	<b>SHE Specification for Security Services</b>	Document Identifier	DXSHEQSF0036
		Revision	1
		Authorisation Date	12 Aug 17
		Review Date	12 Aug 2023

# SHE SPECIFICATION FOR: The provision of Security Systems Monitoring and Armed response in the Cape Coastal Cluster (Eastern Cape)

Reference number:

Date of compilation: 31 Jan 2022

Revision number: 01

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**Date:** 31 January 2022



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**Date:** 31 Jan. 2022



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## 1. INTRODUCTION

Eskom is committed to safeguarding contractors (principal contractors, appointed contractors, suppliers, vendors, service providers and consultants) and the Environment against undesired operating exposures, which is in line with its Safety, Health, Environmental and Quality Policy. Therefore, as an organisation, processes need to be in place to identify all possible practical occupational health and safety risks to which contractors are exposed and to implement appropriate measures that need to be taken in order to prevent any incidents or injuries or environmental damage resulting from accidental exposure.

## 2. SCOPE

This specification shall apply to all contractors acquiring Security work throughout the Cape Coastal Cluster Eastern Cape.

This specification covers the requirements for eliminating and mitigating incidents and injuries in all Cape Coastal Cluster site within the Eastern Cape.

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This document will promote legal compliance as well as a health and safety culture amongst those conducting work and those affected by the activities taking place in and around them.

The purpose of this document is to provide clear and unambiguous Safety, Health and Environment (SHE) specifications to enable a Tenderer / Principal Contractor to make provision for, and comply with the required Health, Safety and Environmental and other risk requirements - both in terms of relevant legislation, as well as any additional or site-specific SHE requirements required by the Client. This document forms an integral part of the Contract and Principal Contractors are required to make it an integral part of their contracts with Contractors and suppliers.

## 3. NOTE TO PRINCIPAL CONTRACTOR AND ITS CONTRACTORS

The SHE specifications are Eskom's minimum requirements. The contractor is expected to develop a SHE plan that includes COVID 19, 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 contractors employees. This SHE specification reflects minimum requirements and should not be construed as all encompassing.

## 4. REQUIREMENTS FOR A SAFETY HEALTH AND SPECIFICATION

The following sections contain minimum requirements that should be contained in all SHE specifications that are being developed. Depending on the scope of work tendered for, the site and/or the project, if there are any section/s or requirement/s that are not applicable in a specific project, then those sections or specific requirements should be deleted. If there are additional sections and/or requirements that are required then they should be added to the site and project specific SHE specification.

This specification shall apply to all contractors in Security Services throughout Eskom Distribution Eastern Cape.

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**Note:** This summary does not relieve the Contractor from legal obligations and/or any specifications within the **ESKOM OHS Management System**.

## 5. ABBREVIATIONS

<b>COID:</b>	Compensation for Occupational Injuries and Diseases
<b>CR:</b>	Construction Regulations
<b>DOL:</b>	Provincial Department of Labour
<b>GSR:</b>	General Safety Regulations
<b>NEMA:</b>	National Environmental Management Act
<b>OHSA:</b>	Occupational Health and Safety Act
<b>PPE:</b>	Personal Protective Equipment
<b>SHEQ:</b>	Safety, Health, Environment & Quality
<b>HIRA</b>	Hazard Identification and Risk Assessment
<b>DMA:</b>	Disaster Management Act

## 6. Definitions

**Agent (OHS Act)** means any person who acts as a representative for a client

**Baseline risk assessment** baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business

**Built Environment** refers to the functional area in which registered persons practice. The Built Environment includes all structures that are planned and/or erected above or underground, as well as the land utilized for the purpose and supporting infrastructure

**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.

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**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 construction works

**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)

**Principal Contractor** (OHS Act) means an employer as defined in section 1 of the Act who performs construction work and includes principal contractors

**Contractor** In relation to this document, where the word “contractor” is used, it will mean all or some of the following: principal contractors, appointed contractors, suppliers, vendors, service providers and consultants.

**Construction work** (OHS Act) means any work in connection with:

- a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of, or addition to, a building or any similar structure;
- b) the installation, erection, dismantling, or maintenance of a fixed plant where such work includes the risk of a falling person;
- c) the construction, maintenance, demolition, or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system, or any similar civil engineering structure; or
- d) the moving of earth, the clearing of land, the making of an excavation, pilling, or an similar type of work.

**Construction vehicle** (OHS Act) means a vehicle used for means of conveyance for transporting persons or material or both such persons and material, as the case may be, both on and off the construction site for the purpose of performing construction work

**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 means** anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment

**Employee** (OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.

**Employer** (OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)

**Environment** means:

- a) the land, water, and atmosphere of the earth;
- b) micro-organisms and plant and animal life; and

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c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being.

**Environmental aspect means any** element of an organization's activities or products or services that can interact with the environment.

**Environmental Impact** any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

**Environmental impact assessment (EIA) is a** process by which the environmental consequences of a proposed project or programme are evaluated and alternatives are analysed. EIA is an integral part of the planning and decision-making processes

**Environmental Management plan is a:**

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

**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 as contemplated in these (the Construction Regulations)

**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 works on a construction site, so as to ensure the health and safety of persons.

**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.

**Heatstroke** (OHS Act) means a pathological condition arising from thermoregulatory failure of the human body.

**Internal** means an Eskom department that performs work for another Eskom department

**Joint venture** means a strategic alliance between two or more parties to undertake economic activity together. The parties agree to create a new entity (incorporated or unincorporated) together by each party's contribution of equity, and they then share in the profits, losses, and control of the enterprise. The venture may be for one specific project only or a continuing business relationship.

**Leader** Eskom responsible person that operates closest to the contractor.

**Lifesaving Rules** (240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.

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**Maintenance** (maintenance management) - Schemes can be based around a number of techniques to focus on those parts which deteriorate and need to be maintained,

a) Preventative – planned maintenance involves replacing parts and consumables or making necessary adjustments at pre-set intervals, so there are no hazards created by component deterioration or failure.

b) Condition based – this involves monitoring the condition of critical parts and carrying out maintenance whenever necessary to avoid hazards which could otherwise occur.

c) Breakdown based – this is carried out when faults or failures have occurred. This is acceptable if the failure does not present an immediate hazard and can be corrected before the risk is increased.

**Mandatory** (OHS Act) includes an agent, a contractor, or an appointed contractor for work, but without derogating from his/her status in his/her own right as an employer or user.

**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.

**Pollution** means any change in the environment caused by:

- substances;
- radioactive or other waves; or
- noise, odours, dust, or heat emitted from any activity; including the storage or treatment of waste or substances, construction, and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being, or on the composition, resilience, and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future.

**Pre-job meetings** 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

**Project** means an activity or a group of activities that has a defined start and end date, a defined scope, and a defined sum of money allocated to complete the activities

**Project manager/Leader** means the person who has the responsibility for the successful planning and execution of a project. The project manager must satisfy the certification requirements set by the South African Council for the Project and Construction Management Professions (**SACPCMP**).

Note: the project manager is the duly authorised Eskom representative who acts on Eskom's behalf as the administering officer for the purposes of the contract. (The term "project manager" in the context of this procedure should be used in its broader sense and should not be restricted to the designation of project manager in any specific work environment.)

**Provincial director** (OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the 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** 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

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**Supplier** means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, and consultant.

**Task** a segment of work that requires a set of specific and distinct actions for its completion

**Toolbox talks** 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.

**Vendor** any private person or legal entity who qualifies to render services, perform work, or provide goods to Eskom, directly or indirectly, and may include contractors, consultants, suppliers, and service providers

**Visitor** any person visiting a workplace with the knowledge of, or under the supervision of, an employer or who is not providing a specific service to Eskom

## 7. PROJECT AND SCOPE OF WORK DETAILS

**Location:** Various Eskom Sites in the Cape Coastal Cluster in the Eastern Cape

**Project description/detailed scope of work:**

SECURITY MONITORING AND ARMED RESPONSE IN CAPE COASTAL CLUSTER (EASTERN CAPE)

This contract covers the 24-hour monitoring of, and response to, incidents at the Employer's sites as specified in the NEC's Service Information (C3.1). These sites have security systems consisting of various detection and deterrent technologies to which the monitoring contractor will interface in order to provide their service. The service will amongst others, include the following:

- 24h Monitoring and response to incidents at Eskom sites,
- Including "black screen monitoring" of CCTV events,
- Monitoring and operating of deterrent systems,
- Reporting of events as well as status of the control centre to Eskom, dedicated resources to perform Eskom's requirements,
- Installation of modems and/or the use of Eskom communication systems to interface with alarm and CCTV systems,
- Compliance to Eskom's Standard Operating Procedures (SOPs), pertaining to the service level required at all sites.

## 1 Overview

1.1 This contract covers the 24-hour monitoring of, and response to, the Employer's sites as specified in the Service Information. These sites have security systems consisting of various technology that may include, but not limited to, the following: Building intrusion with passive infrared (PIR) sensors and sirens, indoor & outdoor intrusion with camera sensors and deterrent systems such as Public Address, automated voice horns and security lights;

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- 1.2 The Contractor's monitoring Control Centre shall be within a 100km (geodesic distance) radius of the Employer's East London (Sunilaws Office Park) complex;
- 1.3 The service will be provided on a per site basis as agreed to and updated as required. The list of sites will be provided monthly with the billing statement;
- 1.4 New sites will be added to the contract as new security systems are installed. Each new site will be included as part of this contract. Similarly, defective sites will be removed from the contract for as long as repairs are being conducted;
- 1.5 The monitoring and operating of these systems will be provided at a fixed monthly fee per site;
- 1.6 The response service will be provided at a fixed monthly fee per site for the first 15 number of responses per site. Each response service in addition to this number will be paid at a fixed rate per response;
- 1.7 The response teams must be adequately equipped to react to a wide variety of different site conditions, including rural sites which may require vehicles with high ground clearance or sites in high crime areas.

## 2 Monitoring

- 2.1 The contract includes 'black screen monitoring' services (the pop-up of text alarms only, video alarms only, or both) **which may not be sub-contracted**, and is for the following types of sites:
  - a) Substations;
  - b) Customer Network Centres (CNCs);
  - c) Training facilities;
  - d) Marketing Centres;
  - e) Office complex;
  - f) Any site with employer assets and infrastructure (mini-substations, reclosers, pole-mounted transformers, etc.).
- 2.2 Video alarm pop-ups may fail due to communication errors. At sites where a camera system forms part of the security system on site, the Contractor will attempt a 'dial in' or connect to the site when a text based alarm is received and no video alarm, and use the camera feeds to confirm the alarm as positive. The Contractor's operator will then further make use of the camera system where possible to assist the response team and use the deterrent system where available. If no 'dial in' or connection could be established within a reasonable time, response should still follow;
- 2.3 The Contractor shall inform the Employer timeously, of any circumstance, which they are aware of, that will prevent them from providing optimal service. This includes, but is not limited to:
  - a) Loss of power supply to equipment on site;
  - b) Loss of communications with equipment on site;
  - c) Offline equipment;
  - d) Broken/faulty equipment;
  - e) Equipment not configured optimally;

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- f) Equipment providing nuisance and/or false alarms;
- g) Sites that are of high risk and short of technology.

2.4 The Contractor shall provide dedicated persons to monitor and analyse all alarm events in a format regularly agreed to with the Employer;

2.5 The Contractor shall provide daily, weekly and monthly reports to the Employer detailing:

- i) site status;
- ii) alarm activations;
- iii) responses to incidents within the preceding 24 hours.

2.6 As a minimum, incident reports shall include:

- i) Site name;
- ii) Time of incident;
- iii) Trigger for incident (passive, contact, video, etc. or any combination);
- iv) Zone name and number;
- v) Name of dispatched vehicle response company;
- vi) Time elapsed between dispatch and on-site arrival of vehicle response company.

2.7 The Employer shall be given access to the Security Monitoring Centre when required;

### **3 Armed response service**

3.1 For sites with CCTV remote viewing capability, response is only required if a positive alarm is identified. Where no visual alarm verification is possible, all text based alarms shall be treated as a positive alarm;

3.2 For sites with a building intrusion system with indoor/outdoor PIR sensors only, response is required for all text alarms unless otherwise agreed to with the Employer;

3.3 The Contractor shall provide response services, either in their own capacity or by sub-contracting the services of local service providers. The Contractor shall provide the Employer with a list stating the vehicle response sub-contractors per site, and inform the Employer of any changes to this list;

3.4 Response times to alarms should be relative to the distance required to travel to the site. All responses to sites should be done in conjunction with the legal speed limit in the area of response;

3.5 Armed response is expected at all sites. Where this cannot be achieved, or as stated in 3.4 above, the Employer shall be informed in writing and include the expected duration of inactive or delayed service;

3.6 The Contractor's response teams are not authorised to enter substations without a suitably authorised employee from the Employer. When dispatched to a site, the response team is

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required to do a thorough perimeter inspection to look for signs of forced entry. The Contractor shall inspect inside the site only when deemed necessary and only under the supervision of the Employer's employee once he/she has arrived on site;

3.7 Extraordinary circumstances which the Contractor is unable to deal with must be escalated to the Employer's Security Division for strategic direction;

3.8 For each instance that response is required in terms of this contract, the Contractor will provide the Employer with proof of response to site and response time in a format to be agreed to between the Contractor and the Employer;

## **4 Equipment and Software**

4.1 The Contractor will provide the following site equipment and services:

- a) Site FSK modem or similar to interface Contact ID signals to GSM (SMS and GPRS), to relay text alarms to the Control room base station. The modem shall include two sims or a global sim. The option to utilise Eskom's own monitoring infrastructure (modems and base stations) in place of the Contractor's equipment for the interfacing of signals shall be supported by the Contractor, as and when Eskom requires so;
- b) Upon the Employer's request, it may be required from the Contractor to remove the site equipment of previous service providers and return such equipment to Eskom. As part of this, the Contractor shall take detailed photos of the state of equipment (before removal) and provide this to the Employer.

4.2 The Contractor will provide the following Control Room equipment and software:

- a) FSK or similar base station to connect with the telecommunications network equipment used;
- b) Desktop or laptop computer(s) (minimum Intel i7 or equivalent CPU, minimum 12GB RAM and 4TB hard disc space, preferably of SSD type), 3 screens (23" or larger), microphone, speakers, keyboard, mouse, as suitable for security control room applications and as required by the employer;
- c) Alarm event management system (e.g. Listener or Patriot), which is compatible with, but not limited to, Paradox systems.

4.3 The Employer will provide the following equipment and software:

- a) Paradox base station (IPRS-7 or IPR512), and interface to Eskom's telecommunications network, used as main or back-up communications;
- b) CamControl Pro software as the Video Management System (VMS).

4.4 The Employer may at any time, upgrade the VMS platform (equipment and/or software) and update the standard operating procedures around these;

4.5 Back-up power (AC or DC) to all monitoring equipment at the contractor's monitoring centre, shall be provided by the contractor. Main power supply interruptions shall be restored within the standby time. If not possible, the employer must be notified as soon as possible, where an agreement shall follow.

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- 4.6 The Employer will be responsible for supplying the communication medium between the Contractor's Security Monitoring Centre and the sites for the VMS platform. The Contractor shall allow the Employer to install the necessary equipment (antennae's, Ethernet line, etc.) at their premises when required, or when due for upgrade. The contractor may be required to provide an internet facility of at least 4mbps, should a VPN be utilised to access these services;
- 4.7 The Employer installed equipment remains the Employer's assets and the Employer will also maintain the equipment; the contractor shall assist where necessary. The Contractor will allow the Employer access to their control room to remove this equipment when the contract expires or should the contract be terminated for any reason;
- 4.8 Equipment belonging to Contractor remains the property of the contractor for monitoring purposes. Nearing the end of the contract, the Contractor shall engage with the Employer to arrange for the removal of the Contractor's monitoring equipment at the Employer's sites. This shall occur after the end of the contract and unless agreed to otherwise at that time, at the expense of the Contractor.

## **5 Interactions with others**

- 5.1 The Contractor is required to interact with others, including, but not limited to, the following:
- a) The Employer's guarding services;
  - b) Security System Installation / Maintenance contractors: the Contractor will liaise with the installation company during commissioning and maintenance activities;
  - c) Eskom Employees;

## **6 Standard Operating Procedures (SOP)**

- 6.1 The Employer provides the Contractor with a generic standard operating procedure (SOP) applicable to all sites, and where the Employer deem it necessary, site specific SOPs. These SOPs will form part of the terms of this contract;
- 6.2 Generic Standard Operating Procedure as follows:
- i) For any alarm received:
    - (1) Verify the alarm if possible with the VMS platform;
    - (2) For verified and unverified alarms, send response vehicle to site;
    - (3) If the site is a substation, unauthorised entry is not allowed. The cause of the alarm shall be investigated through the outer perimeter fence.
      - (a) If an intrusion was detected with no intruder detected at the time of response, the site owner shall be notified with the details as seen from the perimeter.
      - (b) If the intrusion is still in progress, call for back up and take response action only when the intruder(s) escapes the substation perimeter. Contact the local SAPS. Contact the site owner/key holder to assist with entry. If the site owner is unavailable, contact the Resource Management Centre to ascertain whom the Employer security standby persons are to assist.

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- (4) If the site is not a substation, and intrusion was detected, where possible, safely access and investigate the premises.
  - (a) If the intrusion was detected with no intruder at time of response, the site owner shall be notified with the details as seen on site.
  - (b) If intrusion is still in progress, call for back up and take response action. Contact the local SAPS and the site owner/key holder to assist. If the site owner is unavailable, contact the Resource Management Centre to find out who the Employer security standby persons to assist.
- ii) All suspects to be taken into police custody;
- iii) For any panic received:
  - (1) Send a response vehicle to site;
  - (2) On-site, find the person who pressed the panic;
    - (a) Assist where possible;
    - (b) Report if the panic was misused.

6.3 Site-specific SOP's will be communicated as necessary.

## **7 Security Officers providing a response service**

- 7.1 All Security Officers must be registered with the Private Security Industry Regulatory Authority (PSIRA) at the required grade C;
- 7.2 Security Officer must be in possession of the their PSIRA and company ID cards at all times;
- 7.3 Armed Security Officers must possess firearm competency certificates (issued by SAPS) and carry it at all times;
- 7.4 Armed Security Officers must carry Firearm permits as per the Firearm Control Act (FCA);
- 7.5 Armed Security Officers must have completed SASSETA training on the specific firearms they are expected to use;
- 7.6 Armed Security Officers must have undergone Regulation 21 training and continue to do so for at least once per year;
- 7.7 Security Officers must be trained (SASSETA registered) on all legislative requirements stated in PSIRA and FCA where applicable;
- 7.8 Security Officers will be expected to sign a declaration of Secrecy before commencement of their duties in terms of this contract;
- 7.9 Security Officers may be subjected to a screening process;
- 7.10 Security Officers should not have been convicted of any criminal offence and should disclose all pending criminal prosecutions against them. Non-disclosure of such will result in the officer's automatic removal from Eskom duties;

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- 7.11 Security Officers should be able to read, write and express themselves in English;
- 7.12 Security Officers may be required to undergo a polygraph test as and when required;
- 7.13 Security Officers performing driving activities as part of their tasks should have undergone an advanced driver-training course at an accredited institution;
- 7.14 Security Officers should be trained on all Standard Operating Procedures and should have access to all SOPs for reference;
- 7.15 The Contractor must comply with all legislative requirements (PSIRA Regulation 13) in terms of uniforms;
- 7.16 Uniform items must be kept in clean, neat and good condition at all times and must be functional for the various environments to which the officer may be dispatched;
- 7.17 Bullet proof vests shall be worn as part of the uniform by all Security Officers (as per Eskom Standard for ballistic resistance of body armour 32-403 - Level III special - S.A. mix).
- 7.18 For hygiene and safety reasons, each Security Officer must be issued with his/her own bulletproof vest;
- 7.19 Security Officers shall be paid at least the minimum wage specified on the Sectoral Determination of the Private Security Sector, South Africa and will be registered with the Department of Labour for UIF, COID and provident fund;
- 7.20 It is recommended that all armed security officers have at least 2 years security experience.

## **8 Response vehicles (RV)**

- 8.1 The RV's shall be used solely for the purpose of providing a response service in a predetermined area to clients.
- 8.2 The RV will be clearly marked with response company name, logo, contact details, and state that it is a 24/7 response service.
- 8.3 RV roof lights must comply with the Road Traffic Act.
- 8.4 GPS tracking device within a RV is recommended.
- 8.5 A RV must always be in a good mechanical condition.
- 8.6 It is recommended that a RV must not be older than 5 years or exceed 400000km.
- 8.7 RV's must be equipped with a fire extinguisher and must comply with maintenance schedules.
- 8.8 Spare wheel, jacks and wheel spanners must be available at all times.

## **9 Control of firearms**

- 9.1 Only security service approved firearms, namely 9mm pistol, rifles and shot guns may be allowed for usage in terms of this contract;

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- 9.2 The Contractor and/or sub-contractor is/are responsible for providing firearms, ammunition, firearm safe and registers as per the Firearm Act; and assign duties to a competent person for armoury management;
- 9.3 The Contractor and/or sub-contractor will provide equipment/facilities for making firearms safe and ensure that a documented procedure to this effect is in place;
- 9.4 Only firearms licensed in the Contractor and/or sub-contractor's name may be utilised to perform the service. The Contractor and/or sub-contractor will ensure that Security Officers' private firearms are not utilised for the purpose of providing the service;
- 9.5 Each armed security officer must be provided with two full ammunition magazines;

## **10 Contingency plan**

10.1 The Contractor must have contingency plans in place for at least the following:

- a) Strike / labour unrest amongst own employees;
- b) Shortage of manpower due to e.g. absenteeism, sick leave, annual leave, etc.;
- c) Equipment failure, e.g. vehicle breakdown and communication system;

## **11 General**

- 11.1 The principal contractor shall ensure all sub-contractors comply with the requirements stipulated in this document. The Employer reserves the right to evaluate the principal contractor and all sub-contractors at any time to ensure compliance
- 11.2 The Contractor will update the Employer regarding any changes to employees, which are involved in performing the service. Such update will include a revised company organogram, contact details and proof of relevant training and registration as specified in this document
- 11.3 The Contractor will report the total number of employees and total man-hours spent performing this service to the Employer on a monthly basis in a format as specified by the Employer from time to time;

## **12 Schedule of deficiency and penalties**

- 12.1 The contractor will be held liable for damages or losses suffered by Eskom, as a result of the contractor's or his /her employee's gross negligence or intent, which originates at the sites or premises they are monitoring and responding to;
- 12.2 Eskom will not affect payment for items required under the service information, which are found to be defective, damaged or not working;
- 12.3 Early warning will be issued and followed by a Notification of Default where the contractor has a repeat finding and or non-compliant to the below instances. Following these Eskom may impose suspension or termination of a contract:
- a) Non – compliance to Eskom policies, procedures, protocols and standards;

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- b) Non – compliance to legislative requirements;
- c) Non – performance of duties and negligence by response officers to site;
- d) Non – compliance to the Employer’s service information and all contents of the NEC contract.

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

See attached risk assessment

#### **7.1 Program details:**

For Evaluation and Assessment of the Cycle: SHE plan at least 1 month prior to commencement of work.

7.1.1 Turn around for evaluation: 5 days

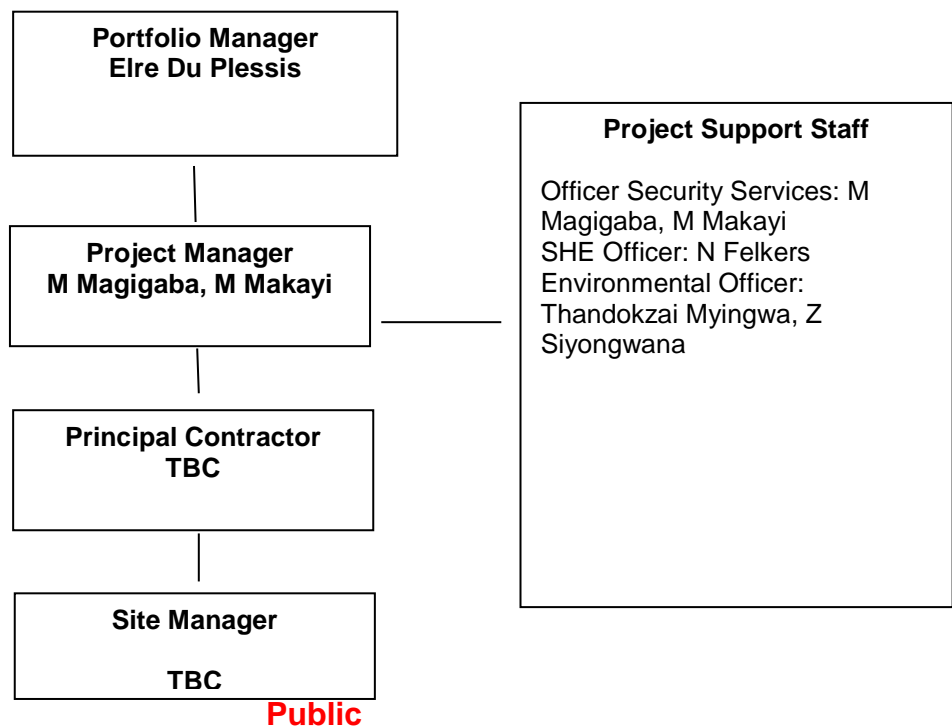
7.1.2 Anticipated date for the commencement of work on site: Thembakazi Wellem

7.1.3 Project completion date or project duration: Thembakazi Wellem

#### **8. CLIENT/AGENT AND PRINCIPAL CONTRACTOR: DETAILS, ACCOUNTABILITIES AND RESPONSIBILITIES:**

If there are any specific appointment/responsibility below that is not applicable, then that appointment/responsibility should be removed (as long as it is not a legally required appointment/responsibility).

##### **8.1 The Project Organogram:**



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## **8.2 ACCOUNTABILITIES AND RESPONSIBILITIES:**

### **8.2.1 Client Representative: ESKOM PROJECT MANAGER: NAME: Elre Du Plessis**

The overall Project Manager is the overall accountable person for the overall management of the project both on and off-site.

If applicable: If an Agent is to be appointed, - Appointment as per OHS Act, CR 4(5) as an Agent representative by the Client representative.

The discipline/contract 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 must ensure that all the statutory requirements, Eskom and SHE specification and SHE plan requirements are adhered to by Principal Contractor and (if applicable) their contractors at all times.

### **8.2.2 ESKOM CONTRACT PROJECT MANAGER NAME: Gerhard Kok**

### **8.2.3 ESKOM PROJECT HEALTH AND SAFETY PRACTITIONER: NAME: N Felkers**

The responsibility of the Health and Safety Manager/Practitioner is to provide assurance, as well as advice, assist and support to the **Project /Site Manager** in the management of the health and safety issues on the project which includes ensuring proper co-ordination amongst the various Contractors. The SHE Manager/Practitioner 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. He/She will be responsible for auditing and ensuring compliance to legal requirements.

### **8.2.6 ESKOM ENVIRONMENTAL OFFICER: NAME: Z Siyongwana**

**Note:** This position may be a permanent position on the Project Organogram or it might be a service rendered by a line Division (which may be managed by a Service Level Agreement).

The responsibility of the Environmental Control Officer is to provide assurance, advice, assist and support to the Eskom Site/Project Manager in the management of the environmental issues on the project which includes ensuring compliance to the Record of Decision (ROD) and the Environmental Management Plan (EMP).

## **9. SECTION 37 (2) AGREEMENT**

A Principal Contractor is an employer in its own right with duties as prescribed in the OHS Act. Principal Contractor is mandated to ensure that all work is performed or machinery and plant to be used by their employees is accordance with the requirements of the OHS Act.

No Principal Contractor will be permitted to commence work without a signed section 37 (2) agreement. None of the additional safety requirements specified by the Client/Agent reduces the Principal Contractor's accountability and responsibility for the health and safety of his employees and contractors employees within his working area

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## 10. PRINCIPAL CONTRACTOR AND CONTRACTOR SUPERVISORS

- a) The Principal Contractor shall ensure that the performance of all specified work is supervised, throughout the contract period, by a sufficient number of competent appointed representatives of the Principal Contractor and/or contractors, who have experience in the type of work specified.

**Note:** No work may commence and or continue without the presence of appointed supervisor appointees during performance of the contracted work.

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

- b) The Principal contractor's Site Manager/Supervisor shall provide a list of names and contact telephone numbers of all his employees as well as the contractor's employees on site. This list shall be updated as and when new contractor employees commence on site.
- c) The Principal Contractor's Site Manager/Supervisor shall keep a record of all employees including the 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. These records shall be filed in the SHE File.
- d) The Principal Contractor shall ensure that his managers and supervisors give clear and unambiguous instructions for the work in hand to the personnel for whom they are responsible for. The instructions shall include, but not necessarily be limited to:
- description of the objective/scope of work
  - sequence of work/method statements
  - hazard identification and risk assessment (prior to commencement of work)
  - Precautionary/preventative measures that are to be taken.
  - Identification of sensitive features that may be impacted upon by the project.

## 11. CONTRACTOR EMPLOYEES ON THE PROJECT

- a. The Principal Contractor is responsible for adequately informing his employees and contractors of all relevant information of the Eskom issued SHE specifications and the Principal Contractors SHE plan.
- b. Employees are responsible for their own health and safety and that of their co-workers in their area. They must be made aware of their responsibilities during induction and awareness sessions some of which are:
- Familiarising themselves with their workplaces and health and safety procedures.
  - Working in a manner that does not endanger them or cause harm to others.
  - Keeping their work area tidy.
  - Reporting all incidents/accidents and near misses.
  - Protecting fellow workers from injury.
  - Reporting unsafe acts and unsafe conditions.
  - Reporting any situation that may become dangerous.
  - Carrying out lawful orders and obeying health and safety rules.
- c. Every employee must undergo 1 day induction provided by the Client/Agent before commencement of the contracted work. Only once this induction has been received, will each employee receive a site access permit.

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- d. It must be highlighted to all employees, that anyone who becomes aware of any person disregarding a safety notice, instruction or regulation shall immediately report this to the person concerned. If the person persists, stop the person from working and report the matter to the Eskom Site/Project Manager and the Principal Contractor Supervisor immediately.
- e. No person shall 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.
- f. No person under the influence of alcohol, drugs or medication (in a state of intoxication) or any other condition that may render him incapable of controlling himself or of other persons under his charge shall be allowed to enter the site.
- g. All safety and warning signs must be obeyed at all times.
- h. Entering or leaving the Site may only be done via the official designated walkways, do not take short cuts. Follow designated walkways to and from your work place. Walk, do not run, and be alert for motor vehicle traffic and mobile equipment.
- i. All employees must adhere to the SHE and other site specific rules.
- j. If any of the Principal Contractor's employees or his contractor employees has transgressed any of the requirements of the SHE Specification, SHE plan or site rules, then the employee will be removed from site and his/her site access revoked. The Principal Contractor must follow a process of disciplinary action which shall include re-training/inducting the employee (at the cost of the Principal Contractor) and provide proof thereof to the Eskom site/Project Manager and upon the satisfaction of the Eskom Site/Project Manager will the employee be allowed back on site.

## **12. Compensation for Occupational Injuries and Diseases Act**

The Principal Contractor shall submit a letter of good standing with the Compensation Commissioner or Insurer at the tender stage. The letter of good standing shall be valid throughout the project period.

## **13. COMPETENCY FOR PRINCIPAL CONTRACTOR'S RESPONSIBLE PERSONS**

The Principal Contractor shall compile and maintain a current register/inventory of all supervisory and management personnel appointed. The inventory shall include SHE and professional competencies for each person appointed. The inventory shall be submitted to the client for approval preferably at tender stage as part of the SHE plan.

## **14. ORGANOGRAM**

A site organogram clearly defining the reporting structure and legal appointment structure shall be drawn up and submitted by the Principal Contractor to the Client as part of the SHE plan.

## **15. SAFETY, HEALTH AND ENVIRONMENTAL (SHE) PLAN**

The Principal Contractor shall develop, compile and issue a SHE Plan as per the Client's specifications. The SHE Plan shall be submitted for approval by the Client prior site establishment. For ease of reference, the format and minimum contents of a SHE Plan is attached in Annexure 1.

## **16. COMPLIANCE AND NON-CONFORMANCES**

As legislation forms part of any country's legal system, the Client/Agent requires all of its Contractors to comply with legislation as part of the contract.

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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.

The Client/Agent's 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 to be exhaustive and the Client/Agent reserves the right to add, delete or modify conditions where it is considered to be appropriate.

## **17. LEGAL COMPLIANCE**

It is required that all Contractors on site comply with the following legislation and standards:

- 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.
- Mine Health and Safety Act.
- COID Act.
- Any other applicable South African legislation.
- Applicable South African National Standards (SANS).
- Applicable international standards.
- Operating Regulations for High Voltage Systems.
- Plant Safety Regulations (Low Voltage Regulations).
- Explosive Act

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

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 construction project. The register shall be updated on a regular basis.

## **18. SHE POLICY**

The Principal Contractor and the contractor companies shall each have a SHE Policy authorised by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall SHE objectives and commitment to improving Safety, Health and Environment performance.

Eskom has a SHE Policy that clearly states the guiding principles by which Eskom operates and the commitment to SHE excellence and is authorised by the Chief Executive and the Managing Directors.

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## 19. APPOINTMENTS AND COMPETENCIES

- 21.1 The Principal Contractor shall ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment, and to advise and assist these appointees in the execution of their duties.
- 21.2 Appointment letters and competency certificates which are signed by the OHS Act Section 16(1) or 16(2) appointee which refers to the relevant training certificates and proof of experience of appointees must be submitted with the Health and Safety File.
- 21.3 All minimum required training that is stipulated below are to be provided by accredited training service providers.

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

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

- a. OHS Act, Section 16(2) – Assistant to Chief Executive Officer.

### Training

- COID Act Training
- OHS Act Training

- b. OHS Act, Section 17 – Health and Safety Representative.

### Staffing

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

### Competencies/Training

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

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

Indicate which competent person will perform these duties:

- General Health and Safety monitoring
  - Health and Safety Representative duties
  - Hazard Identification and Risk Assessment duties
  - Incident Investigation and root cause analysis duties
- c. OHS Act, Section 19 – Health and Safety Committee Member (if there are 2 or more Health and Safety Representatives then there will be a Health and Safety committee)

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- d. Chairperson of Health and Safety Committee
- e. OHS Act, GSR 3 – First Aiders

#### Staffing

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

#### Competencies/Training

In possession of a valid level 2 first aid certificates issued by any one of the following: The SA Red Cross Society; the St John's Ambulance; the SA First Aid League; or a person or organisation approved by the Chief Inspector for this purpose.

- f. OHS Act, GAR 9 (2) Incident/Accident Investigator

#### Training

HIRA, Incident investigation and root cause analysis

- g. OHS Act, CR 5(1)(k) Appointment of the Principal Contractor by the Eskom Client/Agent (to be done when contract is awarded)
- h. OHS Act, CR 7(1) (c) Sub-Contractor Appointment by the Principal Contractor (If appointing Sub-Contractors)
- i. OHS Act, CR 8(1) Site Manager

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

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

- j. OHS Act, CR 8(2) – Assistant Site Manager

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

- k. OHS Act, CR 9 (1) Person to Compile Risk Assessments
  - HIRA
- l. OHS Act, CR 23(1) (d)(i) Construction Vehicle and Inspector
- m. OHS Act, CR 29 (h) Fire Fighting Equipment Inspector
- n. Eskom requirement Emergency Planning Co-ordinator
- o. Eskom requirement Fire Official

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## **Training**

Basic firefighting training

## **20. TRAINING**

The aim of this section is to outline Eskom's expectations in respect of the scope of the training which the Principal Contractor and contractors employees receive. The scope of the 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 Contractors and contractors would have the appropriate qualifications, certificates and tickets, and are under competent supervision. Records of all training and qualifications of all contractor employees must be kept. The Contractor shall maintain comprehensive records of all employees under his control (including all employees of the contractor) attending induction training. Acknowledgement of receiving and understanding the induction must be signed by all persons receiving the induction respectively.

When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the relevant re-training.

For existing contracted contractors: For appointees that do not meet the minimum competencies: full compliance to the above competencies would be expected within 6 months after the contract is placed. A training plan must be submitted on a weekly basis to reflect progress of meeting the minimum training requirements.

### **General**

The Principal Contractor shall ensure that all his employees and his contractors' employees working on the site are adequately trained in the type of work/tasks to be performed. The training shall extend to include relevant procedures, hazard identification and risk assessment. They shall have the appropriate qualifications, certificates and tickets, and are under competent supervision. Copies of records of appropriate training and qualifications for all employees must be kept and maintained.

### **Induction**

The Principal Contractor shall provide site specific safety induction to all his employees and contractors prior to commencing work on site.

Appropriate time must be set-aside for training (induction and other) of all employees.

Prior to induction all employees must undergo a pre-employment medical examination and found fit for duty (This must be done by the Occupational Health Practitioner or Nurse). A copy of the certificate of fitness must be kept for permanent record at site offices.

It is compulsory that all principal contractors (including the 16.1 and 16.2 appointee's) attend the one day Eskom Induction. All employees on site shall carry the proof of this induction training, valid for a period of 2 years. Any employee found without the proof of induction training will be sent off site, and in the case of a 16.1 or a 16.2 they will have to give an account of non-attendance to the Security manager: Security (SHEQS)

### **General security site induction carried out by the Principal Contractor**

The Principal Contractor shall ensure that all his employees and contractor employees undergo general work induction with regard to the approved SHE plan, general hazards prevalent on the security site, security risk assessment, rules and regulations, and other related aspects. The induction

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should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

#### **Job specific induction carried out by the Principal Contractor on the site**

The Principal Contractor will be required to ensure that before an employee commences work on the project that the site manager in control with responsibility for the employee has informed the employee of his scope of authority, any hazards associated with the work to be performed as well as the control measures to be taken. This will include man-task specifications, the discussion of any standard task procedures or hazardous operational procedures to be performed by the employee. The Principal Contractor is to ensure that the site manager has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

Proof of job specific induction signed by Inductor and trainee must be recorded in the SHE File.

#### **Visitors to Site**

Visitors to the site shall be required to undergo and comply with Client/Agents site-specific safety induction requirement prior to being allowed access to site.

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 construction work, of any nature.

#### **Training Matrix**

Annexure 3 Updated Training matrix must be sent to Eskom SHE Officer on a Monthly Basis.

### **21. CONTRACTOR'S FACILITIES**

The aim of this section is to outline how The Principal Contractor's site facilities should be managed.

- **Fire Extinguishers**
- **First Aid Kits**
- **Hand Sanitizers**

### **22. ACCESS CONTROL TO THE CONSTRUCTION SITE**

The Principal Contractor in collaboration with the Client/Agent's representative will ensure that proper access control is in place and functional at all times on and off the carious areas in the ECOU.

The Principal Contractor and his contractors shall adhere to the site traffic plan to ensure the safe movement of all construction vehicles.

Principal Contractors shall adhere to the pedestrian and vehicle routings as provided by the Client/Agent's representative to ensure that the correct route along which employees may proceed when coming on or going off shift and they shall inform their employees accordingly.

All security requirements shall be highlighted at the induction given by the Client/Agent.

All Contractors are to strictly adhere to all security requirements on the premises, as laid down by the Client/Agent.

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## 23. PROJECT AND SITE RULES (ZERO HARM TO PEOPLE AND THE ENVIRONMENT)

The objective of this section is to define the rules that are over and above the internal regulations and procedures of Eskom and relevant legislation which will ensure zero harm to persons and the environment. These rules will be specific to the project and site.

### a. Eskom Life Saving Rules

There are 5 Life rules that have been identified by Eskom. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or 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 site.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<b>Open, isolate, test, earth, bond, and/or insulate before touch</b>
Rule 2	<b>Hook up at heights</b>
Rule 3	<b>Buckle up</b>
Rule 4	<b>Be Sober</b>
Rule 5	<b>Ensure you have a permit</b>

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

Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline/removal of person from the project site.

Non-compliance to 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 work site **returns home safely to his or her family**.

### b. Management of Substance Abuse

No person (employees, contractors, consultants, visitors) shall report for duty or continue with his/her duties, if he/she is under the influence.

No person may consume alcohol or drugs/controlled substances while on Cape Coastal Cluster Eastern Cape sites or while on Cape Coastal Cluster Eastern Cape business.

Contractors shall manage substance abuse and conduct periodic testing

All contractor employees, consultants and visitors shall comply with any reasonable request to undergo random or specific alcohol testing.

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### **c. Personal Protective Equipment (PPE)**

The minimum required PPE on any construction site:

- Steel toe cap safety boots with ankle support
- Other risk based PPE to be confirmed by the project team

### **d. Smoking**

Smoking is only permitted at designated areas.

Facilities to consist of a covered area, with bench seating, and provided with:

- Fire Extinguishers.
- Sand Buckets.
- Health warning signs as required by the Tobacco Products Act, as amended.

### **e. Cellular Phones**

Do not use Cellular phones in areas where cell phone usage is prohibited including whilst driving.

### **f. Recognised Walkways**

When walking through the site or to personal work areas use recognised thoroughfare. Don't take short cuts or walk on uneven ground surfaces.

### **g. Vehicles and Traffic Rules**

Refer to Section on: "CONSTRUCTION VEHICLES" for requirements.

### **h. Fire Extinguishers**

All fire extinguishers shall be:

- Be clearly labelled
- Conspicuously numbered
- Entered in a register
- 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.
- No open or unattended fires are allowed within the Construction site.

## **24. HAZARD AND RISK MANAGEMENT**

### **a. Specific Health and Safety Hazards**

In complying with the requirements of Regulation 5(1) (b) of the Construction Regulations of the OHS Act, the Eskom Site/ Project Manager shall outline the site specific health and safety hazards pertaining to the environment and physical conditions that the contractor will be exposed to in performing his work on site.

This section shall be reviewed by the project manager, the client and/or agent and design team to make it project/site specific.

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

The principal contractor shall establish and maintain procedures for continuous identification of hazards, the assessment of risks, and the implementation of necessary control measures. This shall include routine and non-routine activities, activities of all personnel having access to the workplace, facilities at the workplace and so forth.

**(a) Risk Assessment (Additional Guidelines)**

Activity based risk assessments must be conducted and approved by the Principal Contractor's competent person before any activity begins on site and must be updated regularly to ensure its relevance to changing scope and/or circumstances.

The intent is Zero Tolerance of unsafe acts and conditions on the various sites in ECOU through the assessment of risk of each operation executed by the Principal Contractor and the provision of the necessary means to eliminate or minimise the risk to ensure a healthy and safe working environment.

The process involves input from a multi-disciplinary team e.g., site manager, supervisor(s), safety practitioner, as well as the health and safety representative for the workplace concerned. Additional task specific risk assessments are required for certain tasks throughout the project.

Guidelines for actual steps involved in an 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 scaffolds and ladders;
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of deficient controls for the particular activity. Actions to be taken will be recorded and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task are to 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 must be handed to the Eskom Site/Project Manager representative for comment and approval;
- Names of employees who have received instruction on the work content and the sequence of the activities listed in the risk assessment are to be recorded, obtain their confirmation of understanding of their roles (signature or other markings). This instruction must be done through an interpreter if required and recorded on the toolbox talk, with reference to applicable Risk Assessments.

## **25. SAFE WORK PROCEDURES AND PRACTICES**

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There must be written safe work procedures for all identified high risk activities ie the Risk Assessments document should always be referred to when developing safe work procedures. A safe working procedure should be reviewed when:

- Changing a job or task;
- Reviewing a procedure when problems have been identified, e.g. from near miss incidents or an accident/incident investigation.

The safe working procedure should identify:

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

## **26. HIGH RISK ACTIVITIES**

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

- a) Ensure that permanent and adequate on site supervision is available

The Principal Contractor shall maintain, at all times, defined access ways, which is clear of objects or obstructions, so as to allow for easy access and egress.

## **27. OCCUPATIONAL HEALTH, REHABILITATION AND HYGIENE**

Making reference to the scope of work the Principal Contractor shall develop a Health Risk Assessment of all Occupational Hygiene stressors associated with the activities they will be performing as well as the area within which the activities will be done. The risk Assessment shall include, but not be limited to, identification of employees exposed to the stressors, frequency of exposure, measure to be taken to mitigate exposure to the stressors.

Records of all this assessment should be documented and kept up to date. These assessments shall be conducted by an Approved Inspection Authority accredited by the Department of Labour. The findings from these assessments shall be communicated to all affected parties and reporting to authorities done timeously.

### **Workers Compensation**

The Principal Contractor must submit proof of registration and a letter of good standing with the compensation fund or with a licensed compensation insurer for his company and each of his contractors'. This must remain valid for the duration of the contract. The Letter of Good Standing must reflect the name of the Principal Contractor and/or Contractor Company.

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

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

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## Medical Surveillance Programme

- The Principal Contractor must ensure that all his employees and contractor employees shall be registered on a medical surveillance programme and shall be in possession of a valid medical health certificate. The certificate of fitness is also required that is relevant to the type of work (risk based) that the employee will be conducting.
- The Principal Contractor must ensure that his employees and contractor employees have undergone pre-entry medical examination before starting work on site. An exit medical examination must be done by all employees before leaving site.
- The certificate shall be issued before commencement of work and shall be presented at induction. If the Principal Contractor does not provide proof of valid certificates of fitness for his employees and contractor employees, then Eskom will not give those employees site access.
- The certificate shall be renewed annually until completion of the project, at which stage an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.
- All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- All medicals to be completed on Annexure 3.

**Note:** Eskom will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health. No medical surveillance conducted by the General practitioner or clinic nurse will be accepted.

## Emergency Care

- A list of emergency numbers must be posted at phones and in every office. Principal Contractor must ensure that his employees and contractor employees are familiar with the emergency numbers and also are provided with stickers, with the emergency numbers printed on, to place inside their hardhats.
- The Cape Coastal Cluster has established a contract with ER 24 for all employees and its contractor employees for emergency medical assistance incurred whilst on duty anywhere in South Africa. **ESKOM EMERGENCY NUMBER ER 24 – 010 205 3400**
- Contractors shall have an appointed first aider on every site and where there are different teams working at different locations there should be one first aider per team.
- More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it should be available and accessible for the treatment of injured persons at that workplace).
- A prominent notice or sign in a conspicuous place at a workplace (SABS 1186 approved signs to indicate location of first aid boxes), 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.

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- The Principal Contractor and contractor shall ensure that arrangements shall be made for possible incidents occurring after normal working hours.
- Principal Contractor shall make arrangements for any medical assistance. Proof of this must be made available in the Principal contractors SHE Plan.

### **Employee Assistance Programs (EAP)**

Where Principal Contractors and contractors do not have EAP service providers, then Eskom's EAP service provider is available to provide assistance. All costs are to be borne by the Principal Contractor. Details are: ICAS – Tel. **No.: 0800 611 059.**

### **Welfare facilities**

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

- Sanitary facilities.
- Drinking water at strategic locations on site.

Potable Water for drinking/consumption purposes shall be provided on site marked "drinking water".

## **28. EMERGENCY PREPAREDNESS AND RESPONSE**

The aim of this section is to remind the Principal Contractors and his contractors about the importance of developing a site specific emergency response plan.

The Principal Contractor, together with his contractors, will develop their own emergency response plan (as a guideline) for both site and offices and submit this plan to the Eskom Project Manager for approval. It may be decided that one site specific emergency response plan be used for all contractors. He will ensure that his employees and his contractor's employees are trained on this plan.

## **29. ENVIRONMENTAL MANAGEMENT**

The aim of this section is to outline Eskom's requirements with regards to management of the environment in and around the construction site.

The following criteria need to be complied with by any Contractor before performing work.

Refer to the Project Environmental Management Plan (EMP).

### **a. Fire hazard**

The Contractor shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire. No area is to be denuded of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

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## **b. Waste**

A register of hazardous waste. A waste plan is to be compiled before commencing of work. A register of hazardous waste. Keep record of disposal. No waste, whether it be biodegradable or not, is to be left on site once work has ended. Domestic and hazardous waste generated will not be burned, buried, or disposed of on Eskom or other Landowners' property but will be controlled and removed to a registered waste site on a regular basis. (Daily / Weekly). The contractor and contractor working on site must ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the construction period. These materials must be stored in a bunded area with adequate containment for potential spills and leaks.

Contractors must ensure that sufficient waste bins / containers are made available for waste control.

### **a) Non Statutory SHE Committee Meeting**

Objective: this is the overall governing forum for all SHE issues affecting the project. The Committee shall meet to discuss safety issues concerning the current work being performed, training, upcoming work and safety requirements, incidents and lessons learned, specific safety problems, safety performance, action plans and other relevant safety issues.

Chairman: Principal Contractor Project Manager

Frequency: Monthly

Required Attendees:

- Principal Contractor/s and their contractor/s:
  - Senior Supervisors
  - Statutory Health and Safety Representative
  - Safety Practitioners

### **b) Contractor Statutory SHE Meetings**

Objective: this is a meeting where the Principal Contractor will co-ordinate SHE efforts, establish safety co-operation, ensure project SHE goals are met, and to ensure SHE rules and procedures are understood. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues such as but not limited to:

- Hazardous conditions
- Hazardous materials / substances
- Work procedures
- Protective clothing / equipment
- Housekeeping
- General SHE topics
- Off the job safety

Chairman: Principal Contractor Construction Supervisor

Frequency: Three Monthly

Required Attendees:

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- Principal Contractor/s and their contractor/s
- Project Managers
- Site managers
- Supervisors
- Health and Safety Practitioners
- Health and Safety Representatives

All other relevant statutory meetings as prescribed in the OHS Act need to be complied with.

### **30. CONSTRUCTION VEHICLES**

- a. All motor vehicles operated by Contractors within the area shall, in all respects, comply with the Road Traffic Ordinance and Road Traffic Act. Designated drivers shall be in possession of a driver's licence, valid for the class of vehicle. The driver's license shall be kept by the person so authorised and shall produce such card on request.
- b. All drivers of construction vehicles to have medical certificates of fitness  
Each Security site will have system/ process to manage vehicle access to site. This process/system must be defined in the SHE Plan and displayed on site.
- c. No drivers or operator may talk on cell phones whilst driving, unless a hands free kit is used.
- d. It is the responsibility of the driver to ensure:
  - He/she and their passengers wear seat belts whilst the vehicle is in motion.
  - Comply with all safety, direction and speed signs.
  - Ensure that vehicle loads are properly secured and loaded onto vehicles.
  - Ensure that vehicles are not overloaded.
  - Drivers shall have valid licence
  - Carry out daily pre-trip inspections
- e. No person must be transported at the back of the vehicle unless the vehicle has been designed and manufactured for the purpose.
- f. The Principal Contractor shall ensure that his employees and those of his contractors do not.
  - Leave vehicles unattended with the engine running.
  - Park vehicles in unauthorised zones/areas.
- g. Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- h. The Contractor shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises.
- i. The Contractor must maintain his vehicles in roadworthy condition and a valid license. These vehicles shall be subject to inspection by the Client/Agent's representative. Vehicles which are not roadworthy will not be allowed onto the site.

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- j. In the event where the principal Contractor and his contractor do not own the equipment, the principal Contractor is still responsible for ensuring all conditions are complied with by all of his contractors or hire companies.

All vehicles used for Eskom business shall meet the following requirements where available in the market:

- Factory-fitted antilock braking system (ABS) for all vehicles.
- Factory-fitted driver and passenger air bags.
- Alarm/immobiliser – factory-fitted, and if not available by the manufacturer, it shall be fitted at approved fitment centres.
- Factory-fitted power steering.
- Tyres as per the manufacturer's specifications for the intended purpose. Managers have to consult the Eskom Fleet Services for advice, where needed, for special circumstances.
- Two emergency warning triangles.
- Factory-fitted air conditioner.
- Reverse beeper shall be standard on all heavy commercial vehicles, buses and construction equipment or vehicles being used on construction sites.

### **31. HOUSEKEEPING**

- a. The Principal Contractor and contractors shall maintain a high standard of housekeeping within the site.

### **32. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

Principal Contractor shall ensure that a PPE issue matrix that is Risk based is developed, implemented and monitored.

### **33. FIRE SAFETY**

Contractors must develop a fire safety procedure for the specific construction site prior to commencing work. The procedure must take into consideration the size of the site, type of work being done (e.g. cutting, welding, grinding, etc.) and amount of combustible materials. It must be developed in accordance with Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform. Pre-existing fire systems in buildings shall be maintained during construction whenever possible. Any changes must be approved by the Client/Agent.

#### **a. Fire Safety Plan**

The fire safety plan shall include:

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- I. The designation and organization of site personnel to carry out fire safety duties, including fire watch service if applicable.
- II. The emergency procedures to be used in the case of fire, including.
  - Sounding the fire alarm.
  - Notifying the fire department
  - Instructing site personnel
  - Fire fighting procedures
  - And integrating with existing emergency procedures.
- III. The control of fire hazards in and around the building.
- IV. Maintenance of fire fighting facilities.

### **34. WORK STOPPAGE**

The aim of the section is to outline the conditions under which work will be stopped and the process to be followed to ensure that the worksite is rendered safe. The conditions that lead to work stoppages are based on:

- Management of change – this is when there are changes to the work environment (e.g.: climatic changes) and/construction work (e.g.: modifications to the design), in any phase of the construction project, and/or amendments with regards to Eskom rules and regulations and/or legislative amendments;
- Unsafe acts/behaviours;
- Unsafe conditions;

The process to be followed is:

- The relevant activity must be stopped;

The Eskom site/project manager and/or Principal Contractor shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area that are competent to make the area safe.

Principal Contractor shall ensure that no other work is being performed during this time. Should the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area will be barricaded and a sign placed with the wording “Unsafe Area – Authorized Access Only”.

- The Eskom Site/Project Manager shall review the affected parts/sections of the SHE specification with the purpose of providing sufficient SHE information to the principal contractor.
- The principal contractor shall then revise the relevant sections in the SHE plan to accommodate the changes.
- The Eskom Site/project manager must ensure that the revised provisions in the SHE plan are adequate and must approve it before the work activity is commenced.

Before the workforce is allowed back in the area, Principal Contractor shall ensure:

- The area is re-inspected by Contractor Safety Practitioner and supervisor and note corrective actions taken;
- Declare the area safe for work by signing off on the “work stoppage” notice issued by the Eskom Site/Project Manager.

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## **35. SHE AUDITS**

**Eskom reserves the right to conduct unannounced audits on contractors**

### **a. Compliance and Approval of Contractor SHE Plan**

The Contractor's SHE Plan will be audited against a compliance checklist so as to confirm compliance to the requirements in the Eskom SHE specifications. Once there is compliance will only then the contractors SHE plan be approved by the Client/Agent. The implementation of the SHE Plan shall be assessed by conducting a systems and physical conditions evaluation.

### **b. Contractor SHE Performance Evaluation**

Eskom shall evaluate contractor SHE performance on an ongoing basis against the Eskom requirements.

### **c. Internal Audits**

Contractors are required to conduct internal audits on both their employees and their 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 the Eskom Project/Site Manager on the last day of the audit. The report shall be submitted within one week after completion of the audit.

### **d. Third Party Legal Compliance Verification Audits**

If Contractors have a third party legal compliance verification audit that is to be conducted on the site activities, then a copy of the summary of the findings and the proposed corrective actions shall be submitted to Eskom Project/Site Manager. The written report shall be submitted within one week after the completion of the audit.

### **e. SHE Plan Audits**

There will be monthly inspections conducted by the Client on the principal contractors. These audits shall be attended by the contractor's site manager or his representative.

If there are any life threatening non-conformances identified in these inspections, work will be stopped for that specific Principal Contractor. Refer to section on "Work Stoppage" in this SHE Specification.

## **36. INCIDENT MANAGEMENT PRINCIPAL CONTRACTOR AND CONTRACTORS**

- a.** The Principal Contractor shall report all incidents/accidents as required in terms of legislation including near miss incidents, first aid, medical treatment, lost time incidents (lost time injuries and fatalities); Section 24 and 25 incidents; electrical contact; major equipment damage; chemical spillage and other environmental incidents within 24 hours or before the end of the work shift.
- b.** All fatal incidents, employee and contractor incidents, shall be investigated by the committee within one week after the incident. Preliminary investigation information shall be shared.
- c.** All employee and contractor incidents that were in contravention of any one of the Eskom Life Saving Rules must be investigated by the relevant Business Unit Manager or the Managing Director of the contracting company.
- d.** If it is found that the Principal Contractor or his contractor are hiding/not reporting incidents then steps (which may include disciplinary action) would be taken against the Line Management of the Principal Contractor.

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- e. A comprehensive and detailed investigation report shall be submitted to the Eskom project manager within 7 days after the incident.
- f. The Principal Contractor shall ensure that all accidents/incidents are investigated by him/her and are discussed at the Project SHE committee meeting held on site.
- g. Accidents/incidents shall be investigated and recorded in terms of the requirements of the Occupational Health and Safety Act, Eskom Procedure 32-95 and the National Environmental Management Act and National Water Act as applicable.
- h. The Client/Agent shall be allowed to participate in any accident/incident investigation if the accident/incident is directly linked to any activity within the scope of the construction project.
- i. Contractors shall share all findings and implement recommendations from all incident investigations.
- j. The Principal Contractor shall keep on site/workplace a record of all accidents and incidents reported in the form of the OHS Act Annexure 1 investigation form as referenced in the OHS Act. (Incident Investigation Report)
- k. The Principal Contractor shall provide SHE related statistics to the Client at the end of each month.
- l. Eskom reserves the right to conduct an independent investigation in any incident.
- m. investigation committees

Note that the committees below are the investigation committees that are expected as a minimum for the Principal Contractor to establish for incidents and accidents.

In addition to the Principal Contractor and his contractor investigations, Eskom will also, separately, conduct its own separate investigation. The principal contractor and contractor would be required to co-operate with the Eskom investigation committee. No joint investigations would be held, i.e: with Eskom and Principal Contractor.

Parties to be involved in the investigation of any of the following are as follows:

#### **First Aid Injuries**

Chairman: Supervisor of Injured Person / Principal Contractor Relevant Supervisor

Attendees:

- Principal Contractor/s and their contractor/s
  - Safety representative
  - Safety Practitioner
  - Injured

#### **Medical Treatment Injuries**

Chairman: Principal Contractor's OHS Act Section 16(2) appointee

Attendees:

- Principal Contractor/s and / or their contractor/s
  - Safety representative

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- Safety Practitioner
  - Injured (if possible)
  - Witness (if any)
  - Supervisor of the injured
- Eskom
  - Area/Discipline Project Manager

### **Lost Time Incidents (Lost Time Injuries, Occupational Diseases and Fatalities) :**

Chairman: Principal Contractor's OHS Act Section 16(2) appointee

Attendees:

- Principal Contractor/s and / or their contractor/s
  - Safety representative
  - Safety Practitioner
  - Injured (if possible)
  - Witness (if any)
  - Supervisor of the injured
  - OHS Act Section 16(2) of the injured
- Eskom
  - Eskom Project Manager
  - Eskom Area/Discipline Project Manager
  - Eskom SHE practitioner

### **Near miss Incidents**

- Chairman: Principal Contractor/s Construction Supervisor 8 (7) appointee

Attendees:

- Principal Contractor/s and / or their contractor/s
  - Person/s affected by near miss
  - Health and Safety representative
  - SHE Practitioner
  - Supervisor of the area
  - Principal Contractor 's OHS Act Section 16(2) appointee
- Eskom
  - Eskom contract supervisor
  - SHE practitioner
  - Other
  - Witnesses (if any)

The severity and potential for injury and/or damage to plant/equipment will be determined, by at least the following people below:

- Eskom Area/Discipline Project Manager
- Person involved or owner of equipment involved
- Health and Safety representative
- SHE Practitioner

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All investigation teams must include at least 1 person (from both the Eskom and Principal Contractor) that is competent in Root Cause Analysis.

Contractors shall ensure the incident/accident scene is not disturbed until after the investigation unless it is done to prevent further injury or for rescue purposes (OHS Act, Section. 24(2) applies). Investigation shall begin promptly after the incident/accident. Where applicable and with proper authorization, photographs may be taken of the scene of the incident as well as any equipment involved in the incident. The results of the investigation together with the Root Cause Analysis of the incident and the committee's recommendations for preventative action(s) shall be submitted to Eskom Project Manager, within 3 days after the incident occurred unless proof can be given that due to technical or other difficulties, more time is needed.

Contractors shall also review and analyse all incidents; to establish trends that may indicate deviations from established work standards and safe working procedures/practices.

The Contractor shall investigate all incidents immediately and give the Eskom Project Manager a report within the specified time frame, which shall include:

- Date, time and place of incident;
- Description of incident;
- Root cause of incident/accident;
- Type of injury (if any);
- Medical treatment provided (if any);
- Persons involved;
- Names of witness/s;
- Corrective action to prevent recurrence (with clear deadlines and responsible persons). It is required that all corrective action is closed out as agreed upon by the investigation committee.
- If it is found that the Principal Contractor or his contractor are hiding/not reporting incidents then steps (which may include disciplinary action) would be taken against the Line Management of the Principal Contractor and contractor.
- Please note that providing the Accident/incident investigation report does not exempt the Principal Contractor from providing accident reports required by Statutory Authorities, in particular, the Contractors' responsibility for reporting accidents in accordance with the requirements of the OHS Act and COIDA Act.
- It is essential that the Principal Contractor demonstrate that corrective action has been taken and that correction action is communicated by a predetermined means to all Contractors staff affected. Feedback on the status of close out of corrective actions must be communicated at the following forums:
  - a) Progress Meeting
  - b) Contractor SHE Meetings

The Contractor shall compile and implement procedure for:

- a) Reporting and investigation of incidents – This document sets out the procedures to be followed when reporting, recording and investigating incidents that occur on a construction site.
- b) Workplace Injury and Disease Recording – The purpose of this document should be a guide to the Principal contractor on how to accurately evaluate, define and categorise fatalities, injuries

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and occupational diseases in a data format for the calculation of performance indicators for health and safety.

### **37. MONTHLY STATISTICAL REPORTS**

The aim of this section is to outline all the SHE statistics that the Contractors must report to Eskom, on the last day of every month,

- **Incidents: Lost time, medical; first aid, near misses reported and all environmental incidents**
- **Actual man-hours worked**
- **Status on incidents investigated and recommendations closed out**
- **Status on audits conducted and findings closed out.**

### **38. CONTRACTORS SHE PLAN**

All Contractors must use the applicable SHE information herein to develop a suitable and sufficient SHE plan, submitted with tender documents, which will indicate to the Client/Agent the level of compliance to the SHE requirements. The safety, health and environment plan shall identify each construction activity to be undertaken by the Contractor, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the works proceed safely and without risks to health or adjacent operations.

Upon discussions with the Principal Contractor, a final accepted SHE plan would be signed and approved. The Principal Contractor is thereafter required to do the same when procuring other contractors. The Principal Contractor will not be allowed to commence work on site until the SHE plan has been approved.

When a Principal Contractor intends appointing a contractor, the Principal Contractor shall ensure that his SHE Plan is based on the Eskom SHE Specification that was issued for the project and he shall further more ensure that the activities of the contractor are included in the SHE Plan to be submitted for approval.

The plan shall demonstrate management's commitment to SHE and shall, as a minimum include the following elements:

#### **SEE ANNEXURE 1**

The safety plan shall be reviewed to ensure that it fully addresses all the issues and complies with the requirements of the SHE Specifications and contract. If necessary the Contractor shall amend the SHE Plan as required by the Client/Agent Representative.

### **39. OMISSIONS FROM THIS SHE 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 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.

### **40. SHE FILE**

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The Contractor must have a SHE file in which records of this specification and the SHE plan are kept. All information required in the specification and plan, for the duration of the Principal Contractor and contractors contract, is to be recorded in the file.

The SHE file that will be maintained will be per construction site.

The Principal Contractor must also record on the file:

- Information about removal or dismantling of installed plant and equipment
- Hands information about equipment needing cleaning and maintenance, for future purposes
- Nature, location and markings of services

The file must be kept on site and must be available on request for audit and inspection purposes.

The SHE file at the end of the Principal Contractor's contract shall be handed over to the Client/Agent.

#### **41. PRINCIPAL CONTRACTOR'S ACCOUNTABILITIES FOR THEIR CONTRACTORS**

- a. In the event that the Principal Contractor needs to introduce a new contractor, the Principal Contractor must first inform the Client/Agent's and obtain his approval. Such contractors must, in every respect, meet the Client's/Agent's SHE requirements.
- b. Should the principal contractor appoint a subcontractor, the principal contractor would then have the same role and responsibility in relation to the contractors, in a similar way as the Client/Agent has in relation to the principal contractor.
- c. The Principal Contractor is directly accountable for the actions of his contractors. The Principal Contractor will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- d. The Principal Contractor shall ensure that the contractors appointed have the necessary competencies and resources to perform the work safely.
- e. The Principal Contractor shall provide any contractor who is making a bid or appointed to perform construction work, with the relevant sections of the documented SHE specification, who would in turn provide the client/agent with a SHE plan for approval.
- f. The Principal Contractor **shall carry out audits** on the contractor at least monthly to ensure that their SHE plan is being implemented and maintained.
- g. Eskom may conduct audits on the Principal Contractor's contractor/s. Any non-conformances/findings/observations found in these audits shall be raised and discussed with the relevant Principal Contractor (with whom the contractor is contracted with).
- h. The Client/Agent and/or the Principal Contractor shall stop any contractor from executing construction work which poses a threat to the safety and health of persons or the environment or non-compliance to the approved SHE plan.

#### **42. HOURS OF 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/s of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where

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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.

Staff consistently working excessive hours of overtime risk their health and safety and that of their colleagues due to fatigue.

The Principal Contractor shall put measures in place to make sure that overtime is managed and staff has enough resting time.

#### **43. SUPPORTING DOCUMENTS**

**Annexure 1: SHE Plan Evaluation Checklist**

**Annexure 2: Scoring card**

**Annexure 3: Training Matrix**

**Annexure 4: Acknowledgement form for Eskom rules and requirements**

**Annexure 5: Risk Assessment**

**Annexure 6: SHE File Evaluation Form**

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## ANNEXURE 1: SHE Plan Evaluation Checklist

<b>Contractor</b>				
<b>Contact person</b>				
<b>Contact Details</b>				
<b>Brief Description of work/ Activity</b>				
No.	Things to be included in the SHE Plan	Yes	No	Comments
1.	Scope			
2.	SHEQ & COVID policies			
3.	Letter of Good Standing(COID)			
4.	Company Organogram			
5.	Is the acknowledgement form for Eskom's rules and requirements signed and submitted by the tenderer?			
6.	Signed 37(2) document			
7.	Emergency Plan(include first aid)			
8.	COVID 19			
9.	Fire Safety			
10.	Implementation and monitoring Life Saving Rules			
11.	Waste Management Plan			
12.	Substance abuse Policy			
13.	Medical Surveillance			
14.	Legal and Other Appointments			
15.	SHE Training(Details of the SHE Training Matrix)			
16.	Detailed Costing for SHE			
17.	SHE Reps and Committees			
18.	Process in place to address Health and Safety Violations			
19.	SHE Statistics			
20.	HIRA(To include Health Risk Assessment			
21.	Safe Work Procedures			
22.	PPE			
23.	Hours of Works to avoid fatigue			
24.	Monitoring and Evaluation			
25.	Reporting, Recording and Investigation of Accidents and Incidents			

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26.	How is corrective and preventative action management, from incidents, lessons learnt, etc. addressed			
27.	Housekeeping			
28.	Facilities			
29.	Documentation			
30.	Right to Refuse			
31.	Sub-Contracting			
32.	Transportation of Workers			

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

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

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

\_\_\_\_\_

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## SHE File Evaluation Checklist

Document Identifier	DXSHEQSF0014
Revision	01
Authorisation Date	1 September 2017
Review Date	1 September 2023

<b>Contractor</b>					
<b>Contact Person</b>					
<b>Contact Details</b>					
<b>Project Duration</b>					
<b>Brief Description of work / activity</b>					
No:	Criteria	Yes	No	N/A	Comments
1.	Letter of good standing				
2.	Site based company organogram				
3.	SHE Plan including COVID 19				
4.	Valid Medical Certificates including Person Job Specs (OHS Act Annexure 3) Inclusive of Accreditation details of Occupational Health Practitioner				
5.	Section 37.2 Agreement (Signed Eskom template)				
6.	Signed Legal Appointments and Training records <ul style="list-style-type: none"> <li>Principal Contractor appointment 5(1)(k) (Eskom template)</li> <li>16.2 appointee (Assistant to Chief Executive Officer)</li> <li>8.1 Site Manager</li> <li>8.2 Assistant Site Manager</li> <li>8.7 Supervisors</li> <li>Section 17 Health and Safety Rep               <ul style="list-style-type: none"> <li>Health and Safety Representative Training</li> <li>Hazard Identification and Risk Assessment Training</li> </ul> </li> <li>GSR 3 first Aider               <ul style="list-style-type: none"> <li>Eskom Requires at least Level 2 competency</li> </ul> </li> <li>COVID 19 Compliance Officer DMA 27 (2)</li> <li>GAR 9 Incident/Accident Investigator               <ul style="list-style-type: none"> <li>Incident Investigation/Root Cause Analysis Training</li> </ul> </li> </ul>				

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	<ul style="list-style-type: none"> <li>• <b>Risk Assessor CR 9(1)</b> <ul style="list-style-type: none"> <li>○ HIRA</li> </ul> </li> <li>• <b>Eskom requirement Fire Official</b> <ul style="list-style-type: none"> <li>○ Basic Firefighting Certificate</li> </ul> </li> <li>• <b>Fire Arms Control Officers</b> Where Applicable</li> </ul>				
7.	Incident reporting and Investigation				
8.	Monthly Health and Safety agenda				
9.	Site Induction Manual				
10.	Vehicles and Traffic Rules/ policy				
11.	Emergency Preparedness and Response Plan				
12.	Smoking Policy				
13.	Self -Audit Programme				
14.	Baseline risk assessment including COVID19				
15.	Standard Operating Procedures				

Comments :

<b>Accepted</b>	<b>Not Accepted</b>	<b>SHE Officer Name and Signature</b>	<b>Date</b>
<b>Collected By (Name and Signature)</b>		<b>Contact Details</b>	<b>Date</b>
<b>Approved By Eskom Project Manager ( Name and Signature)</b>		<b>Contact Details</b>	<b>Date</b>
 <b>E. Du Plessis</b>		043 703 2675	31 January 2022

*Security Manager ECOM*

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	SHE Specification for Security Services	Document Identifier	DXSHEQSF0036
		Revision	1
		Authorisation Date	12 Aug 17
		Review Date	12 Aug 2023

### Annexure 3: Training Matrix

Contractor name:..... Project:.....

	OHS ACT	COLD ACT	Safety Induction	Fire Fighting	HIRA	First Aid Level 2	Vehicle Driving	Basic H&S Training	H & s Rep Training	Incident Investigation/RCAT
Managing Director	*	*	*			*				*
16 (2) Appointee	*	*	*			*				*
8(1) Site Manager	*	*	*		*	*	*	*		*
8(2) Assistant site manager	*	*	*		*	*	*	*		*
Risk Assessor			*		*	*				
Fire Fighter			*	*		*				
H&S Rep			*			*		*	*	
First Aider			*			*			*	
Site Personnel			*			*		*		
Incident Investigator			*			*				*

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