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Project Name:

The refurbishment of Nerve Centre at Eskom Megawatt Park

Project Address:
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SHEQ Officer

L Mloyi

Date: 2026/03/26

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1. Eskom Project Manager

The Project Manager is responsible for managing the contract with the Principal Contractor and ensures that the SHE specifications are developed and issued with tender enquiries and that the Principal Contractor's SHE plan is approved prior to commencement of work. He/she must ensure that all the statutory requirements, Eskom and SHE specification and SHE plan requirements are always adhered to by Principal Contractor and (if applicable) their sub-contractors.

2. Eskom Construction Health and Safety Agent/Eskom SHEQ Officer/Eskom SHEQ Manager :

The responsibility of the Eskom Construction Health and Safety Agent/Eskom SHEQ Officer/Eskom SHEQ Manager is to provide assurance, as well as advice, assist and support to the client in the management of the health and safety performance on the project, which includes ensuring proper co-ordination amongst the various Contractors. The CHSA will also be responsible for assisting in the development of site and project specific SHE Specifications and ensuring that SHE specification are issued with enquiry documents and that the Contractors SHE plans are submitted; evaluated and approved. She/he will be responsible for auditing and ensuring compliance to legal requirements.

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1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations. The aim of this Safety, Health and Environment (SHE) Specification is to outline SHE requirements for the **refurbishment of Nerve Centre at Eskom Megawatt Park**. This SHE Specification is based on the contract scope of work and related risks thereof.

The contractor must develop a site and project specific SHE Plan that meets the requirements stipulated on this SHE Specification, as well as all the relevant applicable legislation and other requirements applicable to the project as per scope of work. Eskom in no way assumes the contractor's legal responsibilities. The appointed contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed sub-contractor employees.

Eskom Real Estate strives to exceed the minimal SHE standards prevailing throughout its projects & service rendering within Eskom and requires full commitment from all parties to pro-actively and actively respond to achieve best SHE business practice.

This SHE Specification shall serve as a minimum guideline on the SHE Requirements. The appointed contractor, as an employer in their own right shall be responsible and accountable for compliance on site, this is inclusive of all the amendments in the OHS Act, 85 of 1993, SANS requirements as well as per Eskom's reviewed, SHE / OHS Procedures and Processes, Policies and Standards.

The SHE Specification shall be included with the tender enquiry documentation to ensure that the tenderer is timeously made aware of the following:

- Eskom's requirements, including
- Information that might affect the health and safety of any person at work whether directly or indirectly.

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- Activities that may have an impact on the direct and surrounding environment.

This specification may not thoroughly address all hazards and aspects associated with any specialised activity or operation. In such situations, contractors shall be responsible for developing their own health and safety plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation. Furthermore, the contractor shall continuously review and update their health and safety plans/procedures/manuals/work instructions to addressed the ever-evolving hazards and aspects associated with the operations.

This SHE 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 SHE requirements.

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

2. Supporting Clauses

2.1 Scope

This SHE specification lists the minimum SHE legislative and Eskom requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor, during the execution of the **refurbishment of Nerve Centre at Eskom Megawatt Park**, as per scope of work stated in the **refurbishment of Nerve Centre at Eskom Megawatt Park.**

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2.1.1 Purpose

To indicate potential types of potential hazards & risks identified at design stage and SHE requirements pertaining activities conducted in the project.

2.1.2 Applicability

This specification is applicable to all principal contractors, sub-contractors, service providers, suppliers and all the activities and processes carried out for and on behalf of Eskom Real Estate during the execution of the **refurbishment of Nerve Centre at Eskom Megawatt Park**.

2.1.3. Effective Date

This specification shall be implemented from date of approval. This document is subject to document control procedures and will be updated when it is due for revision or when conditions dictate.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

[1] 32-727: Safety, Health, Environment and Quality Policy

[2] 240-62196227: Life-saving Rules Standard

[3] 32-245: Waste Management Procedure

[4] 240-62946386 Vehicle & Driver Safety Management Procedure

[5] 32-37 Substance Abuse

[6] 32-124 Eskom Fire Risk Management

[7] 32-136 Contractor Health and Safety Requirements

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[8] Asbestos Regulations

[9] 32-95 Eskom Environmental, Occupational Health and Safety Incident Management procedure

[10] 32-93 Eskom Vehicle and Driver Safety Management

[11] 240-43848327 Employees' right of refusal to work in an unsafe situation

[12] 32-418: Working from Heights Procedure

[13] 32-520: Occupational Health and Safety Risk Assessment Procedure

[14] 32-123: Emergency Planning.

[15] 32-407 Behaviour Safety Observation Procedure.

[16] Occupational Health and Safety Act and Regulations No 85 of 1993.

[17] Construction Regulations of 2014 or latest edition as per government gazette.

[18] 32-726: SHE Requirements for the Eskom Commercial Process.

[19] 39-98: Safe use of Lifting Machines

[20] 32-524 Manual, Developing a SHE Specification.

[21] National Environmental Management Act No 107 of 1998.

[22] National Environmental Management Waste Act 59 of 2008.

[23] 32-1134 Access Control at Eskom Premises.

[24] All relevant South African legislation-provincial, municipal by-laws.

[25] National Department of Health Guidelines for Symptom Monitoring and Management of Essential Workers for Covid-19 Related Infection.

[26] Plant Safety Regulations.

2.2.2 Informative

[1] ISO 45001:2018 Occupational Health and Safety Management Systems and its regulations.

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[2] ISO 9001: 2015 Quality Management Systems- Requirements.

[3] ISO 14001:2015 Environmental Management Systems Specification.

[4] Relevant South African National Standards applicable to the task/Project.

[5] National Building Regulations Standards Act, Act 103 of 1977.

[6] NEC Contract Scope of Work and BOQ.

[7] Local Bylaws applicable to the project/task.

[8] SANS 1186 Symbolic Safety Signs.

[9] SANS 10400 Part E.

[10] Constitution of the Republic of South Africa No 108 of 1996.

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2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Asbestos Work	Means work that exposes or is likely to expose any person to asbestos dust
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(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
Client	(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.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors

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Definition	Explanation
Construction work	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. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Construction work permit	means a document issued in terms of regulation 3
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment.
Demolition work	means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives.
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person

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Definition	Explanation
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(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
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(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.

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Health and safety requirements	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
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(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
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects

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Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	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
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock

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Definition	Explanation
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Supplier	(32-1034)means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERE	Eskom Real Estate
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard

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Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
SANS	South African National Standard
SDS	Safety Data Sheets

***This SHE specification stipulates Eskom's minimum requirements. The contractor is expected to develop a SHE Plan which meets these requirements as well as all the relevant applicable legislation. Eskom in no way assumes the Contractors legal responsibilities. The Contractor is and remains accountable for the quality and the execution of his health and safety program for his employees and contractor employees. This SHE specification reflects minimum requirements and should not be construed as all encompassing*.**

2.6 SHE Roles Responsibilities Accountability & Authority

During the execution of all the activities of the **refurbishment of Nerve Centre at Eskom Megawatt Park** the Project Manager, his/her representative(s) and the appointed principal contractor are required to ensure that all activities are executed, maintained and completed in a safe manner; protecting the employees, tenants, contractor and members of the public while not compromising the quality as per Eskom's SHEQ Policy 32-727 and other legal requirements including SANS standards and by-laws.

The Principal Contractor management must practice its legal obligations one of which is ensuring that competent resources are made available throughout the duration of the Provision of Demolition Services for the Western Parkade at Eskom Megawatt Park (MWP) for a Duration of Five (5) Months**.**

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2.6.1. Commitment

Visible commitment is essential in 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 and the SHE aspects of the project. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it from management down to the lowest task grade employee.

Client Duties: Eskom Real Estate: Project Management Team

The Client must:

- Prepare a site and scope specific SHE baseline risk assessment;
- Prepare a suitable, sufficiently documented and coherent site-specific SHE specification for the intended work activities.
- Include the SHE specification and all supporting documents in the tender documents.
- Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures.
- Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out all the expected activities safely.
- Ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- Appoint the Principal Contractor in writing. The Principal Contractor will be appointed by ERE assigned section 16.(2),representative.
- Contractors shall not commence with the work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation 5(k), by Eskom Representative.

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- Stop any contractor from executing any activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site

2.6.2 Principal Contractors and Appointed Contractors

The Principal Contractor carries primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act.

None of the additional safety requirements specified by the Client reduces the Principal Contractor's accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

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

The Principal Contractor may appoint contractors to assist in executing the contract. All appointments shall be done in writing.

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

- 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.
- The principal contractor must notify the Provincial Director of the Department of Employment and Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations;
- 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.

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- 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 ERE representative. .
- 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.
- Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
- Give the ERE project managers and line managers / responsible managers their full participation and cooperation.
- Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
- The principal contractor must hand over a consolidated (to include any appointed contractors' files) health and safety file to the Eskom Real Estate project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
- Contractors must hand over a consolidated (to include any appointed contractors' files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
- The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Eskom

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project manager with all the valid letters of good standing from their appointed contractors.

- Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
- 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.
- 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.
- Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
- Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
- Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- Take reasonable steps to ensure cooperation between all their appointed contractors.
- Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

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- Provide facilities for principal contractor and contractor employees, in terms of the Facilities Regulations, in the Occupational Health and Safety Act,1993 (Act No: 85 of 1993).
- Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.

Note 2: No work may commence and or continue without the presence of the appointed project manager or project supervisor and SHE Practitioner.

Note 3: In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

- Appoint a full time Construction Safety Officer (registered with SACPCMP) in writing. The minimum qualification of the SHE Officer is an NQF level 6 Safety related diploma, with a minimum of 2 years' experience.
- Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
- 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.
- Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of the site against all risks that may arise from such site.
- Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- 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.

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- Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
- Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
- Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- 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.
- Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
- Ensure, prior to the commencement of work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
- Ensure, prior to the commencement of work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
- 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;

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Note 5: should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

- Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom project manager and the relevant site safety and fire prevention requirements;
- On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.
- Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
- Respect the rights of land owners/lessors and the preservation of their registered activities;
- Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

Note 6: Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

- Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
- Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- Be involved in all of their appointed contractor's investigations.

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- Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
- Chair their own health and safety committee meetings and record such meetings.
- Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
- When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

2.6.3 Management and Supervision of Work

The Principal Contractor shall ensure that the execution of all specified work is managed and supervised in accordance with the requirement of OHS Act Section 8 and Construction Regulations, Regulation 8 throughout the contract period.

All appointed managers and supervisors must demonstrate competencies in their field of operations and must further undergo SHEQ training for Managers/Supervisor and legal liability training respectively and to be additionally appointed as SHEQ Responsible Supervisors.

Note 1: No work may commence and or continue without the appointed supervisor or manager during the performance of the contracted work.

- Not supervise work on any other site other than the site they have been appointed to supervise;
- Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;

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- Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
- Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
- Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
- Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- Inspect such PPE on a regular basis and record the inspections;
- Ensure that all incidents are reported to the client and are investigated.
- Be involved in all investigations that occur within their area of responsibility.
- Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
- Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
- Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented;
- Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
- Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
- Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a site against all risks that may arise from such site.
- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;

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- Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
- Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
- Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
- Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
- Stop any employee or contractor from performing work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.

2.6.4 Contractor Site Supervisor or Construction Supervisor

Must:

- Be competent to perform the required supervisory tasks;
- Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;
- Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
- Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- Monitor contractors for adhere to statutory requirements and safety standards.
- Monitor contractors overall SHE performance on site in order to achieve excellent results
- Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.

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- Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
- Ensuring that quality records are maintained in accordance with legislative and Eskom requirements;
- Continual liaison between the principal contractor, appointed contractors and employees.
- Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
- Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- Submit the observation reports to the relevant management.
- Have meaningful participation in the project statutory health and safety committee meetings.
- Participate in all appointed contractor incident investigations.
- Participate in the principal contractors emergency preparedness planning.
- Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
- Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
- Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

2.6.5 Employees

Must:

- Be responsible for their own safety and health and that of their co-workers;
- Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;

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- Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:

  - familiarising themselves with their workplaces and safety and health procedures;
  - working in a manner that does not endanger them or cause harm to others;
  - ensuring that the work area is kept tidy;
  - reporting all incidents and near misses;
  - protecting fellow workers against injury by performing job observations;
  - reporting unsafe acts and unsafe conditions;
  - reporting any situation that may become dangerous; and
  - carrying out lawful orders and obeying safety and health rules;

- Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
- Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
- Obey any safety signs and always adhere to any site demarcation.
- When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
- Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
- Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
- Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
- Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.

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- Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
- Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
- Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
- Maintain the surrounding area of the work site in a neat and tidy condition.
- Have meaningful participation in regular health and safety meetings.
- Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
- When given instructions, understand the instructions and be permitted to clarify those instructions.

2.6.6 Contractor SHE Practitioner

The Principal Contractor shall appoint a **full time** competent Construction SHE Officer, registered with SACPCMP, with a minimum **NQF Level 6** SHE related qualification and minimum of **2 year SHE related work experience.**

- Provide safety management, advice, monitoring and reporting in the workplace, and engage staff in programs that ensure safe practice in the workplace.
- Compile safety programs, review existing policies and measures and update according to legislation.
- Practice safe working techniques.
- Implement and maintain health and safety standards.
- Establish a cordial and professional relationship with employees.
- Maintain compliance of all safety regulations.

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- Conduct regular safety awareness session to share best practice techniques.
- Standardize health and safety in order to remain consistent.
- Identify hazardous waste and disposal of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reports compiled for management.
- Regularly inspection of equipment & work activities.
- Support the development of OHS policies and programs
- Advise and instruct on various safety-related topics (noise levels, use of machinery etc.)
- Conduct risk assessment and enforce preventative measures
- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- Submit to the client the monthly OHS reports.
- Avail themselves for monthly audits and inspections.

NB: ***The contractor's SHE officer shall not serve as the incident investigator for the project.***

2.6.7. Training Competence and Appointments of Resources

NOTE: The Principal Contractor shall ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment, and advice and assist these appointees in the execution of their duties.

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The Principal Contractor shall ensure that competent persons are appointed in writing in accordance with the applicable appointments. Copies of all the appointments shall be kept in the SHE File.

The project PC must also provide an approved SHEQ training needs tabulating the training interventions identified for the employees to undergo for the respective fiscal year. Attendance of training and awareness interventions must be tracked on a monthly basis and proof thereof sent to the ERE SHEQ Department as part of the month end reports. SHE training should be part of SHE costing the PC submits to Eskom.

Prior to sending employees for training the PC and its sub-contractors must ensure that all training institutions used are accredited to offer the course (s).

2.6.8 Site Induction

- The Principal Contractor shall ensure that all his employees and contractor employees undergo their company induction with regard to the approved SHE plan, general hazards prevalent on the site, risk assessment, rules and regulations, and other related aspects.
- Proof of client site specific induction signed by Inductor and trainee must be submitted to the Safety department before an access permit will be issued.
- 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, of any nature.

2.6.9 Compliance and Non-Conformances

As legislation forms part of any country's legal system, the Client requires all its Contractors to comply with legislation as part of the contract. All expenses to the Contractor, which result from compliance with this legislation as well as special requirements specific to the site, will be for the Contractors account.

Should the Principal Contractor appoint a contractor, the Principal Contractor would then have the same role and responsibility in relation to the contractors, in a similar way as the Client has in relation to the Principal Contractor.

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The Client and appointed representative reserves the right to stop work and issue a non-conformance report whenever safety, health or environmental violations are observed for both Principal Contractors and/or their contractors. Expenses incurred as a result of such work stoppage and standing time shall be for the Principal Contractors account. Any non-conformances/findings/observations found in these audits/inspections on contractors shall be raised and discussed with the relevant Principal Contractor (with whom the contractor is contracted with).

The requirements within this specification should not be considered exhaustive and the Client reserves the right to add, delete or modify conditions where it is considered appropriate.

By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor in adequately providing for the health and safety of employees on site.

Should Eskom not have addressed all SHE aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when submitting the tender.

No claim will be accepted as a result of any costs or delays being incurred due to the Principal Contractor or his contractors not complying with legislation, this SHE specification or their SHE plan approved by the Client.

3. Specification

3.1 Scope of work

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

Note: The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor.

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3.2 Legal and Other Requirements

It is required that all Contractors on site comply with the relevant applicable legislation, specifications and standards in accordance with the scope of the project:

As a minimum but not limited to the following:

- 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)
- Conservation of Agricultural Resources Act 1983 (Act 43 of 1983)
- Civil and Building Work Act
- COID Act
- Any other applicable South African legislation
- Applicable South African National Standards (SANS)
- Applicable international standards
- Eskom Operating Regulations for High Voltage Systems
- Eskom Plant Safety Regulations (Low Voltage Regulations)
- Relevant Eskom Procedures and standards
- ISO 45001, ISO 9001 and ISO 14001- Contractor shall use as guidelines.
- Local Authority By- Laws

It is the duty of the Principal Contractor and contractor to ensure that they are familiar with the necessary SHE legislation required.

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The Principal 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 project. The register shall be updated biannually.

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal 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 retained by the responsible project manager.

A copy of all the agreements must form part of the respective contractor's SHE file.

3.2.2 Hazardous work by children (Child Labour)

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

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that

   i. are inappropriate for a person of that child's age; or

   ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

and the Basic Conditions of Employment Act, Chapter six Section 43 "Prohibition of employment of children".

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act

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"Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2 Purpose and Interpretation. Eskom does not condone the use of child labour and therefore all effort must be exercised and child labour should not be used.

3.2.3 OHS Act

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

3.3 Eskom Requirements

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

3.4 Professional Registration- N/A

The principal contractor and all his/her appointed contractors shall be registered and in good standing with their respective professional registration body/counsel, where applicable.

- SHE professionals shall register with respective professional body within their area of expertise.
- Construction Safety Officers are required to register as professionals with the SACPCMP.
- Construction Managers are required to register as professionals with the SACPCMP.
- Construction agents are required to register as a professional with the SACPCMP.

3.5 Notification of Construction Work

Unless otherwise contractually agreed upon, the principal contractor must notify the relevant provincial director of the Department of Employment Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act. The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act.

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A copy of the notification letter sent to the DoEL shall be forwarded to the Project Manager on the same day as sent to the DoEL. A copy of the letter and their approval must be kept in the SHE file. When the DoL provides a letter of approval, a copy of the approval must be sent to the Eskom Project Manager and a copy filed in the SHE file.

3.6 SHE Policy

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

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor SHE files and attached as an annexure in the SHE Plan.

3.7 COID

The principal 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 SHE files.

3.8 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person to be appointed in the relevant roles.

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3.9 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. Six Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
3. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	**OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH** (That is plant, any plant operating above 1000 V)
Rule 2	**HOOK UP AT HEIGHTS** Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	**BUCKLE UP** No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.

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Rule 4	**BE SOBER** No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	**PERMIT TO WORK** Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	**ENSURE SAFE LIVE WORKING** if work must be carried out on *live* equipment (energized electrical systems), it must only be done under strict conditions to protect workers from hazards such as electric shock, burns, and arc flash.

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

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

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

3.10 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.

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4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER"), this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

3.11 Access and Security Control

Access and Security control shall be done according to the Eskom Access Control Policy (32-1134)

Employees, contractors and visitors shall be subjected to induction training and substance abuse tests for the detection of illegal substances when entering Eskom sites, or as and when required whilst on Eskom sites.

It may be required that prior to access being granted that person(s) complete the required training e.g. plant access training, employee training, occupational health and safety training or any other prescribed training.

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

- Firearms and ammunition (excludes Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces)
- Liquor/ Alcohol
- Dangerous weapons
- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription)
- Any other items that may be declared prohibited

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3.12 Public Safety

Legislation requires that employers shall be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

Contractors shall factor in their safety plan, how they intend safeguarding/ controlling any traffic during their activities and have a schedule for high-risk activities which may cause injury/harm or damage to property.

3.13 Contractor organisational Structure

3.13.1 Principal Contractor Organogram

The principal contractor must provide an organisational organogram 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 and legal appointments.

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

This structure must be kept up to date and filed in the project SHE files.

3.13.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held and any appointments made.
2. This structure must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.
3. This structure must be kept up to date and filed in the project SHE files.

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3.14 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 an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.

It is essentially a three stage process:

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

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

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

- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low. Medium or High;
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders, ergonomic & working at heights etc;

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- 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.

The baseline risk assessment shall be developed by the cross-functional team taking into consideration the following risk:

- Noise
- Potential presence of asbestos that forms part of the structure (cement fibre)
- Dust
- Working at height (fall protection)
- Drilling (Breaking of walls)
- Formwork and support work
- Housekeeping
- Fire risks and fire precautions
- Hot work (steel cutting and welding)
- Portable electrical tools

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- Intoxicated persons on site
- Demolition

The following people must be involved when compiling the risk assessment:

- Project manager
- Supervisors
- Specialists
- SHE officers
- SHE Reps
- Employees with experience of the task.
- Union representative if available.

3.15 Safe work procedures / method statements

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

a. Designing a new job or task.

b. Changing a job or task.

c. Introducing new equipment or substances; and

The safe working procedure should identify:

d. The supervisor for the task or job and the employees who will undertake the task.

e. The tasks that are to be undertaken that pose risks.

f. The equipment and substances that are used in these tasks.

g. The control measures that have been built into these tasks.

h. Any training or qualification needed to undertake the task.

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i. The personal protective equipment to be worn.

j. Actions to be undertaken to address safety issues that may arise while undertaking the task.

3.16 Personal Protective Equipment Requirements

- The principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
- All issued PPE must be SABS approved and shall comply with the requirements of GSR 2 of the OHS Act.
- The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.
- All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
- Where deemed as a requirement, then high visibility vests shall be worn.

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3.17 Working at Heights

3.17.1. General Requirements

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 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.

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3.17.2. Every employer shall ensure that work at height is:

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

3.18 Ladders

- Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
- The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- The ladder wheels, brakes and platform must be in good condition.
- All metal parts to be in good condition, no cracks.
- Non-slip devices must be in good condition and no paint to be on wooden ladders
- 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.
- Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
- When using climbing irons, the appropriate rope grab fall prevention system shall be used.
- The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
- The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.

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- A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

3.19 Cutting, Welding, and Hot Work

When welding or cutting work is performed, an adequate number of approved fire extinguishers shall be provided by the contractor. The contractor shall provide a thirty-minute fire watch after the operations has ended to ensure that no fire starts.

- Hot work permit must be displayed.
- Employee must be competent.
- All oxy-acetylene welding equipment shall be fitted with a flash back arrestor
- All oxy-acetylene pipes must be clamped with the correct clamps to separate it in an emergency.

3.20 Demolition Work

- Construction Regulation 2014 of the OHS Act shall apply.
- A contractor must appoint a competent person in writing to supervise and control all demolition work on site.
- A contractor must ensure that before any demolition work is carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in demolishing the structure is developed by that person.
- During a demolition, the competent person contemplated in sub-regulation (1) must check the structural integrity of the structure at intervals determined in the method statement contemplated in sub-regulation (2), in order to avoid any premature collapses.
- A contractor who performs demolition work must-
    - with regard to a structure being demolished, take steps to ensure that-

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- no floor, roof or other part of the structure is overloaded with debris or material in a manner which would render it unsafe.
- all reasonably practicable precautions are taken to avoid the danger of the structure collapsing when any part of the framing of a framed or partly framed building is removed, or when reinforced concrete is cut; and
- precautions are taken in the form of adequate shoring or other means that may be necessary to prevent the accidental collapse of any part of the structure or adjoining structure.

- Where the stability of an adjoining building, structure is likely to be affected by demolition work or road and the safety persons.
- Ascertain as far as is reasonably practicable the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of demolition work that may affect any such service, take the steps that are necessary to render circumstances safe for all persons involved
- Cause very stairwell used and every floor where work is being performed in a building being demolished, to be adequately illuminated by either natural or artificial means.
- Cause convenient and safe means of access to be provided to every part of the demolition site in which persons are required to work and.
- Erect a catch platform or net above an entrance or passageway or above a place where persons work or pass under or fence off the danger area if work is being performed above such entrance, passageway, or place as to ensure that all persons are kept safe where there is a danger or possibility of persons being struck by falling objects.

3.21 Electrical Installations and Machinery on Construction sites

- The Principal Contractor shall ensure that electrical installations conform to the requirements of the OHS Act and the relevant SANS standards.

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- The Principal Contractor shall ensure that all parts of electrical installations are of adequate strength to withstand the working conditions on the work sites;
- The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose.

3.22 Asbestos Management

Given the age of the parking, it is assumed that asbestos may well form part of the structure of our buildings. Where refurbishment is going to occur, it must be established through sampling whether asbestos forms part of the structure or not before proceeding with any building work. Occupational diseases caused by asbestos particles usually become apparent only some years after exposure to asbestos and sometimes not until 40 or more years after the first exposure.

Exposure to asbestos may result from:

Inhalation

Asbestos can be breathed in as raw fibre or as dust that contains regulated fibres also known as respirable fibres. Inhalation is the most common source of exposure to asbestos.

Ingestion

Asbestos can be swallowed in the dust form if it gets on hands, clothing, a beard or moustache. Asbestos fibres can also be taken into the body if food or beverage is contaminated with asbestos. Smoking contaminated cigarettes is particularly risky, because asbestos particles can be breathed in and swallowed.

With this in mind Eskom Real Estate and the appointed contractor is required to comply with the requirement stipulated in the Asbestos Regulations 2001 and the Occupational Health and Safety Act, Act 85 of 1993.

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a) Asbestos AIA

- The responsible Asbestos AIA will perform the verification function and must approve all asbestos work plans. The Asbestos AIA will declare the competence of the persons appointed responsible for training in asbestos management.

b) Environmental Practitioners

The Eskom and/or contracted Environmental Practitioners are responsible for the following:

- Overseeing the disposal of asbestos and asbestos-containing products.
- Keeping records of all documentation regarding disposal according to the requirements stipulated in the applicable Asbestos Work Plan.
- Reporting on the disposal figures and the practices followed.

c) Project Manager

Must ensure that a competent and accredited contractor is appoint for the asbestos related work.

d) Duties of the Appointed Contractor

The appointed contractor must:

- Be registered, accredited and authorised to conduct asbestos related work and asbestos work.
- All employees appointed to work on this project must be trained on the handling of asbestos and asbestos containing materials.
- Conduct an asbestos risk assessment.
- Develop an asbestos management plan on the methodology to work with asbestos containing material.
- Ensure that all employees working with asbestos containing materials must undergo medical surveillance assessment. All medical surveillance must be conducted by an Occupational Medicine Practitioner.

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e) Notification of Asbestos Work

- Before starting on asbestos-related work, regardless of the extent of the work, every employer (or self-employed person) must write to the relevant provincial director and explain what kind of work is to be done within 14 days prior to commencement of work.
- Such work could include manufacturing processes during which asbestos fibres are mixed with other materials and the fabrication, installation or removal of asbestos containing materials.

f) Exposure to asbestos

- Employers and self-employed persons must not allow anybody to work in or to enter an environment in which they may be exposed to asbestos that will exceed the exposure limit for asbestos. The exposure limit is currently set at 0,2 fibres per millilitre of air averaged over a four-hour working period.

- Employers must, by means of applying good occupational hygiene principles, keep the airborne asbestos concentration in the workplace at the lowest possible level, but definitely not in excess of the occupational exposure limit (OEL).

Good occupational hygiene principles include the following:

- ✓ The design and layout of the workplace, engineering measures to control dust, good housekeeping, and good personal hygiene are the first line of defence.
- ✓ Administrative controls,
- ✓ Thorough training and supervision of employees; and
- ✓ The involvement of all employees in safety and health matters in the workplace.

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g) Information, Instruction and Training

- Education and training of any person who may be exposed to asbestos dust. is of paramount importance, in order to assist employers and employees in reducing the risk of exposure to asbestos dust.
- The employer must ensure that he obtains suitable information and training in order to train employees effectively. Alternatively obtain the services of a person who has the requisite competence.
- Competence in relation to these regulations infers that the person has practical experience relating to the correct handling, hygiene and work practices relating to work with asbestos. Additionally, the person must have a theoretical knowledge of the toxic effects of asbestos.
- Education and training must be planned carefully and presented on commencement of employment.
- It is of the utmost importance that health and safety representatives or committees are thoroughly trained and educated with regards to working with asbestos. This is to ensure that the health and safety representatives or committees are able to make informed decisions relating to their discretionary powers.
- It is the duty of employers to ensure that all employees have thorough knowledge of the provisions of the Act and these regulations. Employees or any other person exposed to asbestos has a moral and legal duty to comply with any lawful instruction and procedure (written or oral) given by or on behalf of employers. In addition, employees must comply with the requirements laid down by the Act and other applicable regulations.
- Failure to do so could result in an increased risk to his health and safety and that of others and may lead to his prosecution.
- These instructions and procedures may differ from one workplace to another because workplaces are not identical.
- An employer must ensure that update up-to-date records of employee training are made available at the workplace that has asbestos in place.

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h) Assessment of Potential Exposure

- This regulation requires the employer to establish if any person is exposed or is likely to be exposed to asbestos dust at the workplace. An assessment is the first step in the process of collecting information in order to make decisions with regard to the risk to health of workers and measures necessary to control asbestos hazards.

i) Personal Protective Equipment and Facilities

- Employers must provide effective South African Bureau of Standards (SABS) approved personal protective equipment (PPE) and facilities free of charge.
- The equipment must also be properly selected, maintained, cleaned, undamaged and properly used. Some manufacturers of respirators give specific instructions in this regard.

Personal Protective Clothing

All employees who are exposed to asbestos dust must be provided with SABS approved protective clothing.

Respiratory Protective Equipment

All employees in respirator zones, and any other employees who by the nature of their work may be exposed to greater than the OEL for asbestos, must be provided with respirators.

Only respirators that have been approved/ homologated by the (SABS) may be used.

When selecting a respirator, the following must be kept in mindNo employee should be allowed to remove personal protective clothing and respirators from workplace. This is to prevent asbestos dust being spread to private households.

- Personal protective clothing and respiratory protective equipment may only be removed from the premises for repair or washing under controlled conditions.

Cleaning and Storage of Personal Protective Equipment

All cleaned personal protective equipment must be stored in a place or container where it will be safe from asbestos contamination and damage.

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Separate storage facilities must be provided for used personal protective equipment and personal property of employees. Typically, such equipment consists of lockers or any similar type of repository.

j) Labelling, Packaging, Transportation and Storage

- Asbestos can be spread by air, water and human activity. For this reason, all asbestos that has the potential to contaminate, must be:
  - ✓ Controlled in such a manner that it does not release fibres.
  - ✓ Kept in containers or a similar suitable manner of containment that makes it difficult to be spread to other areas of the workplace or to other premises; by wind or by water; and
  - ✓ Contained during transport and clearly labelled.

k) Disposal of Asbestos Waste

- Asbestos waste has a potential to pollute the environment and pose a health risk to human health. Therefore, industry must strive to attain maximum reclamation and recycling of asbestos waste. However, asbestos waste must not be used in products that normally do not contain asbestos.
- If asbestos waste is not used for reclamation or recycling, the employer must have it dumped safely by ensuring that:
- Asbestos dust is not released during transportation to the dumping ground. Instead, use tightly sealing containers.
- Asbestos waste is dumped on dumping sites specifically approved for asbestos waste in terms of the Environmental Conservation Act, 1989(Act No. 73 of 1989) and the National Environmental Management Act, 1998 (Act No. 107 of 1998).
- All employees who are involved in the transportation and dumping of asbestos waste are provided with the required respirators and protective clothing and they are properly trained in the procedure to be followed in the event of spillage or similar emergency or situation that could arise by accident.
- All equipment is thoroughly cleaned after dumping. This includes vehicles and protective clothing.

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- All incidental spillage of asbestos waste be cleaned up immediately. The driver of the vehicle carrying asbestos waste must have the necessary training and be conversant with the instructions to handle such cases; and
- Contractors, and owners of dumping grounds where asbestos waste is disposed, must also comply with the provisions of this regulation. No waste should be left uncovered at the end of a workday.

l) Prohibition

This regulation prohibits:

- The use of compressed air to clean the workplace. This method of cleaning creates a danger because asbestos dust becomes airborne and it has the potential to increase the exposure levels and also contaminate other workplaces or environment. Instead, use vacuum-cleaning equipment, or sprinkle the dust with water or wet sawdust before sweeping or removing it.

  Smoking, eating and drinking, and the keeping or foodstuffs or beverages in zoned areas. Because asbestos can enter the body through the digestive tract, this prohibition, as well as any other matters regarding personal hygiene in zoned areas must be given priority.

3.23 Fire Equipment and Maintenance

- 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 a competent person
- Tested and serviced at recommended intervals by an accredited supplier
- Results entered in the register and signed by competent person.

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3.24 First Aid and Equipment

- The requirements of the OHS Act GSR 3 must be observed.
- First aid appointments must be made to meet the requirements; this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work sites, cognisance must be considered the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
- Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
- Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
- More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
- For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
- The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.24.1 Boxes and Equipment

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

- Item 1: Wound cleaner/antiseptic (100ml).

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

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

3.25 SHE Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Where

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project meetings are conducted on site, SHE 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 SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.25.1 Toolbox talks / Daily Team Talks / Pre Job Meetings

- 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 understand the tasks, risks and control measures required.
- Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, then weekly toolbox talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.26 SHE Training

- The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
- Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
- Appropriate time must be set aside for training (induction and other) of all employees.

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- Records of all training and qualifications of all contractor employees must be kept on the SHE file.

3.26.1 Site Induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan, general hazards prevalent on the 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.

- The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site.
- Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- 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 SHE file on site for the duration of the project.
- All employees and visitors on site shall carry the proof of induction training.

3.27 Project Vehicle Safety

- 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.

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- No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands-free kit is used.
- All drivers of construction vehicles are to have valid medical fitness certificates.
- Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
- Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
- 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
- Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
- Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

3.27 Housekeeping

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
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.

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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 principal contractor in the first instance and the Eskom project/site manager in the second instance.
8. The Eskom Project/Site Manager has the right to instruct the principal contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.
9. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

3.28 Stacking and Storage

- Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
- Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
- Correct shelve stacking must be carried out, heavy and bulky on the bottom, light and small on top.

3.29 Workplace Signage and Colour Coding

- Symbolic safety signage shall be displayed where it is required by legislation.
- All symbolic safety signage shall conform to the requirements of SANS standard 1186.
- Signs shall be positioned to be seen from most positions within the work sites / areas.

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- All signage must be clear at all times and be replaced timeously when worn out.
- Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Project Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
- The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
- When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
- Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
- Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.30 Tools and Equipment

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

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form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

- All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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

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

3.30.1 Hand tools

- All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the Project supervisor on a monthly basis as well as by users prior to use.
- Tools with sharp points in toolboxes must be protected with a cover.
- All files and similar tools must be fitted with handles.
- No makeshift tools are permissible on the project.

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3.31 Auditing

3.31.1 Approval and compliance of principal contractor SHE plan

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

3.31.2 Eskom SHE audits

Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

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

There will be monthly audits conducted by Eskom on the principal contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Principal Contractor and appointed contractor. Refer to section on "Work Stoppage" in this SHE Specification.

3.31.3 Contractor Audits

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

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3.32 Smoking

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

3.33 Cellular Phones

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

3.34 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.

3.34.1 Medicals

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

- Principal 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.
- In order 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.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.

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- The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.35 Incident Investigation

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

Contractors shall use 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.

3.36 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must prepare an emergency response plan and procedures tailored to the specific emergencies that may arise within the scope of their work. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.37 Waste Management

All waste generated shall be re-used, recycled and where not practical possible disposed of at a registered landfill site. A register of both hazardous and general waste shall be kept. A waste management plan shall be compiled before commencement of work. Records of waste

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disposal shall be kept and updated all the time. No waste, be it biodegradable or not, shall be left on site once work has ended.

Domestic and hazardous waste generated shall not be burned, buried, or disposed of on Eskom or Landowner property, but will be controlled and removed to a registered waste site on a regular basis (Daily / Weekly). The Principal Contractor and contractor working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the construction period. These materials shall be stored in a bunded area with adequate containment for potential spills and leaks.

Waste may be collected by the relevant Municipality or alternatively taken by the Contractor to a registered landfill site. Where the Municipality does not have a weighbridge, the Contractor is responsible for obtaining a formal notification to this effect.

Contractors shall ensure that sufficient waste bins / containers, with lids are made available for waste control. The contractor shall comply with the requirements of NEM: Waste Act 59 of 2008, other legal requirements pertaining to waste and Eskom waste management standard.

Quantities of disposed waste shall be recorded and reported on a monthly basis. Set up system for regular waste removal to an approved facility and minimize waste by sorting wastes into recyclable and non-recyclable wastes.

Equipment maintenance and storage:

Ensure that all plant is in good working order.

Undertake maintenance within specified area (workshop); and use drip trays for all stationary or parked plant and when servicing equipment away from designated areas

3.38 Waste Management Plan

The contractor will be expected to comply with the Eskom waste management standard and develop a plan.

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According to the City of Johannesburg's 2025 Municipal by-law, any waste generated from construction or demolition activities requires the submission of a Building Waste Management Plan to the Council, along with payment of the applicable Waste Management fee.

The contractor must submit a plan that is related to the scope of works, and the plan must consist the following but not limited to;

The amount of waste that will be generated (Register)

Measures to prevent pollution or ecological degradation (Procedure/ Method statement)

Targets for waste minimisation through waste reduction, re-use, recycling and recovery

Measures or programmes to minimise the generation of waste and the final disposal of waste

Measures or actions to be taken to prevent the use of specified substances (persistent organic pollutants, Polychlorinated Biphenyls (PCB), Ozone Depletion substances (ODS) and Asbestos

Opportunities for the reduction of waste generation through changes to packaging, product design or production processes

Mechanisms for informing the public of the impact of waste generating products or packaging on the environment

The extent on any financial contribution to be made to support consumer-based waste reduction programmes

The period that is required to implement the waste management plan

Methods for monitoring and reporting

The waste class and rating in order to determinate correct disposal method for the waste and any other best practice that may be necessary to give effect to the requirements of National Environmental Management: Waste Act and regulations passed thereunder.

Approved/licensed waste disposal sites to be used

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Audited Records of waste quantities disposed (Template)

Compliance obligations

3.39 Dust and Noise

The Contractor shall monitor dust and noise caused by mobile equipment, generators and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced.

To ensure that noise does not constitute a disturbance during construction activities, all construction works shall occur between specific working hours. This shall be stipulated in the contract.

Mitigation measures to be implemented as required / agreed upon with the project leader / environmental advisor.

Dust suppression measures shall be in place to reduce the dust caused by the movement of heavy vehicles and other contractor activities

3.40 SHE File

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during project and all information relating to the post-project phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
2. All contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their sites and shall be available on request for audit and inspection purposes.
3. The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.

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4. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE 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 principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
7. In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

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

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3.42 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.

3.42.1 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 Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Labour and /or the letter of approval from the Department of Labour.

3.42.2 Night work

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

If work is continuing from day light into night, at dusk, a 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.

3.42.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the principal contractor of such action. The principal contractor shall inform the Eskom project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

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3.43 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when signing the contract.

3.44 Contract Sign-Off

On completion of the project, all appointed contractors shall close out their project documentation; SHE files and forward such to the principal contractor. The principal contractor shall likewise close out his/her project documentation and SHE files and forward such to the Eskom project manager.

4. Revisions

Date	Rev.	Compiler	Remarks
March 2026	01	L Mloyi	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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