it comes to workplace accidents and car driving. As a result, Eskom Vanderkloof power station has the right to take reasonable procedures to identify and prohibit drunk people from entering the company.
2. General Safety Regulation 2A specifies the legal position on intoxication.
3. The allowable alcohol and drug level is 0%.

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4. All contractors must follow Eskom Vanderkloof power station 's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: (BE SOBER"), and anyone entering the Eskom site will be subjected to ad hoc alcohol testing if the BU has self-alcohol testing equipment.
5. Contractors are invited to develop their own manual and test their own employees for alcohol on a regular basis.
6. Test results must be marked "Confidential" and kept in the employee's personal file.
7. Eskom Vanderkloof power station 's life-saving rules must be included in the induction process.
8. All employees involved in the scope of work must sign the Life -saving rule pledge/Acknowledgement before commencement of work.

### 3.11 CONTRACTOR ORGANISATIONAL STRUCTURE

#### 3.11.1 Main Contractor Organogram

The main contractor must provide an organisational organogram on the company's letter head related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees, legal appointments and organogram must be signed off by the company's 16.(1) or (16.2).

The main contractor must ensure that all appointed contractors comply with this requirement. The main contractor is responsible for keeping copies of all the organograms' as well as submitting them with the OHS Plan. All organograms shall be updated timeously when appointments are changed.

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

#### 3.11.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project on the company's letter head, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held, any appointments made and must be signed off by the company's 16.1 or 16.2.
2. This diagram must be kept up to date, a copy of which must be given to the main contractor and a copy filed in the relevant project OHS files.
3. This diagram must be kept up to date and filed in the project OHS files.

### 3.12 ROLES AND RESPONSIBILITIES

#### Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day operations, in particular the Occupational Health and Safety aspects of any project / contract.

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Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

### 3.12.1 Main contractors and appointed contractors

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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Vanderkloof power station outage/ Project Manager.
4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Eskom Vanderkloof power station OHS requirements are complied with on all work sites.
6. Give the Eskom Vanderkloof power station project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the main contractor must provide the Eskom Vanderkloof power station project manager with all the valid letters of good standing from their appointed contractors.
9. Contractors must provide the main contractor with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
10. 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.
11. 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.
12. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
13. Ensure that their contractors (whom they intend appointing) have made detailed provision for the cost of safety and health measures throughout the project.
14. Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
15. Take reasonable steps to ensure cooperation between all their appointed contractors.
16. Ensure that Eskom Vanderkloof power station n OHS requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors OHS files. Only appoint contractors who are competent to do work, have satisfied the OHS compliance

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- requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely
17. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
  18. 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.
  19. 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;
  20. 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.
  21. Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
  22. 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.
  23. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
  24. 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.
  25. 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:** should the main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
  26. Must have a substance abuse program which must be in line with Eskom Vanderkloof power station requirements.
  27. Ensure that all incidents are reported and investigated timeously by competent incident investigators and aligned with 32-95 requirements.
  28. Be involved in all of their appointed contractor's incident investigations.
  29. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

### 3.12.2 Contractor site supervisor

The contractor site supervisor must be trained in the following:

- HIRA, Incident investigation training, Supervisor training & Legal liability

Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom Vanderkloof power station project requirements.
3. Inspect all work done by the Contractors to ensure adherence to Eskom Vanderkloof power station's standards and specifications.
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

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7. Discuss all OHS related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom Vanderkloof power station project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
8. Continual liaison between the main contractor, appointed contractors and employees.
9. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom Vanderkloof power station:
10. Conduct site Inspections for compliance to OHS requirements and compiles the relevant inspection reports.
11. Submit the observation reports to the relevant management.
12. Submit the required OHS reports communicated by Eskom e.g. manpower numbers, statistics report etc.
13. Have meaningful participation in the project statutory health and safety committee meetings.
14. Participate in all appointed contractor incident investigations.
15. Participate in the main contractor's emergency preparedness planning.
16. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
17. Issue site instructions on behalf of the main contractor where and when the appointed contractors deviate from safety requirements.

### 3.12.3 Contractor Health and Safety officer full/time

- A full time Health and Safety officer will be required for the Major outage.

The contractor health and Safety officer must be trained in the following:

- SAMTRAC, HIRA, Incident investigation training, Legal liability, Training, knowledge and understanding of ISO 4500, Minimum work experience 2yrs, OHS Diploma (applicable to 3-5 years contract)

### 3.13 RISK ASSESSMENT (REFER TO 32-520)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish 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 then activity, work, site 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.

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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 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.

#### **Continual Risk Assessments**

- All contractors must conduct continual risk assessments throughout the contract, especially where risk profiles have changed. These are to be compiled and filed in OHS File

#### **Site Specific Health and Safety Hazards**

The Eskom Vanderkloof power station Project/Outage Manager will make all reasonable efforts to ensure that the information provided is complete and correct. However, the Main Contractor shall make his own assessment of the hazards and risks associated with the work under the Contract.

#### **The Main contractor shall establish**

##### **Hazards on site are, but not limited to:**

- Working at heights
- Possibility of electrical contact

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- Danger of moving heavy equipment
- Hot work
- Lifting/Rigging activities
- Possible Environmental spillages
- Dangers related to burnables/flammables/explosives
- Hazardous Chemical Agents
- Working with hand tools
- Smoking on site
- Slip, Trip and Fall
- Confined space
- Ergonomics
- Asbestos

It is however pointed out to the main Contractor that the list may not be totally comprehensive and it is the duty of each Main Contractor to ensure that all the hazards are identified, before and during the project, and the necessary activity-based risk assessments are carried out. These risk assessments shall form part of the OHS Plan which will be passed on for scrutiny and approval by the Client/Agent's representative.

### 3.13.1 HIGH RISK ACTIVITIES

When the Main Contractor and/or his sub-contractors are working in an area where a high health and safety hazard exists, the main Contractor shall:

- a) Ensure that permanent and adequate on site supervision is available for the entire duration of the work that is being conducted.
- b) Ensure the use of safety standbys in areas of high risk activities, and activities that fall within the scope of the permit to work system.
- c) Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;

The Main Contractor shall maintain, at all times, defined access ways, which is clear of objects or obstructions, so as to allow for emergency vehicle entry.

The Main Contractor shall provide any temporary protective shielding required for protecting nearby operations from the construction activities, at his own cost.

### 3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. All contractor employees must be trained on Safe work procedures and the proof must be kept on the OHS files. The job observation on the safe work procedures must be conducted regularly by the competent Supervisor to monitor adherence and compliance.

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;

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- b. Changing a job or task;
- c. Introducing new equipment or substances; and
- d. Reviewing a procedure when problems have been identified, e.g. from near miss incidents or an accident/incident investigation.

The safe working procedure should identify:

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

### 3.15 FIRE EQUIPMENT AND MAINTENANCE

1. All firefighting equipment's that have been provided shall:
  - a. Be clearly labelled
  - b. Conspicuously numbered
  - c. Entered in a register
  - d. Inspected monthly by an appointed person
2. Test and serviced every 12 months by a competent
3. Results entered in the register and signed by appointed person

### 3.16 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 legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008. 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. Main Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.

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6. Contractors shall have first aid box as per the risk assessment or at least one 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.
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 first aid box must be sealed or controlled, be inspected monthly and the treatment register be kept in the box.
10. During the inspection, the sampled first aid boxes' seal must be broken to inspect the content of the first aid box.
11. The Main Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

### 3.16.1 First Aid 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 First boxes and contents shall be checked on a monthly basis, kept clean and dust free.

### 3.17 OHS COMMUNICATION SYSTEMS

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

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have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

### 3.17.1 Statutory Health and Safety Committees

1. The Main contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the Main 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 Main contractor and the project manager and the Inspector at DEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
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 Main 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.

### 3.17.2 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

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### 3.17.2.1 Agenda

1. The following serves as the guideline for the OHS Committee meeting agenda.

- List of agenda items:
- Matters arising from previous minutes
- Matters arising from Contractor's OHS meetings.
- Covid-19 compliance
- Audit results and feedback
- Review Health and Safety Representative Inspection Reports
- Review
  - o Incident investigation reports
  - o Non-Conformances
  - o Announcements (near miss/injury/damage)
  - o Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
  - o Planned Job Observations
  - o OHS Training
  - o Protective clothing and equipment
  - o Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Rules, Instructions,
  - Emergency Preparedness
  - Environmental Management
  - Public Safety

### 3.17.2.2 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.

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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 Main contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractor's chairperson within 14 calendar days of the meeting.

### 3.18 TOOLBOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS

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

### 3.19 OHS TRAINING

1. The main 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 main 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 main contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Eskom Vanderkloof power station 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, OHS specification and OHS Plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the OHS file.

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### 3.19.1 Main Contractor Induction training

The contractor is required to make arrangements with the Business Unit for its employees to attend induction in order to be granted permission to access site.

1. The main contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom Vanderkloof power station 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 contractor employees and visitors on site shall carry the proof of induction training whilst on site.

### 3.19.2 Appointed Contractor Work specific induction training

The main contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction. The induction training should take into account the approved project OHS Plan, general hazards prevalent on the works site, risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

### 3.19.3 Visitors induction

1. Visitors to the site shall be required to undergo and comply with Eskom Vanderkloof power station 's site-specific safety induction prior to being allowed access to site.
2. For Eskom Vanderkloof power station may require the main contractor to induct their employees and visitors prior to attending Eskom's induction.
3. 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.**
4. Visitors who have completed site induction must sign the attendance register

## 3.20 GENERAL TRAINING

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

## 3.21 CONTRACTOR SITE ESTABLISHMENT

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**where contractors are providing their own facilities, the following shall apply:**

1. Prior to establishing a project site, a site plan is required to be drawn and submitted to the Eskom Vanderkloof power station project manager, listing position of all buildings, amenities, storage, stacking areas and temporary electrical installations. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
2. 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.
3. Main contractor's site facilities should be managed and kept hygienically clean.
4. Where the materials are stored at the work sites, proper stacking and storage shall be carried out and maintained in good order at all times.
5. The contractor shall during the enquiry make provision for the Occupational Hygiene Surveys costs in the bill of quantities as per the OHS Act and its regulations and in line with the scope of work.

**Where Eskom vanderkloof Power Station is making provision of the facilities to the contractor, the following shall apply:**

1. Prior to handing over the site to the contractor, the client (project managers/end users) shall together with the contractor management conduct inspections, draft and sign the service level agreement.
2. Main contractors shall manage and keep the allocated Eskom Vanderkloof power station facility hygienically clean at all times.
3. It is the responsibility of the contractor to maintain and keep the facility in a good condition.
4. It is the contractor's responsibility to immediately report to the Eskom Vanderkloof power station contract manager/project manager the defects incurred.
5. Eskom Vanderkloof power station reserves the right to conduct unannounced site inspections.

### **3.22 SITE ROADS**

1. When planning, sufficient areas must be allocated for parking of vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.
2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

### **3.23 VEHICLE MANAGEMENT AND MOBILE PLANT**

- 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 persons may be transported at the back of the bakkie.

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3. Drivers are required to conduct the route risk assessment prior to travelling/driving.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving.
5. All drivers shall have a valid medical fitness certificate.
6. The First aid box with valid contents and fire extinguishers must be included in the vehicle, be serviced annually and inspected monthly. Drivers must be trained on how to use the First aid box and fire extinguishers.
7. Two triangles must be included in the vehicle and the emergency number be displayed at the back of the vehicle.
8. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
9. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times and this is applicable to yellow plant.
10. 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.
11. 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 site.
12. 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 materials.
13. The vehicle inspection checklist must include but not limited to:
  - Reverse alarm / beeper
  - Yellow reflective tape
  - Mud flaps
  - Fire Extinguisher
  - Safety belts for every seat
  - No fold-up or jockey seat
  - Tyres
  - License disc
  - Yellow reflective tape that must be fitted at a height of between 250mm and 1.5 metres
  - Speed warning sign (100km/h) at the back of the minibus
  - Driver have a Public Driving Permit

### 3.24 HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project/contract.
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.

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3. Materials/objects shall not be left unsecured in elevated areas – falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. 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.
7. 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 Main contractor in the first instance and the Eskom Vanderkloof power station project/contract manager in the second instance.
8. The Eskom Vanderkloof power station project/contract manager has the right to instruct the Main 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 Main contractor.
9. The Main contractor shall carry out regular safety/housekeeping inspections daily to ensure maintenance of satisfactory standards. The Main contractor shall document the results of each inspection and shall maintain records for viewing.

### **3.25 STACKING AND STORAGE**

1. The competent personnel must be appointed in writing to manage and supervise all stacking and storage on site.

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.

3. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
4. Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

### **3.26 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: Contractor 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.

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7. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
8. Radio-Active Material” symbolic signs at radioactive storage areas.
9. 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.
10. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
11. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

### 3.27 FACILITIES

The Main contractor and its Sub contractors must comply with requirements of Facilities Regulation and Environmental Regulations for Workplaces. Each Contractor must establish a lay down area that will be used for the duration of the contract.

The following must be taken into consideration during Site Establishment.

#### 3.27.1 Dining Areas

A proper eating facility must be provided to all employees comprising of all requirements thereof

#### 3.27.2 Ablution Facilities

Main contractor must provide ablutions facilities taking into consideration gender parities and also ensure that the facility is maintained and resourced accordingly.

#### 3.27.3 Changing rooms and Lockers

Main contractor shall provide suitable changing facilities for employees, at the workplace. Every employee must be provided with a lockable locker.

### 3.28 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 OHS 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 Vanderkloof power station reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom Vanderkloof power station 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 Vanderkloof power station 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 Vanderkloof power station's instructions.

7. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately or locked away with the **unsafe use signage displayed** 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.

### 3.28.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the supervisor on a monthly basis as well as by users prior to use.
2. Under no circumstance will the contractors be allowed to use their equipment's with mushroom heads, to be removed at the end or beginning of shift prior to use.
3. Tools with sharp points in toolboxes must be protected with a cover.
4. All files and similar tools must be fitted with handles.
5. No makeshift tools are permissible on site/project.

### 3.29 MACHINE GUARDING

- An assessment should be conducted in writing to ensure that all machines and tools are fitted with a guard and the assessment should be kept on the safety file.
- The machine or tool should be guarded to prevent limbs or loose clothing from getting under, into, above or around the dangerous moving parts.
- Every shaft, pulley, wheel-gear, sprocket, coupling, clutch, friction drum, spindle end screw, key, bolt on a revolving shaft, driving belt, chain rope or similar object shall be securely fenced or guarded.
- Guards should form a permanent part of the machine or tool, easy to remove non corrosive, rigged and as far as reasonable heat resistant.
- Machine guards must be painted on the outside in the same colour as the machine or tool.
- Inside of guards and moving or rotating parts must be painted orange.
- All guards must be inspected by a competent person on a monthly basis as well as by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.
- **Record keeping**
- A register should be used which indicate the name, number of the machine or tool and the number of guards.

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- The register should be kept on the safety file

### 3. 30 HAND TOOLS AND PNEUMATIC TOOLS

- 1) All hand tools (hammers, chisels, spanners, etc) must be recorded on a register and inspected by the supervisor on a monthly basis as well as by users prior to use to ensure that they are in a safe condition, eg. chisels shall not be “mushroomed”.
- 2) All pneumatic tools should be numbered, recorded and inspected at least monthly as well as by users prior to use. And the revolutions per minutes measured in accordance with the manufacturer specifications.
- 3) Tools with sharp points in tool boxes must be protected with a cover.
- 4) All files and similar tools must be fitted with handles.
- 5) The Main Contractor must have a policy on make shift tools on site.
- 6) It is illegal for a pneumatic tool to be operated by using a compressed gas cylinder. Pneumatic equipment shall only draw supply from mobile air compressors or from compressed air lines installed within the premises after gaining permission from the Client/Agent Representative.
- 7) When using the interlocking type of connection of an airline, connectors shall be secured with wire clips through holes provided to prevent accidental disconnection.
- 8) Compressed air shall NOT be used for any purpose other than that for which it is provided. Compressed air should not be used to remove dust from clothing.
- 9) Hoses to be orderly routed and elevated if required in order to prevent tripping hazards.

#### 10) Records

- Check list for hand tools
- Check list for air tools including records of the measurement of revolutions on grinders
- Gas cylinder trolley checklist
- Register

### 3. 31 BOILERS, PRESSURISED SYSTEMS AND PRESSURE VESSELS

The Main Contractor shall ensure that all pressure equipment is inspected by an Approved Inspection Authority and he shall be in possession of the manufacturer’s certificate.

All pressure equipment shall be provided with at least one safety valve and such safety valve should be kept sealed.

The pressure equipment should be provided with a manufacturer’s plate.

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The pressure equipment should be fitted with a pressure gauge in Pascal and the maximum permissible operation pressure marked with a red line on the dial.

#### Records

- The certificate from the manufacturers
- Inspection registers for pressure equipment
- Registration certificate of an Approved Inspection Authority

### 3. 32 EXPLOSIVE POWERED TOOLS

- 1) Written permission to use these tools on site must be obtained by the Eskom Vanderkloof power station Station Project/Site Manager.
- 2) Only certified, competent, appointed personnel (CR. Reg. 19 (1)) are allowed to operate explosive powered tools on site.
- 3) A valid permit must be obtained before commencement of work.
- 4) Safety signs and barriers must be erected before explosive power tools are used.
- 5) Users should be issued with suitable protective equipment.
- 6) Cartridges and explosive power tools to be stored separately.
- 7) Refer to the requirements of the Construction Regulation 19 of the OHS Act.

#### 8) Records

- Register for the issue and return of cartridges.

### 3. 33 LIFTING MACHINES AND LIFTING TACKLE

- 1) A risk assessment shall be conducted prior to commencing with the task to identify the risk involved and appropriate mitigation measures must be put in place.
- 2) If it is the Main Contractor's intention to use lifting machines on site, it should be indicated in the Main Contractor's SHE plan as well as the inspection so that the Eskom Vanderkloof power Station Project/Site Manager can conduct an inspection when equipment is brought onto site. If his/her intention is to use a sub-contractor he must enter the name of the sub-contractor into the notification letter to the Department of Labour.
- 3) All lifting machine operators shall be competent to operate a lifting machine. They must be in possession of a valid permit.
- 4) When ever you are making use of an external contractor to do lifting work the Main Contractor must ensure that the operator is competent and if the Main Contractor is satisfied with the operator's competency after looking at his portfolio he/she should issue a temporary permit to the operator.

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- 5) The Main Contractor should verify if the lifting machines have been examined and a performance test done.
- 6) The training should have been done according to the Code of practice by a provider registered by the Department of Labour.
- 7) Before using any lifting machines or tackle the operator should inspect it.
- 8) All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months.
- 9) All lifting tackle should be examined by an accredited person/company at intervals not exceeding 3 months.
- 10) Refer to the requirements of the Driven Machinery Regulation 18 and Construction Regulation 17 and 20 of the OHS Act.
- 11) All lifting tackle should be recorded on a register.
- 12) All hooks shall be fitted with a safety latch/catch.
- 13) A lock out system should be implemented to ensure that only an operator that is competent can draw lifting machines and fork lifts.
- 14) All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for.
- 15) No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved by an inspector.

A risk assessment should be conducted prior to starting with the task.

- Account should be taken of wind forces.
- Lifting machines are erected taking into account a safe distance from excavations.
- When working in close proximity to power lines, the contractor must apply for a permit. Refer to Eskom Plant Safety Regulations and/or Operating Regulations for High Voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.
- Account should be taken of the bearing capacity of the ground.
- Main Contractors and their employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or excavator.
- Contractors and their employees shall ensure that crane loads are not carried over the heads of any workmen.
- Guide ropes to be used to prevent loads from swinging.

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### Record keeping

- Record books and test certificates of lifting machined and tackle should be kept on the safety file.
- A copy of the risk assessment should be kept on the safety file.
- A certificate of approval shall be obtained from the Department of Labour Inspector.
- Register of all lifting machines and tackle on site (For inspection purposes).
- Training certificates and certificates of fitness for operators of the equipment.

### 3.34 HAZARDOUS MATERIAL/ CHEMICAL MANAGEMENT

The aim of this section is to outline to the Main Contractors and his sub-contractors how hazardous substances, as defined in the Hazardous Chemical Agent Regulations (OHS Act), should be managed.

Prior to any HCA being brought onto the site or produced on the site, the Main Contractor shall supply the Eskom Vanderkloof power station Project Manager with the following:

1. Safety Data Sheets (SDS) in accordance with the requirements of the OHS Act – Regulations for Hazardous Chemical Agents;
2. Purpose for bringing the hazardous substance onto the site;
3. Proposed arrangements for safe storage;
4. Proposed methods for handling/usage;
5. Proposed method of disposal;
6. Hazard communication / training plan.

The information is to be provided at least **two (2) working days** prior to the expected delivery on site.

The Eskom Vanderkloof power station Outage/Project Manager shall approve the use of any hazardous substance after receiving the above information.

No HCA are not to be brought onto the site until the Eskom Vanderkloof power station Outage/Project Manager approval is received.

All HCA containers to be clearly labelled. Containers that are not marked will not be allowed. No HCA to be stored in food or drink containers.

Users of HCA to wear/use the correct PPE as per the HCS safety data sheet.

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Users of HCA to be adequately trained in the HCA that they are handling.

The Contractors to have and maintain a register with all the HCA that they have on site.

### 3.34.1 FLAMMABLE AND COMBUSTIBLE LIQUIDS

1. Proposals to store fuel on site must have written approval from the Eskom Vanderkloof power station outage/Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations e.g. by-laws.
2. For storage of hazardous and flammable liquids, a maximum storage as per the scope of work and the approval to be obtained from the local Municipality and to be complied with for the duration the major outage.
3. The maximum of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store with adequate spillage retention and proper labelling.
4. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
5. All fuel storage areas must comply with the following requirements: -
  - 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.
6. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
7. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
8. Bunded area shall have a drain valve.
9. No other material/equipment shall be stored in the bunded area.
10. For storage of hazardous and flammable liquids, the approval must be obtained from the Fire department and/or the Municipality (if the services are rendered/available in the local Municipality).
11. The storage of flammable or hazardous storage must be well ventilated.
12. The appropriate Jerry cans designed for petrol/diesel shall be used to store petrol on Eskom Vanderkloof power station sites and the appropriate colour coding should be complied with.

#### 3.34.1 Refuelling at Eskom Vanderkloof Power Station sites

Before a machine/vehicle can be 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.

#### 3.34.2 Explosives

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- Explosives shall not be brought onto the site or be used without the express permission of the relevant Eskom Vanderkloof power station Project/Site Manager.
- Explosives or detonators shall not be stored on the site.
- Detonators and other explosives shall never be carried in the same box.
- The provisions of all relevant Acts and Regulations shall be strictly observed.

### 3.34.3 Compressed Gas Cylinders

(General Safety Regulation 9) and SABS 1548

The following requirements apply to all gas cylinders storage:

- 1) Contractors shall establish storage areas as approved by the Eskom Vanderkloof power station outage/Project Manager.
- 2) Storage areas should be well clear of buildings.
- 3) The storage areas shall be fenced, shaded, stable, and solid surfaces.
- 4) For security and ventilation purposes, a wire mesh fence should surround the storage area. Keep the enclosure locked.
- 5) All danger signs must be prominently displayed at storage area; e.g.
  - No Smoking.
  - No naked flames.
- 6) A protective covering must be provided to protect cylinders from getting wet or being exposed to direct sun.
- 7) Adequate ventilation must be provided.
- 8) Storage areas must be kept free from all combustible materials; no other materials must be stored in cylinder enclosure.
- 9) Full cylinders must be kept apart from empty cylinders so that it will not be necessary to open valves to check whether cylinders are empty or full.
- 10) Cylinders must always be chained separately in an upright position and special stands must be used for cylinders.
- 11) Cylinders must be stored in rows with aisle in-between for easy removal in event of fire.
- 12) Mark empty cylinders clearly and move to approved storage areas.

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- 13) Adequate fire fighting equipment must be available.
- 14) Cylinders for different gasses must be stored separately.
- 15) Flammable and oxidising gasses must not be stored together; greases and oils must never be allowed to come in contact with oxygen.
- 16) Only flame-proof electrical lighting should be used, if required.
- 17) Cylinders will only be allowed on site in an approved trolley, properly secured and with a chain.
- 18) All gas cylinder torches to have flashback arrestors fitted on both sides.

### 3.35 SCAFFOLDING

- All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085 and SANS 51004 (Aluminium and tower scaffold).
- Scaffolding erectors: Training is specified in SANS 10085.
- All scaffolding shall be inspected by a competent person weekly before use and also before use following weather conditions that could have made the scaffold unsafe e.g. which could make ground conditions unstable, after a storm, mishaps, before dismantling and after alterations.
- Users of scaffolding shall carry out a visual inspection on a daily basis before use. If unsafe conditions are found or suspected, the scaffold shall be isolated until a thorough inspection has been made.
- The footing or anchorage points for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- Scaffolds that provide access to areas where personnel can fall into a hazard shall install a gate at the access point of the hazard that is affixed with a warning sign stating that 100% tie off required past this point.
- The Contractor must give preference to using scaffold stairs instead of ladders for all scaffolds. These scaffolds must be fitted with a kick plate at the bottom of each stair section. The kick plate shall be able to prevent a member of *Contractors'* personnel slipping down the staircase and sliding between the floor and the mid-rail.
- An appropriate scaffolding tagging system shall be used to confirm the status of scaffolding for use or not to be used, the inspectors name and surname , signature, date and telephone number must be written on the tag
- Scaffolding access stairs shall be fitted with toe boards at all landings to prevent a person slipping through.

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- When employees are working on a scaffold provided with trap doors it must be closed at all times to prevent a person from falling.
- A **design and calculations** shall be done for all scaffolding in excess of 2 meter by an Engineer.
- A Team leader shall be appointed in writing for the erecting and dismantling of all scaffolding.
- Only use steel boards on scaffolding when working in the open.

### 3.36 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. Two-man rule must always be applied when the Ladder is being used i.e. when one is climbing ladder the other person should hold the ladder at the bottom for stability.
6. Non-slip devices must be in good condition and no paint to be on wooden ladders
7. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
8. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
9. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
10. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
11. The appropriate head protection, with chin strap shall be worn by employees working from a ladder (risk based) or with climbing irons.
12. 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 OHS files
13. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
14. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
15. The ladder wheels, brakes and platform must be in good condition.
16. All metal parts to be in good condition, no cracks.
17. Two-man rule must always be applied when the Ladder is being used i.e. when one is climbing ladder the other person should hold the ladder at the bottom for stability.
18. Non-slip devices must be in good condition and no paint to be on wooden ladders

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19. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
20. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
21. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
22. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
23. The appropriate head protection, with chin strap shall be worn by employees working from a ladder (risk based) or with climbing irons.
24. 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 OHS files

### 3.37 RADIOGRAPHY, ULTRASONIC, NON-DESTRUCTIVE TESTING (NDT)

The Contractor carrying out radiography, ultrasonic or other non-destructive testing (NDT) on the site must comply with the requirements of the relevant legislations, codes of practice and any specific Client/Agent procedures. In particular, the Contractor shall ensure that:

- No radio active sources may be brought onto site without prior written consent of the Client/Agent.
- Where a statutory appointment exists, he has appointed, in writing, a suitably qualified and experienced Radiation Protection Officer to provide advice on the observance of the law and other relevant health and safety matters.
- Radiography areas are clearly identified by the erection of suitable barriers, sirens, warning notices and / or flashing lights. Vehicles transporting shall be clearly identified.
- Radiation operators must submit proof of certification.
- Sources must be stored according to legal requirements.
- All contractors must be informed of X-ray activities.
- X-ray work may only commence with a valid permit to work.

Refer to requirements in:

- Eskom Standard: Radioactive sources for non-nuclear stations
- SANS code of practice: 100228: **“Code of Practice for the Identification and Classification of Dangerous Substances and Goods”**. Published by the South African Bureau of Standards.

### 3.38 BLASTING

- 1) Requirements of the Explosives Regulation of the OHS Act shall be adhered to.
- 2) A copy of the written permission from the Chief Inspector of Department of Labour shall be obtained before use of any explosive material – refer to requirement in Explosives Regulation 13 of the OHS Act.

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- 3) Requirements for the transporting and storage of explosives to be in accordance to Explosives Regulation 13.4 of the OSH Act and SANS 100228 “**Code of Practice for the Identification and Classification of Dangerous Substances and Goods**”. Published by the South African Bureau of Standards.
- 4) Should blasting be necessary during the construction phase, the necessary authorisation must be secured from the relevant local municipality. Adjacent land owners must be notified prior to the blasting activities on site.
- 5) The Construction operations may necessitate that ground and rock be blasted. Prior to a blast a siren will have to be sounded. Warning flags will have to be displayed at the entrance to the area of the blast and guards will be placed at strategic points.
- 6) Should the Contractor be required to carry out blasting operations, he is to fully acquaint himself with, and adhere to the blasting procedures and legislation. Every blast must be cleared with the appropriate Client/Agent representative before charges are placed.
- 7) Only a licensed operator is allowed to blast.
- 8) For all blasting operations, a blasting mat (conveyor belts) shall be used to cover the blasting area so as to reduce the amount of flying debris

### 3.39 AUDITING

#### 3.39.1 Approval and compliance of main contractor OHS Plan

The Contractor’s OHS Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom Vanderkloof power station OHS specifications. Once there is compliance only then will the main contractors OHS Plan be approved by the project manager or an appointed Eskom Vanderkloof power station contract custodian. The implementation of the OHS Plan shall be assessed / audited by Eskom Vanderkloof power station personnel on a regular basis. This will include physical conditions evaluation.

#### 3.39.2 Eskom OHS audits

Eskom Vanderkloof power station shall evaluate all contractors OHS performance on an ongoing basis against the legal, Eskom Vanderkloof power station requirements, OHS specification and the contractors OHS Plans.

**Note:** Eskom Vanderkloof power station reserves the right to conduct unannounced audits on contractors

There will be monthly audits conducted by Eskom Vanderkloof power station on the main contractor/s and/or appointed contractors (If applicable). 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 Main Contractor and appointed contractor. Refer to section on “Work Stoppage” in this OHS specification.

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### 3.39.3 CONTRACTOR AUDITS

Main Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their OHS Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom Vanderkloof power station outage/project manager within one week after completion of the audit. Where appointed contractors are audited by the main contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

### 3.40 SMOKING

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

### 3.41 CELLULAR PHONES

The National Road Traffic Act requirements regarding the use of cellular phones must be observed, when driving and or operating mobile equipment and or machinery. The personal use of cell phones in the plant is prohibited unless it is an emergency or for work purpose. The use of cell phone camera in the plant must be in line with the national key point Act.

### 3.42 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION

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

#### 3.42.1 Medical Assessments

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

1. Main contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. The health risk assessment must be used to compile the man job specification and address the hazards that the employees will be exposed to.
3. For the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
4. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
5. The Main Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
6. The main contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

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- The contractor shall include in the OHS files the record of the employees exit medical fitness certificates as and when their employees leave the company.

### 3.42.2 Asbestos

- The contractor shall adhere to the requirements of the Asbestos Abatement regulations, 2020.

## 3.43 ROLES AND RESPONSIBILITIES

All contractors are required to list employee's roles and responsibilities pertaining to the contract.

## 3.44 WORKING AT HEIGHTS

### 3.44.1 General Requirements

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

- All appointments for the competent fall protection plan developer and implementer are in place.
- 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.
- Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
- A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
- Appropriate training, as determined by the risk assessment, has been provided.
- Appropriate height safety equipment and personal protective equipment have been issued to the individual.
- There are equipment inspection procedures and up-to-date inspection records.
- Individuals are medically fit to work at height, and records of this are kept.
- 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:

- properly planned;
- appropriately supervised; and

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3. carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

### 3.44.2 WORK AT ELEVATED POSITIONS AND ROOF WORK

- 1) Whenever persons are required to work in an elevated position, a fall protection and rescue plan (which includes fall prevention) will be compiled, implemented and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards.
- 2) **Note:** All persons required to work in elevated positions shall be declared medically fit.
- 3) The Contractors shall stop all persons working in elevated positions during periods of inclement weather or if the possibility of lightning strikes is present.
- 4) Safety belts are not allowed to be used in Eskom. An appropriate full body safety harness will be worn when working at an elevation of 2 (two) meters or more.
- 5) Working on elevated positions shall only be carried out under the supervision of a competent person.
- 6) Lifelines are to be used with safety harnesses (as per Risk Assessment) allowing free movement along the lifeline with the lanyard attached thereto.
- 7) Lifelines shall consist of at least 10mm steel cable attached on both ends to a solid structure with double U bolt clamps.
- 8) Provision must be made to prevent objects and or material from falling from elevated areas and the protection of persons working below.
- 9) A risk assessment covering all work at elevated heights is to be carried out and appropriate mitigation measures to be put in place.
- 10) All tools in elevated positions must be attached to lanyards, attached to person or structure to effectively prevented it from falling.
- 11) Equipment in elevated positions must be tied back to the structure.
- 12) Loose items in elevated positions. E.g. Bolts and nuts to be kept in tins or similar robust containers and not in paper boxes.
- 13) When working at elevated heights, nets and/or other suitable material should be used to catch falling debris etc.
- 14) Damp Fibre fire blankets shall be used during hot work activities directly below where the task is being performed to prevent sparks from falling.
- 15) Fall protection includes:

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- Safety harnesses and double lanyards;
- Approved lifelines;
- Other approved means.

16) Fall arrest plan and equipment to be implemented where fall prevention is not possible.

17) All fall protection equipment shall comply with SANS Standards and other recognised international standards.

18) The Main Contractor and/or his sub-contractor shall compile a fall protection equipment, inspection and testing and maintenance procedure.

### 3.45 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

1. The Main contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act and Eskom PPE Specification Standard 240-44175132.
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. If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued
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.
8. Where deemed as a requirement (as per risk assessment), then high visibility vests shall be worn.
9. Monthly inspection records of PPE must be kept in the Safety file
10. The contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.

### Notices and Signs

All equipment, brought onto the project site, (including motorised equipment, e.g. bobcat) that requires PPE to be worn during operation, must have the relevant PPE mandatory sign/s attached.

Symbolic signs (To comply with SANS 1186) indicating the type and use of PPE will be placed at all entry points to the construction/project site.

### Issue, Replacement and Control of PPE

- The Principal contractor must provide a detailed programme on the issuing, maintenance and replacement of PPE for all his employees and subcontractors on site.

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- o The Principal contractor is required to keep an updated register of all PPE issued, including that of his employees and sub-contractors.

### 3.46 INCIDENT REPORTING AND INVESTIGATION

All incidents shall be reported and investigated as per OHS Act sec 24 & 25 and General Administrative Regulations, section 8, 9, and Eskom Procedure 32-95 OHS incident management. Where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Employment and Labour.

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

### 3.47 EMERGENCY MANAGEMENT

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as possible. The contractor must develop and align their own Emergency response plan with Eskom Vanderkloof Power Station's, to address any emergency which might arise at any given point in time. The contractor to familiarise themselves with the Eskom Vanderkloof Power Station 's emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of their plan. This must be recorded and provided on request.

Telephone numbers to be used for the reporting of any emergency:

- a. **CONTROL ROOM: PAX 8786 3618**

### 3.48 SECURITY

Access and security control shall be done according to the Eskom Vanderkloof Power Station Access Control Policies. The Eskom Vanderkloof Power Station Service /Project manager are responsible for arranging contractors access to site according to the Eskom Vanderkloof Power Station Access control procedure. Contractors shall always abide by Eskom Vanderkloof Power Station Security and access control procedures. Contractors are not permitted to enter unauthorised areas without prior approval. Contractor employees should enter only locations that they are permitted to work.

The following are prohibited items and shall not be allowed on Eskom Vanderkloof Power Station sites unless the necessary authorisation for possession has been obtained:

- Firearms and ammunition
- Liquor/ Alcohol
- Dangerous weapons
- Drugs
- Camera
- Any other items that may be declared prohibited as per National Key point Act

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### 3.48.1 SECURITY CLEARANCE

- Contractors are to submit proof of verification record(s) (Security clearance) from SAPS or accredited supplier linked to SAPS AFIS system not older than thirty (30) days. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. It is compulsory for these documents to be submitted to Security for verification before access to site is granted. Only individuals with clear criminal records will be considered.
- Contractors are required to submit the SAPS Clearance Certificate obtained by the employee along with a copy of his/her Identity Document or Passport to the site Security Manager. The Security Manager is required to verify the authenticity of the CRC Certificate with SAPS and to cross reference the employee seeking access against known HR databases and site databases to determine if the employee in question has in the past participated in disruptive labour actions and if the individual was dismissed from Eskom and the reason for such dismissal. Every employee applying for access must be evaluated as an individual and subsequent finding recorded.
- For the purpose of clarity, contractors who was previously found guilty of offences in terms of the National Road Traffic Act 93 of 1996 and/or has paid guilt admission fines, will be exempted and be allowed to access site.

### 3.49 NON-CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Eskom Vanderkloof Power Station Procurement and Supply Chain Management Procedure.
2. Main 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 of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE (as per PPE standards) 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 Vanderkloof Power Station requirements.

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### 3.50 OHS FILES

1. OHS file means a documents or record in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. All contractors are required to keep the OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS specification and the OHS Plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.
7. In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

### 3.51 WORK STOPPAGE

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
2. Work stoppages that are initiated due to 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 Vanderkloof Power Station where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

### 3.52 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.

#### 3.52.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Vanderkloof Power Station outage

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manager 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 Employment and Labour and /or the letter of approval from the Department of Employment and Labour.

### 3.52.2 Night work

When night work is to be performed; the baseline risk assessment must be reviewed to include the management of night work. 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 toolbox talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

### 3.52.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the main contractor of such action. The main contractor shall inform the Eskom Vanderkloof Power Station project manager of such function and provide proof of exemption from the department of Employment and labour. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

## 3.53 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

By drawing up this OHS specification 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 Vanderkloof Power station not have addressed all OHS aspects pertaining to the work that is tendered for, the contractor needs to include it in the OHS Plan and inform Eskom Vanderkloof Power Station of such issues when signing the contract.

## 3.54 CONTRACTOR PERFORMANCE MONITORING

Contractor management is required to do the following as part of the continuous improvement initiatives:

- Visible Felt leadership by top management
- Identify critical tasks and monitor by conducting Job Observations
- Contractor Chief Executive or Managing Director shall present the lost time incidents at Business Unit (Peaking OU)Power Station General Managers meeting

## 3.55 CONTRACT SIGN OFF

On completion of the project, all Eskom Vanderkloof power station team must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the contractor and Eskom Vanderkloof power station contract manager, who

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must facilitate the closeout. Once the contractor has closed all findings the Eskom's Vanderkloof power station team will verify and sign off prior to issuing a completion certificate and final payment.

### 3.56 ESKOM GOURIKWA POWER STATION'S RIGHT TO TERMINATE THE CONTRACT

The contractor/supplier shall at all times comply with Eskom's Vanderkloof power station occupational health and safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the contractor shall comply with the requirements contained in the OHS Specification. Eskom Vanderkloof power station reserves the right to terminate the contract in the event that the contractor has built up a history of poor performance or non-conformance in relation to matters of Eskom Vanderkloof power station OHS and legal compliance. No work may commence until the health and safety file has been approved by Eskom OHS personnel.

## 4. REVISIONS

Date	Rev.	Compiler	Remarks
November 2023	2	P Malepe	Compiling scope specific OHS requirements for the C&I Upgrade project Site Construction Works at Vanderkloof Power station.
May 2022	1	F Poee	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom Generation.
August 2015	0	F Poee	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

## 5. DEVELOPMENT TEAM

1. Priscilla Malepe

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