

	Supply and Delivery of Pneumatic Actuator Spares SHE SPECIFICATION	Template Identifier	240-73418055	Rev	2
		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

Project Name: Supply and Delivery of Pneumatic Actuator Spares

Project Address: *Kusile Power Station, R545 Kendal/Balmoral Road, Haartebeesfontein Farm, Witbank 1035*

Scope of the project: Supply and Delivery of Pneumatic Actuator Spare

CONTENTS

1. INTRODUCTION

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

This SHE specification is Eskom Kusile Power Station's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

Eskom in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

This SHE specification reflects minimum requirements and should not be construed as all encompassing.

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

Note 2: In terms of Eskom requirements, a section of this professional contract falls within the requirements of the Construction Regulations.

Although there are requirements listed in this specification that do not pertain directly to air charter, the requirements are expect of an air charter contractor business to conform to. These requirements are in line with Eskom's Zero Harm value.

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

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2. SUPPORTING CLAUSES

2.1 SCOPE

This SHE specification lists the legislative and Eskom requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

2.1.1 Purpose

To indicate OHS requirements applicable to the supply and delivery of spares to Kusile Power Station

2.1.2 Applicability

This SHE specification is applicable to all suppliers to supply and deliver goods to Kusile Power Station

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] Civil Aviation Act 13 of 2009.
- [7] Air Services Licence Act 115 of 1990.

2.2.2 Informative

- [8] 32-726 Contracts and Contractor OHS Management Standard
- [9] 240-62196227 Eskom Life Saving Rules
- [10] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [11] SANS 1186 Symbolic Safety Signs
- [12] Constitution of the Republic of South Africa No 108 of 1996
- [13] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management: Conducting EH&S Incident Management,

Definitions

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Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advice
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
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)
Eskom requirements	a) 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, containing the information in writing required by the construction regulations.
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.

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		Document Identifier	XXX-XXXXX	Rev	2	
		Effective Date	20 February 2016			
		Review Date	February 2023			

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
Medical certificate of fitness	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.3 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement (to be completed by the contract responsible manager).

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

3. Specification

3.1 Scope of work

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

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

Material No.	Detailed Spare Description & Specification
0583424	ACTUATOR PNEUM:DIA 200 MM;PISTON ROD
0614311	ACTUATOR PNEUM:144-100;MAX 7 BAR
0614312	ACTUATOR PNEUM:MAX 7 BAR;80-100 DEG
0614313	ACTUATOR PNEUM:12028865;210.5 MM;90 DEG
0617957	ACTUATOR PNEUM:124-100;MAX 7 BAR
0617958	ACTUATOR PNEUM:AT101UDB;MAX 8 BAR
0620047	ACTUATOR PNEUM:AT451U/D/B;0-8 BAR
0620048	ACTUATOR PNEUM:RP63DA;0-8 BAR;90 DEG
0620049	ACTUATOR PNEUM:RP75DA;0-8 BAR;90 DEG
0620050	ACTUATOR PNEUM:RP88DA;0-8 BAR;90 DEG
0621243	KIT ACTTR REPR:23807084;ROTARY;ACTUATOR
0621244	KIT ACTTR REPR:38454484;ROTARY;ACTUATOR
0621245	KIT ACTTR REPR:38454500;ROTARY;ACTUATOR
0621246	KIT ACTTR REPR:38451977;ROTARY;ACTUATOR
0629905	ACTUATOR PNEUM:200NB-C160-220;DIA 160 MM
0629906	ACTUATOR PNEUM:80NB-C80-95;DIA 100 MM
0632080	PUSH BUTTON:ILLUMINATION;ACTUATOR COLOUR
0635432	ACTUATOR HYD:ELECTRO;19 MPA;519 MM

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

Material No.	Detailed Spare Description & Specification
0636474	GASKET SET:VALVE ACTUATOR
0636641	ACTUATOR PNEUM:4GAT204DA-B-F05/14 (80NB)
0636642	ACTUATOR PNEUM:4GAT104DA-B-F05/14 (50NB)
0636643	ACTUATOR PNEUM:8 BAR;DOUBLE ACTING
0636644	ACTUATOR PNEUM:8 BAR;0.8 SEC AT 90 DEG
0636645	ACTUATOR PNEUM:8 BAR;0.8 SEC AT 90 DEG
0637718	ACTUATOR PNEUM:92-119;10 BAR;0-90 DEG
0637719	ACTUATOR PNEUM:93-1285;10 BAR;0-90 DEG
0637720	ACTUATOR PNEUM:93-934;10 BAR;0-90 DEG
0637721	ACTUATOR PNEUM:92-63;DIA 88 X HT 142 MM
0637722	ACTUATOR PNEUM:93-1194;10 BAR;0-90 DEG
0637723	ACTUATOR PNEUM:92-160;10 BAR;0-90 DEG
0637724	ACTUATOR PNEUM:93-834;10 BAR;0-90 DEG
0637725	ACTUATOR PNEUM:93-2554;10 BAR;0-90 DEG
0637726	ACTUATOR PNEUM:93-2104;10 BAR;0-90 DEG
0642599	ACTUATOR PNEUM:SA/8200/M/680;DIA 200 MM
0643442	ACTUATOR:DPMC59-L/D-8
0645243	ACTUATOR PNEUM
0645244	ACTUATOR PNEUM:CV700DA
0648744	SOLENOID:ACTUATOR ELECTRIC
0654720	DIAPHRAGM, ACTUATOR
0655652	ACTUATOR, PNEUMATIC:DN150;PN16

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

Material No.	Detailed Spare Description & Specification
0659399	ACTUATOR, PNEUMATIC:PRESS RTNG 10 BAR
0659400	ACTUATOR, PNEUMATIC:PRESS RTNG 10 BAR
0659401	ACTUATOR, PNEUMATIC:PRESS RTNG 10 BAR
0659402	ACTUATOR, PNEUMATIC:PRESS RTNG 10 BAR
0659403	ACTUATOR, PNEUMATIC:PRESS RTNG 10 BAR
0659404	ACTUATOR, PNEUMATIC:PRESS RTNG 10 BAR
0662116	ACTUATOR PNEUM:10 BAR;64 MM;AIR TO OPEN
0662117	ACTUATOR PNEUM:10 BAR;100 MM
0662118	ACTUATOR PNEUM:10 BAR;38 MM;AIR TO OPEN
0663542	ACTUATOR PNEUM:WD 200 X LG 863 MM
0664699	ACTUATOR PNEUM:DIA 330 MM;6 BAR
0665913	KIT ACTTR REPR:DRIVE;ACTUATORS
0666080	ACTUATOR PNEUM:SQ 45 MM;0.2-1 BAR
0666246	ACTUATOR PNEUM:DIA 63 MM;0.5-7 BAR;AL
0666509	PUSH BUTTON:M22-D-S;BLACK ACTUATOR
0666533	PUSH BUTTON:M22-D-W;WHITE FLUSH ACTUATOR
0667138	ACTUATOR PNEUM:SQ 10 X LG 12 IN;4.2 BAR
0667903	ACTUATOR PNEUM:DIA 476 MM;1.4-3.10 BAR G
0669829	ACTUATOR PNEUM:DIA 330 MM;7 BAR;900 MM
0669853	KIT VLV RPR:PNEUMATIC ACTUATOR
0669854	KIT VLV RPR:PNEUMATIC ACTUATOR
0669855	KIT VLV RPR:PNEUMATIC ACTUATOR

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

Material No.	Detailed Spare Description & Specification
0671828	ACTUATOR PNEUM:4.2-8.4 BAR;90 DEG C;AL
0579223	VALVE SLND:DIA 50 MM;2 WAY; 1 SOLENOID
0607745	SOLENOID ELECT:3BHB006872P0001;24 VDC
0636166	KIT:004.1138;SOLENOID VALVE
0648744	SOLENOID:ACTUATOR ELECTRIC
0653266	VALVE, SOLENOID
0653267	VALVE, SOLENOID
0655696	VALVE, SOLENOID:PIPE SZ 1/4 NPT IN
0655697	VALVE, SOLENOID:PIPE SZ 1/4 NPT IN
0655966	SOLENOID: SUPPL P/N: SP-KUS-F2-05404
0659021	VALVE, SOLENOID:PIPE SZ 1/2 IN;24 VDC
0659022	VALVE, SOLENOID:PIPE SZ 3/4 IN;24 VDC
0659023	VALVE, SOLENOID:PIPE SZ G1/4 IN;24 VDC
0659024	VALVE, SOLENOID:PIPE SZ G1/4 IN;24 VDC
0659025	VALVE, SOLENOID:PIPE SZ 1/2 IN;24 VDC
0659026	VALVE, SOLENOID:PIPE SZ G1-1/2 IN;IP64
0659027	VALVE, SOLENOID:PIPE SZ G1 IN;24 VDC
0659028	VALVE, SOLENOID:PIPE SZ 1/4 IN;24 VDC
0659102	SOLENOID, ELECTRICAL:COIL
0659105	VALVE, SOLENOID:PIPE SZ 8 MM;24 V;IP65
0659107	VALVE, SOLENOID:PIPE SZ 8 MM;24 V;IP65
0660157	SOLENOID ELECT:MSN1G-24V;BLOW BACK

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	Supply and Delivery of Pneumatic Actuator Spares SHE SPECIFICATION	Template Identifier	240-73418055	Rev	2
		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

Material No.	Detailed Spare Description & Specification
0672701	SOLENOID ELECT:OPERATING;24 VDC
0674258	PLUG VLV:SOLENOID;DN 25;STL
0659048	POSITIONER, VALVE:ELECTRO-PNEUMATIC
0659050	POSITIONER, VALVE:ELECTRO-PNEUMATIC
0662112	POSITIONER VLV:ELECTRO-PNEUMATIC
0662113	POSITIONER VLV:ELECTRO-PNEUMATIC;7 BAR
0665091	POSITIONER VLV:GLOBE HD200-40;2917 BAR
0665917	POSITIONER VLV:PNEUMATIC;5 BAR G
0665918	POSITIONER VLV:PNEUMATIC;3.5 BAR G
0646275	VALVE SLND:9711205.0763.024.00
0646274	VALVE SLND:9713235.0763/24VDC
0646195	VALVE SLND:9710235.0763/24VDC
0659015	VALVE GLB:100 MM;14 BAR;42 DEG C;292 MM
0659020	VALVE CHECK:SWING;300 MM;14 BAR;42 DEG C
0659019	VALVE CHECK:SWING;250 MM;10 BAR;42 DEG C
0669855	KIT VLV RPR:PNEUMATIC ACTUATOR
0669853	HP Heater 5A/5B Normal drain level control valve Actuator
0666666	Instrument isolating_Globe_Packing & Gasket
0669556	Solenoid Type-ASCO - SC.8.551.A.005
0669854	KIT VLV RPR:PNEUMATIC ACTUATOR
0667903	ACTUATOR PNEUM:DIA 476 MM;1.4-3.10 BAR G
0635086	VALVE GATE:450 MM;ISOLATING;16 BAR;BW

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

Material No.	Detailed Spare Description & Specification
0694062	VALVE GLB:4 IN;30 BAR G;105 DEG C;BW
0636474	GASKET SET:VALVE ACTUATOR
0642125	KIT VLV RPR
0642123	KIT VLV RPR
0642126	KIT VLV RPR
0640983	KIT VLV RPR:87-21114-CL300
0640987	Valve series: 87-41316
0640985	Valve series: 87-41316
0640984	KIT VLV RPR:87-41315-CL150
0640986	KIT VLV RPR:88-41395-CL300
0661442	REGULATOR FLTR:AIR;AL ALLOY;0-8 BAR
0661446	2/2 way ball valve with pneumatic rotary actuator
0661445	2/2 way ball valve with pneumatic rotary actuator
0659048	Electro - Pneumatic Positioner (6A6DR5020)
0662112	Electro - Pneumatic Positioner (6A6DR5010)
0655697	SOLENOID VALVE ON ACTUATOR
0655696	SOLENOID VALVE ON ACTUATOR
0637721	DOUBLE ACTING
0659402	DOUBLE ACTING
0637718	DOUBLE ACTING
0637723	DOUBLE ACTING
0659401	DOUBLE ACTING

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

Material No.	Detailed Spare Description & Specification
0659403	SINGLE ACTING
0659404	SINGLE ACTING
0637724	SINGLE ACTING
0637720	SINGLE ACTING
0637722	SINGLE ACTING
0637719	SINGLE ACTING
0659399	SINGLE ACTING
0637726	SINGLE ACTING
0637725	SINGLE ACTING
0625732	BUTTERFLY VALVE
0620153	S20-328 2" (DN50) CL150 WITH S93
0620154	S20-328 2,5" (DN65) CL150 WITH S93
0621109	S20-328 3" (DN80) CL150 WITH S93
0620152	S21-328 3" (DN80) CL150 WITH S01
0621111	S30-324 CL150 WITH ACTUATOR S92
0621110	S31-324 3" (DN80) CL150 WITH S01
0621108	S20-328 4" (DN100) CL150 WITH S01
0659838	S30-31G 4" (DN100) WITH S01
0620151	S30-324 4" (DN100) CL150 WITH S01
0621105	S21-328 6" (DN150) CL150 WITH S01
0621107	S31-324 6" (DN150) CL150 WITH S01
0620163	S20-328 8" (DN200) CL150 WITH S93

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

Material No.	Detailed Spare Description & Specification
0621104	S30-324 8" (DN200) CL150 WITH GEARBOX S04
0621103	S20-328 10" (DN250) CL150 WITH GEARBOX S04
0620156	S21-328 10" (DN250) CL150 WITH GEARBOX S04
0621102	S30-324 10" (DN250) CL150 WITH GEARBOX S04
0621100	S20-328 12" (DN300) CL150 WITH S93
0621101	S21-328 12" (DN300) CL150 WITH GEARBOX S04
0620155	S30-324 12" (DN300) CL150 WITH GEARBOX S04
0620162	VALVE BTRFLY:RESILIENT SEATED;350 MM
0620161	S30-324 16" (DN400) CL150 WITH GEARBOX S04
0620160	S30-324 (DN450) CL150 WITH GEARBOX S04
0636525	VALVE BTRFLY:HIGH PERFORMANCE;500 MM
0620159	S30-324 20" (DN500) CL150 WITH GEARBOX S04
0636524	VALVE BTRFLY:HIGH PERFORMANCE;400 MM
0620158	S36-324 24" (DN600) CL150 WITH GEARBOX S04
0649052	VALVE SLND:3 IN;3 WAY;SPEC 88-80385
0649053	VALVE SLND:4 IN;3 WAY;SPEC 88-80385
0659024	VALVE SLND:G1/4 IN;2 WAY;24 VDC;10 BAR

Non-negotiable tender Returnable

The following returnable are non-negotiable:

- Signed Annexure B
- OHS plan / OHS manual

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	Supply and Delivery of Pneumatic Actuator Spares SHE SPECIFICATION	Template Identifier	240-73418055	Rev	2
		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

- Baseline SHE risk assessment
- Valid letter of good standing or equivalent
- SHE policy (must be signed)
- Signed 37 (2) agreement

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.

The original copy of the section 37(2) agreement must be retained by the contractor and a copy retained by the responsible manager.

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

3.2.2 Hazardous Work by Children (Child Labour)

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

1. being protected from exploitative labour practices.
2. not to be required or permitted to perform work or provide services that
 - i. are inappropriate for a person of that child's age; or
 - ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development.

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

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act "Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2 Purpose and Interpretation. Eskom does not condone the use of child labour and therefore all effort must be exercised, and child labour should not be used.

3.2.3 OHS Act

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

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	Supply and Delivery of Pneumatic Actuator Spares SHE SPECIFICATION	Template Identifier	240-73418055	Rev	2
		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

3.2.4 Legislative Compliance

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injuries and Diseases Act.

3.3 Kusile Power Station requirements

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

- The contractor must submit a SHE Plan in line with the scope of work
- Company own organogram
- Relevant legal appointments
- Inspection reports/records of the vehicle used to transport goods
- Driver competencies to operate the vehicle
- Methodology/work instruction for off-loading goods
- Route risk assessment
- Where the off-loading is done by the goods operator a task risk assessment must be conducted and authorised by the end user/receiver of the goods
- Baseline risk assessment addressing all associated activities as per issued scope of work
- Valid medical certificates of fitness
- Valid letter of good standing
- All drivers must be competent risk assessors
- The contractor to provide a list of drivers to do deliveries
- All drivers must have First aid level 1
- Proof of company own induction
- Proof that vehicles meet legal requirements

3.3.1 Appointment of a Contractor

The appointed contractor will be appointed by Eskom Kusile Power Station on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

3.3.2 Appointment of sub-contractors

The appointed contractor may appoint sub-contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plans that is required to

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	Supply and Delivery of Pneumatic Actuator Spares SHE SPECIFICATION	Template Identifier	240-73418055	Rev	2
		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

be submitted to Eskom. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

Note: Copies of contractor appointments must be kept in the respective SHE files.

3.3.3 SHE Policy

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

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

3.3.4 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoGS) from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in the entire contract SHE files and as an annexure the SHE Plans.

3.4 PERSONNEL HEALTH / HYGIENE FACILITIES

N/A

3.4.1 Ablution facilities

N.A

3.4.2 Drinking Water

n/a

3.4.3 Changing areas and Lockers

N/A

3.4.4 Camp / Office Welfare

N.A

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

3.5 FOOD HANDLING HYGIENE

N/A

3.6 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION,

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

3.6.1 Medicals

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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. For the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.
4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.6.2 Health and wellness HIV / Aids

Contractors shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment

3.7 APPOINTMENTS

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

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

appointed in the relevant roles. The statutory appointments should include but not limited to: Fire Fighter and Evacuation warden, First Aider, 16(2) appointments.

3.8 ROLES AND RESPONSIBILITIES

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

3.9 RISK ASSESSMENTS

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

- identification of all hazards.
- evaluation of the risks.
- measures to control the risks.

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

3.10 INCIDENT INVESTIGATION

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

Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports. The objective of incident investigation, not only being a legal requirement, is to establish why and how the incident occurred, but to find out the real causes of the incident and to decide on precautionary measures that are required to address the causes to prevent any further recurrences of the same or similar incidents.

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	Supply and Delivery of Pneumatic Actuator Spares SHE SPECIFICATION	Template Identifier	240-73418055	Rev	2
		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

3.11 EMERGENCY MANAGEMENT

1. The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The supplier must develop their own emergency response in their work premises. The Eskom employees attending training must be made aware of the emergency process and the assembly points. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. Emergency preparedness

Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.11.1 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off non-conformance reports shall be strictly adhered to.
4. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or implemented.
5. Where non-conformances are issued by Eskom, then one of the close-out steps of the procedure will be for the offender to be called on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.
6. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

3.11.2 QUALITY REQUIREMENTS

To ensure compliance to Quality Management System requirements, the following requirements shall be adhered to:

1. 240-109253698 CQP to be completed
2. 240-12248652 Category 2- List of tender returnable
3. 240-109253302 Quality Control Plan / Inspection and Test Plan (QCP/ITP)
4. QM 58_240-105658000 Supplier Quality Management Specifications

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		Document Identifier	XXX-XXXXX	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2023		

5. 240-68099512 Form A: The tenderer must complete and sign this form to acknowledge and accept Eskom Supplier Quality Requirements as per QM 58 Specification and ISO 9001 Standard

3.11.3 ENVIRONMENTAL REQUIREMENTS

- All the contractor and contract manager are responsible for all spillages that may be caused by their vehicles on site

The contractor must comply with Kusile waste disposal procedure and environmental requirements.

4. AUTHORIZATION

Nil

5. REVISIONS

Date	Rev.	Compiler	Remarks
April 2022	1	N.S Tembe	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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