Project Name: ERE Facilities Technical Service and Maintenance

Project Address: Gemma Cluster, NCOU, Harts Sector, Northern Cape

Scope of the project: The repairs to and maintaining of various defective items on the buildings/sites in the Harts Sector

Compiled by	**Accepted by**	**Accepted by**
Name : Mardo van Tonder	**Name : Magda Wyngaardt**	**Name : Tom Hlatswayo**
Signature :	**Signature :**	**Signature :**
Date : 15 August 2023	**Date :** 18/08/2023	**Date :** 2023/08/17
Contractor Safety Officer Northern Cape	**Contractor Safety Manager Northern Cape**	**Project Manager/ ERE Supervisor**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Content

Page

1. Introduction 7
2. Supporting Clauses 7
2.1 Scope 7
2.1.1 Purpose 8
2.1.2 Applicability 8
2.2 Normative/Informative References 8
2.2.1 Normative 8
2.2.2 Informative 9
2.3 Definitions 11
2.4 Abbreviations 15
2.6 Roles and Responsibilities 16
2.6.1 Commitment 16
2.5 Related/Supporting Documents 26
3. Specification 27
3.1 Scope of work 27
3.2 Legal Compliance 30
3.2.1 Section 37(2) (Legal) Agreement 30
3.2.2 Hazardous work by children (Child Labour) 31
3.3 Eskom Requirements 32
3.4 Construction Professional Registration 32
3.5 Notification of Construction Work 32
3.6 SHE Policy 33
3.7 COID 33
3.8 Costing for SHE within the Project 33

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.9 Statutory Appointments 33
3.10 Eskom Life-saving Rules 35
3.11 Substance Abuse 37
3.12 Contractor organisational Structure 37
3.12.1 Principal Contractor Organogram 37
3.12.2 Appointed Contractor/s Organogram 37
3.13 Risk assessment (refer to 32-520) 38
3.14 Safe work procedures / method statements 39
3.15 Roof work (refer to 32- 418) 40
3.16 Construction Sites 40
3.17 Fire Equipment and maintenance 41
3.18 Flammable and Combustible Liquids 41
3.18.1 Refuelling at the construction site 42
3.19 First Aid and Equipment 42
3.19.1 Boxes and equipment 43
3.20 SHE Communication Systems 43
3.20.1 Statutory Health and Safety Committees 44
3.20.2 Non-statutory health and safety committees 45
3.20.3 Agenda 45
3.20.4 Minutes and action items for all health and safety committee meetings 46
3.20.5 Tool box talks / Daily team talks / pre job meetings 47
3.21 SHE Training 47
3.21.1 Induction training 48
3.21.2 Site specific induction training 48
3.21.3 Visitors to site induction 49
3.21.4 General training 49

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.22 Contractor Site Establishment 49
3.22.1 Site roads 49
3.22.2 Construction vehicle safety 50
3.23 Housekeeping and Order 50
3.23.1 Stacking 51
3.24 Workplace Signage and Colour Coding 52
3.25 Tools and Equipment 52
3.25.1 Hand tools 53
3.26 Ladders 54
3.27 Scaffolding 54
3.28 Auditing 55
3.28.1 Approval and compliance of principal contractor SHE plan 55
3.28.2 Eskom SHE audits 55
3.28.3 Contractor audits 55
3.29 Smoking 56
3.30 Cellular Phones 56
3.31 Occupational Health, Hygiene and Rehabilitation 56
3.31.1 Medicals 56
3.32 Working at Heights 57
3.32.1 General Requirements 57
3.33 Risk Assessments 58
3.34 Safe Work Procedures and Practices / Safe Operating 59
3.35 Personal Protective Equipment Requirements 59
3.36 Incident Investigation 59
3.37 Emergency Management 61
3.38 Non-Conformance and Compliance 61

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.39 SHE File 62
3.40 Work Stoppage 63
3.41 Hours of Work 64
3.41.1 Normal work 64
3.41.2 Night work 64
3.41.3 Overtime 64
3.42 Omissions from Safety and Health Requirements Specification 64
3.43 Contract Sign-Off 65
3.44 Project Statistics 65
3.45 Weather Extremes 65
3.46 Dismantling, Assembly and Erecting of Structures 65
3.47 Excavation Work 67
3.48 COVID-19 Requirements 70
3.49 Working near or crossing National, Provincial and Local roads 72
3.50 Existing Infrastructure and Services 72
3.51 Mandatory Agreement Section 10 (4) 72
3.52 Lifting machines, hand-powered lifting devices and lifting tackle 73
3.53 Working on substation buildings 75
3.54 Asbestos Work (and/ or Working in naturally occurring asbestos area) 76
3.55 Vegetation Management 83
3.56 Securiy Management 83
3.57 Hazardous Chemical Agents 84
4. Acceptance 98
5. Revisions 98
6. Annexures 99
6.1 Annexure 1 – Flash Report Template 99

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

6.2 Annexure 2 – Technical Instruction for Transportation of Personnel..... 102

6.3 Annexure 3 – Training Needs Analysis..... 103

6.5 Annexure 4 – Construction Evaluation Template..... 105

6.6 Annexure 5 – 37(2) Agreement Template 126

6.7 Annexure 6 – CR5(1)(K) Appointment Template 129

6.8 Annexure 7 – Annexure B: Eskom Acknowledgement Form for OHS legal and other requirements..... 131

6.9 Annexure 8 – Behavioural Observation Form..... 134

6.10 Annexure 9 – Annexure D SHE Post-contract Reviews..... 135

6.11 Annexure 10 – Task Observation Form..... 140

6.12 Annexure 11 – Contractor SHE File Hand Back Record..... 144

6.13 Annexure 12 – Tender Evaluation Template 147

6.14 Annexure 13 – Working at Height On Job Observation 156

6.15 Annexure 14 – Costing for OHS..... 160

6.16 Annexure 15 – Notification of Asbestos Work..... 162

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

1. Introduction

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

This SHE specification is Eskom the 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.

The contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.

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.

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

2. Supporting Clauses

2.1 Scope

This SHE specification lists the 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom for contracts, standards and NEC 3 contracts.

2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract.

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] 32-136 Contractor Health and Safety Requirements

[7] 240-62196227 Life- saving Rules

[8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure

[9] 32-727 SHEQ Policy

[10] 32- 418 Working at Heights Procedure

[11] 240-62946386 Vehicle and Driver Safety Management Procedure

[12] 32-520 Risk Assessment procedure

[13] Plant Safety Regulations.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

[14] Code of Practice: Managing exposure to SARS-COV-2 in the workplace, 2022 Published in GG46596, on 24 June 2022, GNR 2191.

[15] COID Act 130 of 1993

[16] Environmental Conservation Act 29 of 1989

[17] National Veld Forests Act 101 of 1998

[18] National Water Act 36 of 1998

[19] Hazardous Substance Act 15 of 1973

[20] Asbestos Abatement Regulations of 2020

[21] 32-303 Eskom Asbestos Standard

[22] Hazardous Chemical Agents Regulations of 2021

2.2.2 Informative

[1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)

[2] SANS 1186 Symbolic Safety Signs

[3] Constitution of the Republic of South Africa No 108 of 1996

[4] DMN 34-110 Operating A Vehicle Mounted Crane

[5] DMN 34-1981 Excavations.

[6] 240-62946386 Vehicle and Driver Safety Management Procedure

[7] 32-418 Working at Height Procedure

[8] 240-62196227 Eskom Life Saving Rules

[9] 32-95 Occupational Health and Safety Management and Environmental Management: Conduct EH&S Incident Management

[10] 32-124 Eskom Fire Risk Management

[11] 32-123 Eskom Emergency Planning

[12] 240-44175132 Eskom Personal Protective Equipment (PPE)

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

[14] 32-37 Eskom Substance Abuse Procedure

[15] 240-93411424 Stacking and Storage

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

[16] 240-43848327 Employees' Right of Refusal to Work in Unsafe Situations

[17] 240-100979499 Personal Protective Equipment for Work at Heights Specification

[18] 32-418 Working at Height Procedure

[19] 240-62946386 Vehicle and Driver Safety Management Procedure

[20] 32-1173 Access to Farms

[21] 32-345 Eskom Vehicle Safety Specification

[22] 240-77858900 Operating a crane with a bucket

[23] 34-101 Usage of single "A" frame Ladders or Two step platforms

[24] 34-1462 Care, use, inspection of non-conductive ladders

[25] 34-110 OPERATING A VEHICLE MOUNTED CRANE

[26] 240-86640998 SUPERVISION OF PEOPLE IN ELECTRICALLY HAZARDOUS LOCATIONS

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2.3 Definitions

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
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
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)
Environment	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and 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 Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferable form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034)means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard
RAC	Registered Asbestos Contractor
AAR	Asbestos Abatement Regulations 2020

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2.6 Roles and Responsibilities

2.6.1 Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

2.6.2 Principal contractors and appointed contractors

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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.

2. The principal contractor must notify the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 4of the Construction Regulations (if this has not been arranged and or done by the client/agent);

3. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;

4. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

5. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

6. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.

7. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.

8. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.

9. The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.

10. Contractors must hand over a consolidated (to include any appointed contractors files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.

11. The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.

12. Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.

13. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

employees understand the hazards associated with all other work being carried out on the project.

14. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.

15. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;

16. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.

17. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.

18. Take reasonable steps to ensure cooperation between all their appointed contractors.

19. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.

20. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 2: No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.

21. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Note 4: If a sufficient number of competent employee(s) have been appointed to assist the construction supervisor, the construction supervisor may supervise more than one site.

22. Appoint a full construction safety officer (registered with SACPCMP) in writing. The appointed construction safety officer is responsible to conduct weekly site inspections.

23. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;

24. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.

25. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.

26. Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.

27. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.

28. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

29. Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.

30. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

31. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.

32. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.

33. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.

34. Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.

35. Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.

36. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

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

37. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom project manager and the relevant site safety and fire prevention requirements;

38. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

39. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.

40. Respect the rights of land owners/lessors and the preservation of their registered activities;

41. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

42. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

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

43. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;

44. Ensure that all incidents are reported and investigated timeously by competent incident investigators.

45. Be involved in all of their appointed contractor's investigations.

46. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.

47. Chair their own health and safety committee meetings and record such meetings.

48. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.

49. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

50. Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

2.6.3 Construction Managers/ Contract Managers

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

1. Not supervise construction work on any construction site other than the site they have been appointed to supervise;
2. Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
3. Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
4. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
5. Stop any construction work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to the client and are investigated.
9. Be involved in all investigations that occur within their area of responsibility.
10. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
11. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
12. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.;
13. Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
14. Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

15. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
16. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;
17. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
18. Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
19. Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
20. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
21. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.

2.6.4 Contractor site supervisor or Contract Supervisor

Must:

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

2.6.5 Employees

Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
    a. familiarising themselves with their workplaces and safety and health procedures;
    b. working in a manner that does not endanger them or cause harm to others;
    c. ensuring that the work area is kept tidy;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

d. reporting all incidents and near misses;
e. protecting fellow workers against injury by performing job observations;
f. reporting unsafe acts and unsafe conditions;
g. reporting any situation that may become dangerous; and
h. carrying out lawful orders and obeying safety and health rules;

4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
6. Obey any safety signs and adhere to any site demarcation at all times.
7. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
8. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
9. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
10. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
11. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
12. Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
14. Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
15. Maintain the surrounding area of the work site in a neat and tidy condition.
16. Have meaningful participation in regular health and safety meetings.
17. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

18. When given instructions, understand the instructions and be permitted to clarify those instructions.

2.6.6 Construction Health and Safety officer (Full time)

1. Promote a SHE culture within the organisations involved in the project / contract.
2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project SHE plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
5. Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
6. Conduct audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.
8. Participate in the organisation's statutory and non-statutory health and safety committees meetings.
9. Conduct organisational, site and visitor induction training.
10. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.
11. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
12. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
13. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
14. Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

2.5 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3. Specification

3.1 Scope of work

The scope of work to be performed for the different Trades includes but is not limited to the following: The repairs to and maintaining of various defective items on the buildings/sites in the Harts Sector:

Description of the service
ELECTRICAL:
Repairs, maintenance and alterations to: electrical installations, reticulation and equipment, pumps and motors and legal compliance requirements. Monthly check on electrical items
including written report
ELECTRICAL DISTRIBUTION BOARDS:
MAIN AND SUB ELECTRICAL DISTRIBUTION BOARDS: Full inspection, service, maintenance, cleaning and repairs on main and sub electrical distribution boards, incl. written report
REFRIGERATION DISTRIBUTION BOARDS: Full inspection, service, maintenance, cleaning and repairs on refrigeration distribution boards, incl. written report
HEATING DISTRIBUTION BOARDS: Full inspection, service, maintenance, cleaning and repairs on heating distribution boards, incl. written report
SUMP PUMP DISTRIBUTION BOARDS/CONTROL PANELS: Full inspection, service, maintenance, cleaning and repairs on sump pump distribution boards and control panels, incl. written report
POWER FACTOR CORRECTION ON DISTRIBUTION BOARDS: Full inspection, service, maintenance, cleaning and repairs on the power factor correction system installed on the Main Air-conditioning Distribution Board and Air-conditioning Distribution Board, incl. written report
INFRA-RED SCANNING: Infra-red scanning service, incl. written report
MAIN SWITCHES, BREAKERS, BUSBARS, ETC.
NON MOTORISED MASTERPACT BREAKERS: Full Service on Non-Motorised Breakers, incl. written report
MOTORISED MASTERPACT BREAKERS: Full Service on Motorised Masterpact Breakers incl. written report
ROOFTOP PV SYSTEM:
MECHANICAL ITEMS: Monthly check on mechanical items including written report
ELECTRICAL ITEMS: Monthly check on electrical items including written report
INVERTERS: Monthly check on Inverters items including written report

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

PV PANELS: Bi-annual cleaning of PV panels including written report
PORTABLE ELECTRICAL EQUIPMENT: Quarterly inspection including written report
EMERGENCY LIGHTS: Quarterly inspection including written report
EARTH LEAKAGE TESTS: Six monthly full inspection including written report
MAIN BUSBAR: Full Service on Non-Motorised Breakers, incl. written report
MAIN BUSBAR: Full Service on main busbar as well as all joints and tap off fuse boxes, incl. written report
DRYING OVENS ELECTRICAL SUPPLY: Inspection on oven electrical system including written report
MECHANICAL WORK:
AUTOMATED/CONTROLLED DOORS, GATES, ETC.: Repairs, maintenance and alterations on all types of automated doors/controlled doors, gates, etc.
CARPENTERY & JOINERY:
Repairs, maintenance and alterations to: lintels, roof trusses, stairs, balustrades, doors (incl. sliding & concertina doors), windows, skirting, shelving, formwork, worktops, desks, cupboards, dry walls, picture & curtain rails, all types of ceilings, partitioning and flooring. Perform structural and finishing carpentry work as and when required.
Prepare formwork for structural items with timber.
ROOF COVERINGS: Repairs, maintenance and alterations on all types of roof coverings including repairs on leaking roofs (timber, metal, tiles, sheeting and fibre cement).
FLOOR COVERINGS: Repairs, maintenance and alterations to any and all types of floor coverings.
BRICKLAYER:
Repairs, maintenance and alterations to: all brick walls, concrete, paving blocks, channels, etc.
CONCRETE, FORM WORK & RE-INFORCEMENT: stairs, balustrade, balconies, landings, paving, concrete walls/slabs/ flooring, etc. repairs and alterations.
PRE-CAST CONCRETE: walls drain covers, etc. repairs and maintenance.
PLASTERER:
Repairs, maintenance and alterations to: walls, ceilings, partitions, etc.
PAINTER:
Repairs, maintenance and alterations to: all types of roofs, ceilings, walls, floors, doors, window frames, metal staircases, structural steel, all piping and tubing.
PLUMBER:
Repairs, maintenance and alterations to: all plumbing installations, reticulation and equipment (boilers, water tanks, pumps, geysers, hydro-boils, toilets, wash basins, kitchens, urinals, gutters and down pipes), potable/grey/black water systems and legal compliance requirements. Leak detection services.
GLAZIER:
Repairs, maintenance and alterations to: shower doors, doors, partitions, windows,

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

balustrades, including laminated, tinted and toughened glass.
TILER:
Repairs, maintenance and alterations to: all types of floor and wall tiling.
FITTER:
Repairs, maintenance and alterations to: Stairs, balustrades, balconies, floors, windows, doors, Door frames, gates, structural steelwork, sheet-works, all types of steel ladders, metal towers, lintels, roof trusses, pumps, motors and valves.
SLIDING GATES: Service on metal sliding gates, motors and access control including written report
SWING GATES: Service on metal swing gates, motors and access control including written report
ROLLER SHUTTER DOORS: Service on roller shutter doors, motors, shafts, gearboxes, springs, etc. and access control including written report
SLIDING DOORS: Service on all types sliding doors, motors and access control including written report
SWING DOORS: Service on all swing doors, motors and access control including written report
EMERGENCY ESCAPE DOOR ALARMS: Check on all door alarms including written report
REVOLVING DOORS: Service on revolving doors, motors and access control including written report
SMOKE CONTROL DOORS: Check on all smoke shut doors including written report
DRYING OVENS INTERNAL: Inspection on oven internally including written report
DRYING OVENS CONTROLS: Inspection on oven controls including written report
WELDER:
Repairs, maintenance and alterations to: all metal items: Welding, including specialised welding.
INSTRUMENT TECHNICIAN:
Repairs and maintenance to: all instrumentation equipment
ELECTRONIC TECHNICIAN:
Repairs and maintenance on: all electronic equipment
EARTH/SITE WORKS:
Repairs and maintenance on:
Roadworks: Black-top surfacing, lifting, re-instatement and new
Paving and Kerbing:Lifting, re-instatement and new paving and curbing
Tunnelling, trenching and excavations including re-instatement
Gabions:Repairs and maintenance and new installations
Storm water drainage: Repairs and maintenance on all storm water systems (pipes, walls, catchment areas, etc.)
Fencing & Gates: Repairs and alternations on all types of existing fencing. **Boundary Walls:** Repairs and alterations of all types boundary walls. **Retaining walls:** Repairs and

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

alterations of all types retaining walls **Terrace blocks:** Repairs and alterations of all types terrace blocks
DEMOLITION: Any and all demolition work.
WATER PROOFING: Repairs, maintenance and alterations to: all types of water proofing systems.
SCAFFOLDING:
Erection and dismantling for all types of scaffolds higher than 2 meters. Scaffolding shall be erected, altered or dismantled under the supervision of a competent person who has been appointed in writing for this purpose.
Scaffolding for use of internal and external building, contractor to also note the some building exceed 6m high.
FAS
Contractor to refer to Eskom standard no:240-100979499 (attached as part of tender documents) for Fall Arrest System and working at heights specifications and safety requirements.
OTHER SERVICES:
Supply, transporting and delivery to site of water and diesel as and when required. Moving and transporting timber products as and when required.

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.

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 project manager.

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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.

3.2.4 Legislative compliance

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

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

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injures and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

3.3 Eskom Requirements

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

3.4 Construction Professional Registration

The principal contractor and all his/her appointed contractors shall be registered in their respective levels as professionals in terms of the requirements of the SACPCMP.

The SACPCMP web address is http://www.sacpcmp.org.za

- SHE professionals (which include Construction Safety Officers) are required to register as professionals with the SACPCMP.
- Construction agents are required to register as a professional with the SACPCMP.

3.5 Notification of Construction Work

Unless otherwise contractually agreed upon, the principal contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act. The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act. A copy of the notification letter sent to the DoL shall be forwarded to the Project Manager on the same day as sent to the DoL. A copy of the letter and their approval must be kept in the

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

SHE file. When the DoL provide a letter of approval, a copy of the approval must be sent to the Eskom Project Manager and a copy filed in the SHE file.

3.6 SHE Policy

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

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

3.7 COID

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

3.8 Costing for SHE within the Project

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

3.9 Statutory Appointments

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to the following:

- OHS Act Section 16.1 – Chief Executive Officer
- OHS Act Section 16.2 – Assistant to the Chief Executive Officer
- OHS Act Construction Regulation 8(1) - Construction Manager (Full time)
- OHS Act Construction Regulation 8(7) – Construction Supervisor
- OHS Act Construction Regulation 8(5) – Construction Health and Safety Officer (Full time)
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act Hazardous Chemical Agents Regulation Hazardous Chemical Substances Controller
- OHS Act, Section 17 – Health and Safety Representative
- OHS Act General Machinery Regulation 2(1) – Supervision of Machinery
- OHS Act Construction Regulation 7(1)(V) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act Construction Regulation 10(1) - Competent Person to Compile Fall Protection Plan
- OHS Act: Pressure Equipment Regulations 11 & 12 Portable Gas Container Inspector
- OHS Act: Construction Regulations 13(1) Person to Supervise Excavation Work
- OHS Act: Construction Regulations 16(1) Scaffolding Supervisor

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- OHS Act: Construction Regulations 23(1)(d)(i) Construction Vehicle and Mobile Plant Operator
- OHS Act: Construction Regulations 24(c) Electrical Installations Inspector
- OHS Act: Construction Regulations 24(d) Electrical Machinery Inspector
- OHS Act: Construction Regulations 28(a) Stacking and Storage Supervisor on Construction sites
- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector
- OHS Act General Safety Regulations 3(4) – First Aider/s
- OHS Act General Safety Regulations 13(a) – Ladder Inspector
- OHS Act Driven Machinery Regulations 18(10)(e) – Lifting Tackle Inspector
- OHS Act Construction Regulations 22(a) – Supervisor of Tower Cranes
- OHS Act Construction Regulations 12(2)(a) – Temporary Works Supervisor

3.9.1 Non-statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement - Chairperson of Health and Safety Committee

3.10 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	**OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH** (That is plant, any plant operating above 1000 V)
Rule 2	**HOOK UP AT HEIGHTS** Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	**BUCKLE UP** No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	**BE SOBER** No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	**PERMIT TO WORK** Where an authorisation limitation exists, no person shall work without the required permit to work.

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

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

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.11 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER"), this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

3.12 Contractor organisational Structure

3.12.1 Principal Contractor Organogram

The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

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

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

3.12.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held and any appointments made.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2. This diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.

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

3.13 Risk assessment (refer to 32-520)

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

It is essentially a three stage process:

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

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

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

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed risk assessment shall be handed to the Eskom project manager representative for comment and approval.

The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

3.14 Safe work procedures / method statements

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

a. Designing a new job or task;

b. Changing a job or task;

c. Introducing new equipment or substances; and

The safe working procedure should identify:

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

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

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

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

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

i. The personal protective equipment to be worn;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

3.15 Roof work (refer to 32- 418)

Where roof work is to be performed, a risk assessment must be carried out prior to climbing on to the roof to determine the hazards (stability, suitability strength etc.), consequences of climbing and control measures that are required.

Ensure that only competent employees are allowed to carry out roof work. Ensure an up to date fall protection plan was compiled for the site by a competent person and shared with all persons involved with any working at heights activities.

3.16 Construction Sites

Note1:No area is to be stripped 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.

1. The contractor must develop a fire safety procedure for the construction site prior to commencing work. The procedure must take into consideration the size of the site/s, the type of work performed and amount of combustible materials. Cognisance of OHS Act CR 29 must be made.
2. It must be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, 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.
3. A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
4. Appropriate portable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
5. Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
6. Site Smoking Restrictions must be enforced. No open flames are permissible and where hot work is performed, the work areas must be cleared of any combustibles prior to commencement of work.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.17 Fire Equipment and maintenance

1. All firefighting equipment's that have been provided shall:
   a. Be clearly labelled
   b. Conspicuously numbered
   c. Entered in a register
   d. Inspected monthly by a competent person
2. Tested and serviced at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.

3.18 Flammable and Combustible Liquids

1. Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.
2. A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store.
3. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
4. All fuel storage areas must comply with the following requirements: -
   a. Storage should be well clear of buildings.
   b. Storage areas must be kept free from all combustible materials.
   c. All Safety signs must be prominently displayed i.e.
      - Flammable Liquid.
      - No Smoking.
      - No open flames.
   d. Adequate firefighting equipment must be available.
5. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
6. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
7. Bunded area shall have a drain valve.
8. No other material/equipment shall be stored in the bunded area.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.18.1 Refuelling at the construction site

With the exception of construction vehicles and mobile equipment, before a machine is refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

3.19 First Aid and Equipment

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.19.1 Boxes and equipment

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

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

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

3.20 SHE Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. Where project meetings are

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.20.1 Statutory Health and Safety Committees

1. The principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the principal contractor's safety committee.
3. 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. Listed below is a preferred agenda.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at DoL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.20.2 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.

2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee

3.20.3 Agenda

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

- List of agenda items:
- Matters arising from previous minutes
- Matters arising from Contractor's SHE meetings.
- Audit results and feedback
- Review Health and Safety Representative Inspection Reports
- Review
    - Incident investigation reports
    - Non-Conformances
    - Announcements (near miss/injury/damage)
    - Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
    - Planned Job Observations
    - SHE Training
    - Protective clothing and equipment

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Incident Announcements / Recall

- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

3.20.4 Minutes and action items for all health and safety committee meetings

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non–statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

5. All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.

6. The original copy of the minutes and record of the action items must be signed by the chairperson.

7. The relevant project manager and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

3.20.5 Tool box talks / Daily team talks / pre job meetings

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.

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

3.21 SHE Training

1. The principal contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

4. When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the SHE file.
7. Competent persons as per Construction Regulations 2014: "means a person who – (a) has in respect of the work or task to be preformed the required knowledge, training and experience and, where applicable , qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered I terms of the provisions of the National Qualifications Framework Act, 2000 (Act No 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training."

3.21.1 Induction training

1. The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.

3.21.2 Site specific induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.21.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the principal contractor's site-specific safety induction prior to being allowed access to site.
2. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.21.4 General training

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

3.22 Contractor Site Establishment

1. Principal contractor's site facilities should be managed at all times.
2. Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
3. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
4. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.

3.22.1 Site roads

1. When planning, sufficient areas must be allocated for parking of construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.22.2 Construction vehicle safety

1. It is the responsibility of the driver to ensure:

   a. Their passengers wear seat belts whilst the vehicle is in motion.

   b. Comply with all traffic road rules, safety, direction and speed signs.

   c. Ensure that vehicle loads are properly secured prior to moving off.

   d. Ensure that vehicles are not overloaded.

2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.

3. All drivers of construction vehicles are to have valid medical fitness certificates.

4. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.

5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.

6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine

7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.

8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

3.23 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the principal contractor in the first instance and the Eskom project/site manager in the second instance.
8. The Eskom Project/Site Manager has the right to instruct the principal contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.
9. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

3.23.1 Stacking

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.24 Workplace Signage and Colour Coding

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be clear at all times and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
7. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
8. Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
9. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
10. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.25 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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

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

3.25.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
2. Tools with sharp points in tool boxes must be protected with a cover.
3. All files and similar tools must be fitted with handles.
4. No make shift tools are permissible on the project.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.26 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
11. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

3.27 Scaffolding

1. Scaffolding use shall conform to the requirements of CR 16, Eskom procedure 32-418 and used in terms of GSR 6.
2. The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
3. All scaffolding that will be used shall conform to the SANS standard 10085 and the requirements of CR 16 shall be carried out.
4. Scaffolding shall be erected and inspected by the competent personnel.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

5. The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
6. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds.
7. A detailed inspection of all scaffolding shall be conducted monthly by a competent person and every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site SHE files.

3.28 Auditing

3.28.1 Approval and compliance of principal contractor SHE plan

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

3.28.2 Eskom SHE audits

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

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

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

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

3.28.3 Contractor audits

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.29 Smoking

The Tobacco products control act 83 of 1993 must be observed and smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

3.30 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery. If no cellular phone reception is present for example in remote areas, an adequate process must be put in place to have adequate alternative communication.

3.31 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.

3.31.1 Medicals

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

1. Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

4. The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.

5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.32 Working at Heights

3.32.1 General Requirements

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

1. All appointments for the fall protection plan developer and implementer are in place.

2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.

3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.

4. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.

5. Appropriate training, as determined by the risk assessment, has been provided.

6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.

7. There are equipment inspection procedures and up-to-date inspection records.

8. Individuals are medically fit to work at height, and records of this are kept.

9. A site-specific risk assessment is performed.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

Every employer shall ensure that work at height is:

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

3.33 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 which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken. It is essentially a three stage process:

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

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.34 Safe Work Procedures and Practices / Safe Operating

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.

3.35 Personal Protective Equipment Requirements

1. The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.
9. All contractors shall comply with the newest revision 240-44175132 Eskom Personal Protective Equipment (PPE) Specification.

3.36 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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

The contractor incident management procedure need to be aligned to Eskom's 32-95 incident management procedure and timeline must be strictly adhered to.

The high level steps of the incident management procedure are as follows:

1. Incident identification
2. Initiation and Execution of Emergency Response
3. Notification and Reporting
4. Incident prioritisation
5. Classification and Recording of Incidents
6. Incident investigation
7. Management of Corrective Actions (Safety Measures)
8. Incident close-out
9. Incident Communication

Timelines with regards to incident management need to be strictly adhered to as per 32-95 Occupational Health and Safety Incident Management Procedure and 240-131838225 Occupational Health and Safety Incident Management Definitions and Classification Parameters.

Failure to comply with these requirements will be seen as the contractor not fulfilling their contractual obligations and the relevant consequence management actions will be taken against contractors who do not comply.

Timelines include:

1. Notification of incident to relevant Eskom SHEQS department should be done before the end of shift or within 24 hours of the incident occurring.
2. Investigation process to be initiated within 48 hours and concluded within 30 calendar days. The onus is on the contractor manager to provide evidence for the reasons why

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

the Internal OHS Investigation could not be completed within 30 days and should be submitted to the relevant SHEQS department.

In the case of incidents involving contractor employees, the contractor must investigate those incidents as an employer in his/her own right (employer's investigation) and generate a report. The report and Annexure 1 must be submitted to the applicable OU/BU or on request to the Department of Labour by the contractor. Eskom may participate during these investigations.

3.37 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided to the Eskom SHEQS department for evaluation in the site specific safety file.

The emergency management procedure to be submitted has to include emergency contact numbers relevant to the area worked in for the site supervisor, hospital, fire brigade, first aider and ER24 (010 205 3400 and 084 124).

If no cellular phone reception is present for example in remote areas, an adequate process must be put in place to have adequate alternative communication.

3.38 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 of non-conformance reports shall be strictly adhered to.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

4. Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.
7. After a contractor has been appointed the Project Manager should submit the relevant SHE Specification to the principal contractor. The Principal contractor then develops a site specific safety file in terms of the SHE Specification submitted for the project, this safety file needs to be developed and submitted to the Eskom SHEQS department for evaluation. No contractor may commence with work before the site specific safety file is accepted by Eskom SHEQS department and the relevant Project manager, as well as that the site specific procedures are adhered to.
8. Eskom reserves the right to stop any contractor performing unsafe work/conditions and can apply consequence management if any contractor fails to comply with any Legislative requirements as well as any Eskom Requirements, Standards and Procedures. Refer to 32-726 Contract and Contractor OHS management Section 3.4.4.4.
9. Should Eskom personnel find that the site specific safety file is unsatisfactory, the process in Section 3.7 of 32-726 Contract and Contractor OHS management shall be initiated. – Check and review

3.39 SHE File

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3. The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the construction work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
7. In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.40 Work Stoppage

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
2. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.41 Hours of Work

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

3.41.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Labour and /or the letter of approval from the Department of Labour.

3.41.2 Night work

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

If work is continuing from day light into night, at dusk, a tool box talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

3.41.3 Overtime

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

3.42 Omissions from Safety and Health Requirements Specification

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

3.43 Contract Sign-Off

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

3.44 Project Statistics

The following information should be submitted by the 1st of each month to the Contract Manager/ Custodian:

- Contractor manpower numbers and hours worked for the purpose of calculating the contractor lost-time injury (LTIR) and total recordable injury (TRIR) rates
- Contractor incidents per month (fatalities, lost time, medicals, first aid and near-misses).
- Contractor confirmation that incident case studies were discussed and recommendations implemented.
- Contractor confirmation that all issues findings against them has been addressed as required.

Contractor will submit their statistics every month using the latest 240-140441286 Contractor Manpower/Man-hours and OHS stats reporting form.

3.45 Weather Extremes

Contractors should after conducting a site specific baseline risk assessment establish what weather extremes are occurring in the area and make provision for control measures to prevent or reduce exposure to their employees to an acceptable level.

3.46 Dismantling, Assembly and Erecting of Structures

Construction Regulations 10, 11 and 14 needs to be strictly adhered to.
A competent person needs to be appointed to supervise demolition work in terms of Construction Regulation 14(1).

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Contractors need to take all reasonable steps to prevent the uncontrolled collapse of any new or existing structure or any part of the said structure that may become unstable or which might be in a temporary state of weakness or might be unstable due to carrying out construction work.
No structure or part of any structure may be loaded in such a manner that it would be deemed as unsafe.

A contractor needs to appoint a competent person in writing to supervise and control all demolition work on site.
Before any demolition work is being carried out a competent person need to develop a detailed structural engineering survey of the structure to be demolished in order to identify the order in which the structure needs to be demolished. The competent person who develops the structural engineering survey also needs to provide a method statement on the procedure to be followed in demolishing the structure.
The appointed competent person on supervising demolition work must check the structural integrity of the structure being dismantled at regular intervals determined by the method statement in order to prevent any premature collapse.
Contractors involved with demolition work need to take steps to ensure that no person works under overhanging material or a structure which has not been adequately supported, shored or braced. Steps should be taken by contractors to ensure all other services in the vicinity that may be affected are rendered safe for all persons involved.
Where demolition work includes working at heights and there is a risk of falling objects the following needs to be in place: (32-418)

1. A drop zone must be established and demarcated.
2. Suitable steps must be taken to prevent any material or objects from falling that could cause harm to people or property.
3. Where it is not reasonably practicable to comply with the requirements of paragraph **2** every employer must take suitable and sufficient steps to prevent any person from being struck by any falling material or object that is liable to cause personal injury.
4. No material or object shall be thrown or tipped from height in circumstances where it is likely to cause injury to any person.
5. Materials and objects must be stored in such a way as to prevent risk to any person arising from the collapse, overturning or unintended movement of such materials or objects.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Where demolition work includes working at a fall risk position a site specific fall protection plan needs to be developed and implemented by a competent person as per Construction Regulation 10.
The fall protection plan should make provision for the following information:

1. a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
2. the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
3. a programme for the training of employees working from a fall risk position and the records thereof;
4. the procedure addressing the inspection, testing and maintenance of all fall protection equipment;
5. A rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

Contractors to ensure that the Fall Protection Plan is site specific as well as scope of work specific and that all required legislation as well as the Eskom requirements are adequately met.

3.47 Excavation Work

As per the scope of this project excavation will take place and as a result strict adherence to Eskom and legislative requirements need to be adhered to pertaining excavations.

As per Construction Regulation 13 – Excavations:

(1) A contractor must-

(a) ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose; and

(b) evaluate, as far as is reasonably practicable, the stability of the ground before excavation work begins.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(2) A contractor who performs excavation work-

(a) must take reasonable and sufficient steps in order to prevent, as far as is reasonably practicable, any person from being buried or trapped by a fall or dislodgement of material in an excavation;

(b) may not require or permit any person to work in an excavation which has not been adequately shored or braced: Provided that shoring and bracing may not be necessary where-

(i) the sides of the excavation are sloped to at least the maximum angle of repose measured relative to the horizontal plane; or

(ii) such an excavation is in stable material: Provided that-

(aa) permission has been given in writing by the appointed competent person contemplated in subregulation (1) upon evaluation by him or her of the site conditions; and

(bb) where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations is decisive and such a decision must be noted in writing and signed by both the competent person contemplated in subregulation (1) and the professional engineer or technologist, as the case may be;

(c) must take steps to ensure that the shoring or bracing contemplated in paragraph (b) is designed and constructed in a manner that renders it strong enough to support the sides of the excavation in question;

(d) must ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it may cause its collapse and consequently endangers the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(e) must ensure that where the stability of an adjoining building, structure or road is likely to be affected by the making of an excavation, steps are taken to ensure the stability of such building, structure or road and the safety of persons;

(f) must cause convenient and safe means of access to be provided to every excavation in which persons are required to work, and such access may not be further than six meters from the point where any worker within the excavation is working;

(g) must ascertain, as far as is reasonably practicable, the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of excavation work that may affect any such service, take the steps that are necessary to render the circumstances safe for all persons involved;

(h) must ensure that every excavation, including all bracing and shoring, is inspected-

(i) daily, prior to the commencement of each shift;

(ii) after every blasting operation;

(iii) after an unexpected fall of ground;

(iv) after damage to supports; and

(v) after rain,

by the competent person contemplated in subregulation (1), in order to ensure the safety of the excavation and of persons, and those results must be recorded in a register kept on site and made available on request to an inspector, the client, the client's agent, any other contractor or any employee;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(i) must cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered, to be-

(i) adequately protected by a barrier or fence of at least one metre in height and as close to the excavation as is practicable; and

(ii) provided with warning illuminants or any other clearly visible boundary indicators at night or when visibility is poor, or have resort to any other suitable and sufficient precautionary measure where subparagraphs (i) and (ii) are not practicable;

(j) must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with by any person entering any excavation;

(k) must, where the excavation work involves the use of explosives, appoint a competent person in the use of explosives for excavation, and must ensure that a method statement is developed by that person in accordance with the applicable explosives legislation; and

(l) must cause warning signs to be positioned next to an excavation within which or where persons are working or carrying out inspections or tests

3.48 COVID-19 Requirements

Code of Practice: Managing exposure to SARS-COV-2 in the workplace, 2022 Published in GG46596, on 24 June 2022, GNR 2191.

As a result of the global COVID-19 pandemic the following requirements have to be put in place to ensure adequate control measures are present in workplaces:

Chapter 2 of GNR 2191:

1. **Risk assessment and plan**

Every employer must –

a. Undertake a risk assessment to give effect to its obligations under the OHSA and the HBA Regulations;

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

b. On the basis of the risk assessment develop or amend its existing plan to include –
   i. Any measures to be implemented in respect of the vaccination of its employees and, taking into account the intervals between vaccinations, the dates by which the employees must be fully vaccinated; and
   ii. Any other protective measures contemplated section 6(1) and (2);
c. Consult on the risk assessment and plan with –
   i. Any representative trade union as contemplated by section 14(1) of the LRA; and
   ii. Any health and safety committee established in terms of section 19 of the OHSA or, in the absence of such committee, a health and safety representative designated in terms of section 17(1) of the OHSA or employee representative; and
d. Make the risk assessment and plan available for inspection by the trade union and committee contemplated in paragraph (c) and an inspector.

2. Contents of risk assessment and plan

1. The risk assessment and plan referred to in section 5(1)(b) must include –
   a. The identification of the employees contemplated in paragraph (i) of that section;
   b. The reporting of symptoms by employees and isolation of employees who are diagnosed with COVID-19 and are symptomatic;
   c. The workplace protective measures required to be taken in terms of HBA Regulations including personal protective equipment and ventilation;
   d. A procedure to resolve any issue that may arise from the HRA by an employee of the right to refuse to work in the circumstances contemplated in section 15(1); and
   e. The process by which the obligations under this Code will be complied with.
2. The risk assessment and plan referred to in section 5(1)(b) may include –
   a. Social distancing measures including minimising the number of workers in the workplace through rotation, staggered working hours, shift and remote working arrangemets;
   b. PPE measures contemplated in section 11;
   c. Personal hygiene measures such as the wearing of facecloth masks, barriers hand washing, sanitisers and surface disinfectants;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

d. Any special measures to mitigate the risk of infection or serious illness or death in respect of individual employees at increased risk such as reducing the numbers in and the duration of occupancy in meeting rooms.

In developing and implementing a plan in terms of subsection (1)(b)(i), an employer must comply with section 12.

3.49 Working near or crossing National, Provincial and local roads

Principal contractors must at all times ensure that all relevant legislation and best practices are followed when working near or crossing roads.

Ensuring that an adequate risk assessment is conducted and control measures implemented when work is conducted near or close to roads, where required relevant national as well as provincial and local authorities should be notified of any work being carried out over roads. Control measures including but not limited to relevant safety signage, traffic control by the use of flagmen as well as barricading should be in place.

3.50 Existing Infrastructure and Services

Before any work commences the Principal contractor should ensure that all existing infrastructure (Live overhead feeders, underground networks such as water pipes electrical cables etc.) are known to their employees and the risks pertaining to these infrastructure as well as what control measures are in place to ensure that no employees is injured or infrastructure damaged as a result of their activities.The relevant existing infrastructure hazards and risks should be identified and included in the project specific baseline risk assessment together with the relevant control measures.

3.51 Mandatory Agreement Section 10 (4)

All leased vehicles and equipment should have an agreement of Client and/ or Supplier using third party equipment/ machinery on site.

This document should be made available to Eskom when safety file is being evaluated. Also Eskom SHEQ department and Project Coordinator for the site should be aware if any new agreements are being executed during the entire project duration.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.52 Lifting machines, hand-powered lifting devices and lifting tackle

According to the Driven Machinery Regulations 2015, Section 18(11) the following regulations should be adhered to:

(1) No user shall use or permit the use of a lifting machine unless

(a) it has been designed and constructed in accordance with a generally accepted technical standard;

(b) it is conspicuously and clearly marked with the maximum mass load which it is designed to carry with safety: Provided that when this mass load varies with the conditions of use a table showing the maximum mass load with respect to every variable condition shall be posted up by the user in a conspicuous place easily visible to the operator, and

(c) it has at all times at least three full turns of rope on the drum of each winch which forms part of such a machine when such a winch has been run to its lowest limit.

(2) The user shall, where practicable, provide every power-driven lifting machine with -

(a) a brake or other device capable of holding the maximum mass load should the power supply fail, or which is such that it will automatically prevent the uncontrolled downward movement of the load when the raising effort is interrupted; and

(b) a limiting device which will automatically arrest the driving effort when -

(i) the hook or load attachment point of the power-driven lifting machine reaches its highest safe position; and

(ii) in the case of a winch-operated lifting machine with a lifting capacity of 5000 kg or more, the load is greater than the rated mass load of such a machine.

(3) The user shall cause every chain or rope which forms an integral part of a lifting machine to have a factor of safety as prescribed by the standard to which such machine was manufactured: Provided that in the absence of such prescribed factor of safety, chains, steel-wire ropes and fibre ropes shall have a factor of safety of at least four, five and ten respectively, with respect to the rated carrying capacity of the lifting machine.

(4) The user shall cause every hook or any other load-attaching device which forms an integral part of a lifting machine to be so designed or proportioned that accidental disconnection of the load under working conditions cannot take place.

(5) The user shall cause the whole installation and all working parts of every lifting machine to be thoroughly examined and subjected to a performance test, as prescribed by the standard to which the lifting machine was manufactured, by a person who has knowledge of the erection and maintenance of the type of lifting machine involved or similar machinery and

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

who shall determine the serviceability of the structures, ropes, machinery and safety devices, before they are put into use following every time they are dismantled and re-erected, and thereafter at intervals not exceeding 12 months: Provided that in the absence of such prescribed performance test the whole installation of the lifting machine shall be tested with 110 percent of the rated mass load, applied over the complete lifting range of such machine and in such a manner that every part of the installation is stressed accordingly.

(6) Notwithstanding the provisions of subregulation (5), the user shall cause all ropes, chains, hooks or other attaching devices, sheaves, brakes and safety devices forming an integral part of a lifting machine to be thoroughly examined by a person contemplated in subregulation (5) at intervals not exceeding six months.

(7) Every user of a lifting machine shall at all times keep on his premises a register in which he shall record or cause to be recorded full particulars of any performance test and examination prescribed by subregulations (5) and (6) and any modification or repair to the lifting machine, and shall ensure that the register is available on request for inspection by an inspector.

(8) No user of machinery shall require or permit any person to be moved or supported by means of a lifting machine, unless such machine is fitted with a cradle approved for that purpose by an inspector.

(9) No user shall use or permit any person to use a jib crane with a lifting capacity of 5000 kg or more at a minimum jib radius unless it is provided with -

(a) a load indicator which will indicate to the operator of the jib crane the mass of the load being lifted: Provided that such a device shall not require manual adjustment, from application of the load to the jib crane until the release of that load, using any motion or combination of motions permitted by the crane manufacturer to ensure safe lifting; or

(b) a limiting device which will automatically arrest the driving effort whenever the load being lifted is greater than the rated mass load of the jib crane, at that particular radius, using any motion or combination of motions permitted by the crane manufacturer to ensure safe lifting: Provided that such a device shall not arrest the driving effort when the jib-crane is being operated into a safer condition.

(10) No user shall use or allow the use of any lifting tackle unless the following conditions are complied with, namely that -

(a) every item of lifting tackle is well constructed of sound material, is strong enough and is free from patent defects and is in general constructed in accordance with a generally accepted technical standard;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(b) every lifting assembly consisting of different items of lifting tackle is conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed to lift with safety;

(c) ropes or chains have a factor of safety with respect to the maximum mass load they are designed to lift with safety of

(i) ten for natural-fibre ropes;

(ii) six for man-made fibre ropes or woven webbing;

(iii) six for steel-wire ropes except for double part spliced endless sling legs and double part endless grommet sling legs made from steel-wire rope, in which the factor of safety shall be at least eight;

(iv) five for steel chains; and

(v) four for high-tensile or alloy steel chains:

Provided that when the load is equally shared by two or more ropes or chains the factor of safety may be calculated in accordance with the sum of the breaking strengths taking into consideration the angle of loading;

(d) steel-wire ropes are discarded and not used again for lifting purposes if the rope shows signs of excessive wear, too many broken wires, corrosion or other defects that have made its use in any way dangerous;

(e) such lifting tackle is examined at intervals not exceeding three months by a person contemplated in subregulation (5) who shall enter and sign the result of each such inspection in a book kept for this purpose; and

(f) such lifting tackle is stored or protected so as to prevent damage or deterioration when not in use.

(11) The user shall ensure that every lifting machine is operated by an operator specifically trained for a particular type of lifting machine: Provided that in the case of lift trucks with a lifting capacity of 750 kg or more and jib-cranes with a lifting capacity of 5000 kg or more at minimum jib-radius, the user shall not require or permit any person to operate such a lifting machine unless the operator is in a possession of a certificate of training, issued by a person or organisation approved for this purpose by the Chief Inspector.

3.53 Working on substation buildings

When work will be performed on substation buildings or prohibited areas principal contractors as well as their contractors should be supervised by an authorised person in terms of the Operating regulations for high voltage systems.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

No principal contractor is allowed to access the site without the authorised person being present and performing supervision.

3.54 Asbestos Work

The Northern Cape is known for the prevalence of asbestos, contractors/ Eskom employees need to take precaution when working in such areas. The following towns and surrounding areas are known to be Asbestos affected.

- Kuruman
- Danielskuil
- Lime Acres
- Kathu
- Hotazel
- Prieska
- Marydale

Client shall ensure that Contractor:

(a) Prior to work commencing –

Is performed by Registered Asbestos Contractor;

All asbestos materials likely to become airborne are identified;

At least seven days before the commencement of the asbestos work, the written plan of work should be compiled by the AIA in consultation with the RAC, according to AAR – Regulation 15 and Appendix A – Contents of the plan of work (32-303).

At least seven days before the commencement of any asbestos work (Types 1, 2, and 3), every BU responsible manager shall notify the relevant Chief Director: Provincial Operations (DEL) for acknowledgement, by means of a written notification (AAR – Annexure 2, or Appendix G of this document) of such work, together with an AIA-approved and signed asbestos work plan. The latter plan is to be submitted by the responsible AIA to the Chief Director, with submission (notification) to be verified by both the BU responsible manager and the asbestos contractor of concern (AAR – Regulation 13(d)). The asbestos plan of work must be signed by the following:

- Asbestos client (BU responsible manager)
- RAC

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

• AIA

Note that a shorter period for notification may be allowed by the Chief Director: Provincial Operations in the event of an emergency, according to the AAR – Regulation 10(3).

The relevant Chief Director: Provincial Operations must acknowledge receipt in writing to the employer/asbestos client and AIA within the seven-day notification period.

The notification must give a specific description of the location, venue, and contact details of where the asbestos work will be done, including details of the RAC, details of the asbestos client, details of the AIA, type and volume of asbestos to be removed/repaired, and the expected commencement and completion dates of the work). The minimum contents of the plan of work requirements are summarised in Appendix A.

Copies of notification correspondence shall be kept on site for AIA verification and auditing purposes

An Employer must provide information, instruction, and training as per Asbestos Regulation 7 to persons who may have incidental asbestos exposure.

(b) During and after completion of demolition work -

All asbestos and material containing asbestos are handled and disposed of according to Asbestos Abatement Regulation 21;

All persons exposed to or likely to be exposed to asbestos is issued with appropriate Personal Protective Equipment as per Asbestos Abatement Regulation 19 and that such equipment is used properly.

The premise, area or structure is thoroughly checked to ensure that all asbestos waste has been removed

Contractor shall ensure:

Where roof work / Work from fall risk position are performed it is done in accordance to Construction Regulation 10.

Written work procedures are established and followed to prevent release of asbestos dust in the environment and approval therefore obtained from Approved Asbestos Inspection Authority and Provincial Director of D.O.L. Plan of work is submitted for approval, at least 30 day prior to work commencing, to an approved asbestos inspection authority;

A copy of the plan of work, approved by approved asbestos inspection authority, is submitted to the provincial director at least 14 days prior to commencement of demolition work. The approved plan of work shall be signed by Approved Asbestos Inspection Authority, employer and mandatory of employer

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Respirators:

The employer shall—

(a) Provide employees with respirators approved by the chief inspector for use when working with asbestos. A sufficient quantity of respirator filters approved for asbestos shall be provided so those employees can change filters during the workday. A filter should preferably not be used for a period longer than one workday. The respirators shall be issued on a personal basis and arrangements shall be made for the regular inspection and servicing of the respirators;

(b) Instruct and train employees in proper respirator use and ensure that filters and respirators are protected from exposure to asbestos prior to use; and

(c) Ensure that employees wear respirators in the workplace at all times, and that respirators are properly fitted.

Protective clothing:

The employer shall-

(a) Provide suitable protective clothing for his employees. Suitable clothing comprises overalls or similar full-body protective clothing with head covering and gumboots. Such clothing may be disposable, washable for re-use or may alternatively be suitable wet weather gear that can be hosed down;

(b) Undertake or arrange for the disposal or laundering of protective clothing. Where a contract laundry is employed, care shall be taken that the contractor fully understands the precautions necessary for handling asbestos-contaminated clothing; and

(c) Ensure that protective clothing is removed from the premises only for laundering or disposal and then only if suitably packed in a sealed impermeable container, and that it is clearly labelled with a warning label as containing asbestos-contaminated clothing.

Personal protective equipment and facilities (AAR 19):

(1) An employer or self-employed person must—

(a) provide respiratory protective equipment and protective clothing suitable for protection against regulated asbestos fibres to all persons who may be exposed to asbestos;

(b) ensure that the respiratory protective equipment provides the appropriate level of protection for the type of asbestos work to be undertaken; and

(c) ensure that a person's exposure is adequately controlled as contemplated in regulation 9.

(2) Where respiratory protective equipment is provided, the employer or self-employed person must ensure that—

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(a) the relevant equipment is capable of keeping the exposure level below the OEL for asbestos;

(b) the relevant equipment is correctly and properly used, stored and maintained;

(c) information, instruction, training and supervision that are necessary with regard to the use of the equipment are provided to the persons; and

(d) the equipment is kept in good condition and efficient working order.

Only SABS-approved asbestos dust/particulate masks (respiratory protection devices), capable of keeping the exposure level below the OEL for asbestos, are permitted to be used for asbestos inhalation protection.
Employees expected to wear the issued respiratory protective devices shall be trained in their correct use, storage, and maintenance.
The Principal Contractor Manager/Supervisor shall provide regular visual inspections of the employees to ensure the correct usage, maintenance, and condition of the PPE. No respiratory protection device may be left lying on the surface where it could accumulate asbestos fibres. The issued disposable respiratory protective device (particulate filter) shall be used once only.

Where reusable respirators are used, the requirements indicated for decontamination facilities and personal hygiene in this standard should be complied with.

PPE issued to an employee shall be cleaned, decontaminated (asbestos-free), and, where appropriate, sterilised. Separate containers or storage facilities shall be provided for storage of PPE when not in use, and all PPE, when not in use, may only be stored in the place provided.

No person shall be allowed to remove dirty or contaminated PPE from the premises. Where contaminated PPE must be disposed of, it shall be treated as asbestos waste. Supervisors responsible for the asbestos work must ensure compliance with these requirements.

Where PPE contaminated with asbestos dust is cleaned on the premises:

• Care must be taken to prevent contamination during handling, transport and cleaning; and

• Water used for decontamination or cleaning of equipment must be filtered in accordance with AAR – Regulation 9(3) before being released into any water system.

The Registered Asbestos Contractor must—

• provide employees involved in Type 1 and Type 2 asbestos work with adequate personal washing facilities, which are readily accessible and located in an area where the facilities will not become contaminated;

• provide employees involved in

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Decontamination facilities and personal hygiene:

The employer shall set up decontamination facilities outside the workplace for the exclusive use of employees exposed to asbestos. These facilities shall consist of a "clean" change-room, toilet/shower facilities and a "dirty" decontamination change-room

All employees without exception shall—

(i) remove personal clothes in the "clean" change- room and put on clean protective clothing, gum-boots and respirators before entering the work- place; and

(ii) Use the vacuum-cleaning to de-dust before the protective clothing and gumboots are removed in the “dirty” decontamination change room when leaving the workplace. While still wearing their respirators, the employees should proceed to the showers and only remove their respirators while showering. All showering must be done using soap and water.

(iii) Employees shall not eat, drink or smoke in the workplace. Before eating, drinking or smoking, employees shall first comply with paragraph (ii), and before re-entering the workplace employees shall comply with paragraph (i).

All other persons entering the workplace shall wear approved respirators for asbestos as well as protective clothing and footwear. Before leaving the workplace they must comply with paragraph (ii).

All contaminated clothing and footwear shall be left in the decontamination change-room and should be immediately stored in suitable containers prior to disposal or laundering. Contaminated respirators that are removed in the showers must be removed after being washed down and stored for disposal or made good for re-use. The collection of protective clothing, footwear and respirators shall be strictly controlled.

Decontamination (AAR 19):

(3) An employer or self-employed person must, as far as is reasonably practicable—

(a) issue no personal protective equipment to a person unless such equipment is cleaned, decontaminated and, where appropriate, sterilised;

(b) provide separate containers or storage facilities for personal protective equipment not in use; and (c) ensure that all personal protective equipment not in use is stored only in the place provided.

(4) An employer or self-employed person must, as far as is reasonably practicable, ensure that all personal protective equipment contaminated with asbestos dust is thoroughly cleaned and handled in accordance with the following procedures-

(a) Where personal protective equipment is cleaned on the premises of the asbestos client, care must be taken to prevent contamination during handling, transport and cleaning; and

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(b) water that is used for decontamination or cleaning of equipment must be filtered in accordance with regulation 9(3) before being released into any water system.

(5) Subject to subregulation (3)(a), an employer or self-employed person must ensure that no person removes dirty or contaminated personal protective equipment from the workplace: Provided that where personal protective equipment contaminated with asbestos dust has to be disposed of, it must be treated as asbestos waste as contemplated in regulation 21.

(6) Subject to the Facilities Regulations, 2004, published as Government Notice R.924 in Gazette No. 26636 of 3 August 2004, the employer must—

(a) provide employees involved in type 1 and type 2 asbestos work with adequate washing facilities, which are readily accessible and located in an area where the facilities will not become contaminated, to enable employees to meet a standard of personal hygiene consistent with the adequate control of exposure, and to avoid the spread of asbestos dust;

(b) provide employees involved in type 3 asbestos work with a decontamination facility, in accordance with HSG 248, Chapter 9, which facility is readily accessible and located in an area where it will not become contaminated, to enable employees to meet a standard of personal hygiene consistent with the adequate control of exposure, and to avoid the spread of asbestos dust.

After asbestos work has been completed, the Registered Asbestos Contractor shall ensure that all surfaces in the regulated asbestos area are cleaned, preferably by first using vacuum-cleaning equipment with a HEPA filtration efficiency of 99.97% for particles of 1 µm in size and then wet-cleaning techniques (for example, mops). After cleaning the regulated asbestos area, 24 hours shall be allowed for the dust to settle before repeating the wet cleaning of all surfaces. If the clean-up seems satisfactory, the Registered Asbestos Contractor shall ensure that two static air samples are taken inside the area, after the clean-up has been completed and within a reasonable time after the area is deemed to be dry, to ascertain whether the regulated asbestos area is clear of asbestos fibres.

If it is found that the regulated asbestos area is still contaminated, the Registered Asbestos Contractor shall ensure that the cleaning and air sampling are repeated until the concentration of regulated asbestos fibres is less than, or equal to, the background concentration (clearance indicator sampling) or less than 0.01 f/mℓ of air (reassurance sampling).

If the regulated asbestos area is found to comply with the above, all contaminated materials, for example, isolation sheeting, tape, barriers, and other debris, shall be carefully placed in double impermeable plastic bags for asbestos waste and properly sealed off, for example, with a cable tie, and disposed of as asbestos waste.

Disposal of waste:

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

An employer or self-employed person must, as far as is reasonably practicable, ensure that—

(a) all asbestos waste is placed in containers that will prevent exposure during handling;

(b) the premises, structure or area are thoroughly checked to ensure that all asbestos waste intended for disposal has been removed;

(c) all vehicles, reusable containers or any other similar articles, which have been in contact with asbestos waste, are cleaned and decontaminated after use in such a way that such vehicles, containers or similar articles do not cause a hazard inside or outside the workplace concerned;

(d) a document is obtained from the asbestos disposal site, contemplated in subregulation *(e)*, for all asbestos waste removed from the workplace; all asbestos waste is disposed of

only on sites specifically designated for this purpose in terms of the Environment Conservation Act, 1989, and the National Environmental Management: Waste Act, 2008;

(e) all persons involved in the collection, transport and disposal of asbestos waste, who may be exposed to that waste, are provided with suitable personal protective equipment;

(f) the drivers of vehicles carrying asbestos waste are provided with written instructions on safety precautions and emergency procedures; and

(g) where the services of a contractor for the transport and disposal of asbestos waste are used, the contractor complies with the provisions of these Regulations.

Asbestos clearance certificate:

Following the completion of type 2 or type 3 asbestos work, an approved inspection authority must—

(a) conduct a thorough visual inspection of the relevant work area;

(b) conduct air sampling to ensure compliance with the clearance indicator;

(c) ensure that all asbestos waste has been removed in accordance with the requirements of regulation 21 (AAR); and

(d) issue a written declaration for the purpose of clearance certification.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.55 Vegetation Management

Vegetation contractors to ensure accredited Pest control operator is on site when herbicide application is being performed. When hazardous substances are being used on site ensure to also refer to Hazardous substances section of SHE Specification for requirements and guidance.

Relevant training needs to be provided to operators of machinery used in the operations of vegetation management such as Chainsaws and Brushcutters.

A PPE matrix that includes all relevant vegetation management PPE needs to be submitted to Eskom contractor safety department together with safety file documentation for evaluation purposes.

Safe work procedures needs to be discussed and made available to employees for referencing purposes.

When working in close proximity to large bodies of water or working in wetlands and in danger of drowning, a relevant safe work procedure needs to be submitted to contractor safety management for evaluation.

3.56 Security Management

When making use of security services on a contractor worksite adherence to Sectoral Determination 6: Private Security Sector published under Government Gazette No. 35633 of 28 August 2012, needs to be adhered to.

Security contractor companies and Security officers should be in possession of their respective PSIRA registrations.

Security officers need to be provided with adequate Uniform (Including bullet proof vests), Lighting, Shelter, Ablutions, Drinking water, Communication devices and Panic buttons.

An adequate Threat risk assessment needs to be conducted before any Security services can be provided.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.57 Hazardous Chemical Agents

Scope of application (HCA 2)
(1) Subject to the provisions of subregulation (2), these regulations apply to—

(a) an employer or a self-employed person who carries out work at a workplace which may expose any person to an HCA at the workplace; and

(b) a manufacturer, importer, supplier or retailer of an HCA that is intended for use at a workplace.

(2) The provisions of regulations 3(1), 6 and 7 do not apply to—

(a) a self-employed person; or

(b) a person who visits a workplace referred to in subregulation (1).

(3) The provisions of these regulations do not apply in the case where the Lead Regulations or Asbestos Abatement Regulations apply.

Information and training (HCA 3)
(1) 3. (1) Every employer who undertakes work which is liable to expose an employee to an HCA must, before any employee is exposed or may be exposed, after consultation with the health and safety committee established for that section of the workplace, provide that employee with suitable and sufficient information, instruction and training, as well as thereafter inform, instruct and train that employee at intervals as may be recommended by that health and safety committee.
(2) The information, instruction and training contemplated in subregulation
(1) must include—
(a) in regard to these regulations for HCAs—
(i) the chemical substance regulations that are in place that govern all aspects of HCA use at the workplace;
(ii) the legislated OELs that are in place; and
(iii) the duties of persons who are likely to be exposed to an HCA, as contemplated in regulation 4;
(b) details of the HCAs to which the employee is likely to be exposed at the workplace, including—
(i) the names of the HCAs and where they may be found in the workplace;
(ii) information on the potential harmfulness of the HCAs at the workplace; and

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(iii) significant findings of the HCA exposure assessment, as required by regulation 5(2);
(c) information on how to access the relevant SDSs;
(d) the information that each part of an SDS provides;
(e) the information that each part of the label on containers provides and why the information is being provided;
(f) the work practices and procedures that must be followed for the use, handling, storage, transportation, spillage and disposal of an HCA, in emergency situations, as well as for good housekeeping and personal hygiene;
(g) the necessity of personal air sampling, biological monitoring and medical surveillance;
(h) the need for engineering controls and how to use and maintain them;
(i) the need for personal protective equipment, including respiratory protective equipment, and its use and maintenance;
(j) the precautions that must be taken by an employee to protect themselves against health risks associated with exposure, including wearing and using protective clothing and respiratory protective equipment; and
(k) the necessity, correct use, maintenance and potential of safety equipment, facilities and engineering control measures provided.
(3) An employer must give written instructions of the procedures to be followed in the event of spillages, leakages or any similar emergency situations to the drivers of vehicles transporting an HCA.
(4) As contemplated in section 37(2) of the Act, the employer and mandatary must agree in writing to the arrangements and procedures between them to ensure compliance by the mandatary with information, instruction and training requirements specified in regulation 3.

Medical surveillance (HCA 7)

(1) An employer must ensure that an employee is under medical surveillance if—

(a) the employee may be exposed to an HCA listed in Table 4 of Annexure 2;

(b) the exposure of the employee to any chemical agent hazardous to his or her health is such that an identifiable disease or adverse effect to his or her health may be related to the exposure, there is a reasonable likelihood that the disease or effect may occur under the particular conditions of his or her work, and there are techniques to diagnose indications of the disease or the effect as far as is reasonably practicable; or

(c) the occupational health practitioner recommends that the relevant employee should be under medical surveillance, in which case the employer may call on an occupational medicine practitioner to ratify the appropriateness of such recommendation.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(2) In order to comply with the provisions of subregulation (1), the employer must, as far as is reasonably practicable, ensure—

(a) that an initial health evaluation is carried out by an occupational health practitioner immediately before or within 14 days after a person commences employment, where any exposure exists or may exist, which comprises—

(i) an evaluation of the employee's medical and occupational history;

(ii) a physical examination; and

(iii) any other essential examination which, in the opinion of the occupational health practitioner, is desirable in order to enable the practitioner to do a proper evaluation;

(b) that, subsequent to the initial health evaluation contemplated in paragraph (a), the relevant employee undergoes examinations as contemplated in paragraph (a)(ii) and (iii), at intervals not exceeding two years or at intervals specified by an occupational medicine practitioner.

(3) An employer may not permit an employee, who has been certified unfit for work by an occupational medicine practitioner, to work in a workplace or part of a workplace in which he or she would be exposed: Provided that the relevant employee may be permitted to return to work which will expose him or her, if he or she is certified fit for that work beforehand by an occupational medicine practitioner.

(4) The employer must record and investigate the incident contemplated in subregulation (3) in compliance with regulation 8 of the General Administrative Regulations.

Respirator zone (HCA 8)

An employer must ensure—

(a) that any workplace or part thereof under his or her control, where the concentration of an HCA in the air is or may be such that the exposure of an employee working in that workplace exceeds the restricted limit without the wearing of respiratory protective equipment, is zoned as a respirator zone;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(b) that a respirator zone is clearly demarcated and identified by a notice indicating that the relevant area is a respirator zone and that personal protective equipment as contemplated in regulation 11 must be worn there; and

(c) that no person enters or remains in a permanent respirator zone unless he or she is wearing the required personal protective equipment.

Records (HCA 9)

An employer must—

(a) keep records of the results of all assessments, air monitoring, and medical surveillance reports required by regulations 5, 6 and 7, respectively: Provided that personal medical records may be made available to only an occupational health practitioner;

(b) subject to the provisions of paragraph (c), make the records contemplated in paragraph (a), excluding personal medical records, available for inspection by an inspector;

(c) allow any person, subject to the personal written consent of an employee, to peruse the records with respect to that particular employee;

(d) make the records of all assessments and air monitoring available for perusal by the relevant health and safety representative or relevant health and safety committee;

(e) keep all records of assessments and air monitoring for a minimum period of 30 years;

(f) if the employer ceases activities, hand over or forward all records by registered post to the relevant regional director; and

(g) keep, for at least three years, a record of the investigations and tests carried out in terms of regulation 12(b) and of any repairs resulting from these investigations and tests.

Safety data sheet (HCA 14A)

(1) Subject to section 10(3)(b) of the Act and regulation 14, a safety data sheet for an HCA must be—

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(a) prepared by an importer or manufacturer before manufacture and, if this is not reasonably practicable, immediately after manufacture but before import: Provided that the safety data sheet is—

(i) GHS compliant;

(ii) classified for the HCA, in accordance with regulation 14;

(iii) reviewed at least once every five years;

(iv) amended whenever necessary to ensure that it contains correct and current information, aligned to its GHS classification required by regulation 14(c), which includes new data regarding the hazard presented by an HCA that changes its classification in a category or subcategory of a hazard class or results in its classification to another hazard class; and

(v) given the most recent applicable date, which may be the date of first issue, review or amendment;

(b) provided by a manufacturer or importer to—

(i) a supplier of the HCA to a workplace; and

(ii) any person who is likely to be affected by the HCA;

(c) provided by a supplier of the HCA—

(i) when the HCA is first supplied to the workplace;

(ii) if the SDS for the HCA is amended; and

(iii) to any person at the workplace if they request the SDS; and

(d) obtained by the employer from the manufacturer, importer or supplier of the HCA and provided to—

(i) any person who is involved in using, handling, or likely to be exposed to, the HCA at the workplace;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(ii) any person at the workplace who needs the information to assess risk related to health and safety;

(iii) any health practitioner who needs the information to treat a person who has been exposed to the HCA; or

(iv) an emergency service professional who requires the information to fulfil his duties as an emergency respondent.

(2) Paragraphs (a) and (b) of subregulation (1) do not apply to a manufacturer or importer of an HCA who has not manufactured or imported that HCA in the past five years.

(3) The information in the GHS compliant safety data sheet must be presented using the following 16 headings in the order given below, as may be updated from time to time:

(a) Section 1: identification of the substance/mixture and of the company/undertaking;

(b) Section 2: hazards identification;

(c) Section 3: composition/information on ingredients;

(d) Section 4: first-aid measures;

(e) Section 5: firefighting measures;

(f) Section 6: accidental release measure;

(g) Section 7: handling and storage;

(h) Section 8: exposure controls/personal protection;

(i) Section 9: physical and chemical properties;

(j) Section 10: stability and reactivity;

(k) Section 11: toxicological information;

(l) Section 12: ecological information;

(m) Section 13: disposal considerations;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(n) Section 14: transport information;

(o) Section 15: regulatory information; and

(p) Section 16: other information.

Control of exposure to HCA (HCA 10)

(1) An employer must ensure that the exposure of an employee is either prevented or, where this is not reasonably practicable, adequately controlled:

Provided that—

(a) where there is exposure for which there is a restricted limit, the control of the exposure must be regarded as adequate if the level of exposure is below that limit or if the relevant area is zoned and the level of exposure is reduced to below that restricted limit by means of adequate personal protective equipment only after the level has been reduced to as low as is reasonably practicable by any other means than personal protective equipment; or

(b) where there is exposure for which there is a maximum limit, the control of the exposure must be regarded as adequate if the exposure is at a level as low as is reasonably practicable below that maximum limit: Provided that in the case of temporary excursions above the control limit, the employer must ensure—

(i) that the excursion is without a significant risk from exposure;

(ii) that the excursion is not indicative of a failure to maintain adequate control;

(iii) that during the excursion, the area is temporarily demarcated and prescribed and identified as contemplated in regulation 8(b); and

(iv) that the provisions of regulation 11 are complied with.

(2) Where reasonably practicable, the employer must control the exposure of an employee by—

(a) limiting the amount of an HCA used, which may contaminate the working environment;

(b) limiting the number of employees who will be exposed or may be exposed;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(c) limiting the period during which an employee will be exposed or may be exposed;

(d) using a substitute for an HCA;

(e) introducing engineering control measures for the control of exposure, which may include—

(i) process separation, automation or enclosure;

(ii) the installation of local extraction ventilation systems to processes, equipment and tools for the control of emissions of an airborne HCA;

(iii) use of wet methods; and

(iv) separate workplaces for different processes; and

(f) introducing appropriate work procedures which an employee must follow where materials are used or processes are carried out which could give rise to exposure of an employee, and which procedures must include written instructions to ensure—

(i) that an HCA is safely handled, used and disposed of;

(ii) that process machinery, installations, equipment, tools and local extraction and general ventilation systems are safely used and maintained;

(iii) that machinery and work areas are kept clean; and

(iv) that early corrective action may be readily identified.

(3) An employer must ensure that the emission of an HCA into the atmosphere comply with the provisions of the National Environmental Management:

Air Quality Act, 2004 (Act No. 39 of 2004).

Personal protective equipment and facilities (HCA 11)

(1) If it is not reasonably practicable to ensure that the exposure of an employee is adequately controlled as contemplated in regulation 10, the employer must—

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(a) in the case of an airborne HCA, provide the employee with suitable respiratory protective equipment and protective clothing; and

(b) in the case of an HCA which can be absorbed through the skin, provide the employee with suitable non-HCA impermeable protective equipment.

(2) Where respiratory protective equipment is provided, the employer must ensure—

(a) that the relevant equipment is capable of controlling the exposure to below the OEL for the relevant HCA;

(b) that the relevant equipment is correctly selected and properly used;

(c) that information, instructions, training and supervision, which is necessary with regard to the use of the equipment, is known to the employee; and

(d) that the equipment is kept in good condition and efficient working order.

(3) An employer must, as far as is reasonably practicable—

(a) not issue any used personal protective equipment to an employee, unless the relevant protection equipment is decontaminated and sterilised;

(b) provide separate containers or storage facilities for personal protective equipment when not in use; and

(c) ensure that all personal protective equipment not in use is stored in only the place provided therefor.

(4) An employer must, as far as is reasonably practicable, ensure that all contaminated personal protective equipment is cleaned and handled in accordance with the following procedures:

(a) Where personal protective equipment is cleaned on the premises of an employer, care must be taken to prevent contamination during handling, transport and cleaning;

(b) where personal protective equipment is sent off the premises to a contractor for cleaning purposes, the equipment must be packed in impermeable containers;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(c) the impermeable containers must be tightly sealed and must have a clear indication thereon that the contents thereof are contaminated; and

(d) the relevant contractor must be fully informed of the requirements of these regulations and of the precautions that must be taken for handling contaminated personal protective equipment.

(5) Subject to the provisions of subregulation (4)(b), an employer must ensure that no person removes dirty or contaminated personal protective equipment from the premises: Provided that where contaminated personal protective equipment has to be disposed of, it is treated as HCA waste as contemplated in regulation 15.

(6) Subject to the provisions of the Facilities Regulations, an employer must, where reasonably practicable, provide an employee who is using personal protective equipment, as contemplated in subregulation (1), with—

(a) adequate washing facilities, which are readily accessible and located in an area where the facilities will not become contaminated, in order to enable an employee to meet a standard of personal hygiene consistent with the adequate control of exposure, and to avoid the spread of an HCA;

Maintenance of control measures (HCA 12)

An employer must ensure—

(a) that all control equipment and facilities provided in terms of regulations 10 and 11 are maintained in good working order; and

(b) that thorough examinations and tests of engineering control measures are carried out at intervals not exceeding 24 months by an approved inspection authority.

Prohibitions (HCA 13)

No person may, as far as is reasonably practicable—

(a) use compressed air or permit the use of compressed air to remove particles of an HCA from any surface or person;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(b) smoke, eat, drink or keep food or beverages in a respirator zone or permit any other person to smoke, eat, drink or keep food or beverages in that zone;

(c) use statements such as "non-toxic", "non-harmful", "nonpolluting" or "non-hazardous" or similar statements indicating the HCA as not hazardous, or any other statements that are inconsistent with the HCA's GHS classification on the label or packaging of any HCA; and

(d) manufacture, procure, use, handle or store within the workplace—

(i) a prohibited HCA as listed in Table 1 of Annexure 2;

(ii) ozone-depleting substances provided for in the Regulations regarding the Phasing-Out and Management of Ozone - Depleting Substances, published as Government Notice No. R. 351 of 8 May 2014; and

(iii) persistent organic pollutants prohibited by the Prohibition on the Import, Export, Possession, Acquisition, Sale, Use and Disposal of Agricultural Remedies, under section 7 of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947), published as Government Notice No. R. 862 of 29 July 2016.

Labelling, packaging, transportation and storage (HCA 14B)

(1) With regard to the labelling of an HCA—

(a) a manufacturer or importer of an HCA must ensure that the HCA is correctly labelled as soon as practicable after the HCA is manufactured or imported;

(b) a supplier of an HCA may not supply an HCA if it is not correctly labelled;

(c) a retailer of an HCA may not supply any consumer product containing an HCA to be used in a workplace if it is not correctly labelled; and

(d) an employer must—

(i) ensure that an HCA that is used, handled or stored at the workplace is correctly labelled;

(ii) ensure that a container labelled for an HCA is used for only the use, handling or storage of that HCA;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(iii) as far as is reasonably practicable, ensure that when an HCA is transferred or decanted at the workplace, from its original container into a destination container, the destination container is correctly labelled for that HCA; and

(iv) ensure that an HCA within pipework is identified by a label or sign or in any other suitable manner, on or near the pipework, subject to the following:

(aa) Where the product is a mixture of two or more HCAs, the intermediate or finished product name may be used for identification;

(bb) sampling, loading points or any other termination point of a pipe, where during normal operations an employee may be exposed to an HCA, must be identified; and

(cc) pipework, including the splitting of flanges, where an employee may be exposed during routine maintenance activities, should be identified as far as is reasonably practicable.

(2) Subject to the provisions of subregulation (1), an HCA is correctly labelled if the selection and use of label elements are in accordance with the GHS and if the HCA is packed in a container that has a label—

(a) that includes—

(i) the product identifier and, where applicable, the United Nations proper shipping name;

(ii) the chemical identity of all the ingredients contributing to the final GHS classification of the HCA;

(iii) the name, address, and business telephone number of the manufacturer or importer;

(iv) an emergency telephone number where support is available; and

(v) a signal word, hazard statement, precautionary statement and hazard pictogram consistent with the HCA's GHS classification, made in accordance with regulation 14; and

(b) that may include—

(i) the quantity of the HCA in the package, unless this quantity is specified elsewhere on the package;

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

(ii) the quantity of each HCA ingredient;

(iii) any information about the hazards, and first-aid and emergency procedures relevant to the HCA, not otherwise included in the hazard statement or precautionary statement;

(iv) first-aid measures; and

(v) an expiry date, where applicable.

Disposal of hazardous chemical agents (HCA 15)

An employer must, as far as is reasonably practicable—

(a) recycle all HCA waste;

(b) ensure that all HCA waste is classified and disposed of as waste in terms of the following legislation:

(i) The Waste Classification and Management Regulations, 2013, published as Government Notice No. R. 634 of 23 August 2013; and

(ii) the National Norms and Standards for the Assessment of Waste for Landfill Disposal, published as Government Notice No. R. 635 of 23 August 2013; and

(c) ensure that all collectable HCA waste is placed in containers that prevent the likelihood of exposure during handling;

(d) ensure that all vehicles, reusable containers and covers, which have been in contact with HCA waste, are cleaned and decontaminated after use in such a way that the vehicles, containers or covers do not cause a hazard inside or outside the premises concerned;

(e) ensure that all employees occupied in the collection, transport and disposal of HCA waste, who may be exposed to that waste, are provided with suitable personal protective equipment; and

(f) ensure that if the services of a waste disposal contractor are used, a provision is incorporated into the contract stating that the contractor must also comply with the provisions of these regulations.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Offences and penalties (HCA 16)

Any person who contravenes or fails to comply with any provision of regulation 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13,14, 14A, 14B, 14C or 14D shall be guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding six months and, in the case of a continuous offence, to an additional fine of R500 for each day on which the offence continues or additional imprisonment of one day for each day on which the offence continues: Provided that the period of such additional imprisonment shall in no case exceed 90 days.

3.58 Working in close proximity to Live apparatus

Principal contractors must at all times ensure that all relevant legislation and best practices are followed when working near large bodies of water

Ensuring that an adequate risk assessment is conducted and control measures implemented when work is conducted near or close to bodies of water. Control measures including but not limited to relevant barricading and terrain stability assessment should be put in place.

3.59 Routine on job observations

In line with Eskom requirements the Principal contractor site supervisor is responsible to conduct routine on site job observations.

Eskom will confirm if this requirement is adhered to through site visits and audits.

Requirements:

1. Have at least 4 job observations been done per month?
2. Has a task observation for operation of specialized vehicle mounted equipment taken place within the last 3 months?
3. Has all staff who "Work at heights" been observed at least once a year?
4. Have all staff who perform critical tasks been observed at least once a year whilst performing a critical task?

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

1. Acceptance

Mardo van Tonder	Contractor Safety Officer
Magda Wyngaardt	Contractor Safety Manager
Tom Hlatshwayo	ERE Supervisor

2. Revisions

Date	Rev.	Compiler	Remarks
July 2022	0	M van Tonder	Draw up SHE SPEC as per scope of work provided
August 2023	1	M van Tonder	Revised SHE SPEC to be scope specific to ERE repair and maintenance for Facilities

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

ANNEXURE 1 – FLASH REPORT

ACCIDENT / INCIDENT REGISTER NO :

PART 1 – TO BE COMPLETED FOR ALL ACCIDENTS / INCIDENTS:

ESKOM		PUBLIC		CONTRACTOR		CASUAL/TEMP	
POOL		COMPANY CAR		SCHEME		HIRED/PRIVATE	

FIRST AID		ELECTRICAL CONTACT	
MEDICAL		EQUIPMENT DAMAGE	
FATAL		THEFT	
LOST TIME INJURY		ENVIRONMENTAL	
OCCUPATIONAL DISEASE		FIRE	
VEHICLE ACCIDENT		NEAR MISS	
STORM DAMAGE		ON DUTY	
OTHER		OFF DUTY	
CRIME RELATED INCIDENTS			
PRIORITISATION BY LINE & SHE USING THE MATRIX Matrix.pdf			

NAME OF PERSON INVOLVED	
UNIQUE NUMBER OR IDENTITY NUMBER	
NATURE OF INJURIES SUSTAINED	
UNIT/SECTION/DEPARTMENT	
DATE OF ACCIDENT/INCIDENT	
LOCATION OF INCIDENT/ACCIDENT	
MANAGER/SUPERVISOR	
TELEPHONE NUMBER	

FULL DESCRIPTION OF ACCIDENT/INCIDENT :

WHAT IMMEDIATE ACTION IS TAKEN TO PREVENT SIMILAR INCIDENT IN FUTURE?

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

LESSON LEARNT (GENERAL)

IMMEDIATE PRELIMINARY FINDINGS OBSERVED

SUBSTANCE ABUSE TEST DONE	YES		NO	

PART 2 – TO BE COMPLETED FOR PUBLIC / CONTRACTOR / LIVESTOCK ACCIDENTS

LOW HANGING CONDUCTOR / CONDUCTOR ON GROUND		OTHER	
IRRIGATION PIPE INTO LINE			
TELKOM LINE INTO ESKOM LINE			
EXTERNAL / SUB-CONTRACTOR			
UNLAWFUL ENTRY / VANDALISM			
CRANE INTO LINE			
TREE ON LINE			
ESKOM VEHICLE INVOLVED			

PART 3 – TO BE COMPLETED FOR ALL VEHICLE ACCIDENTS

ESKOM DRIVER & UNIQUE NUMBER	
ESKOM VEHICLE REGISTRATION NUMBER	
DAMAGES TO ESKOM VEHICLE	
THIRD PARTY REGISTRATION NUMBER	
DRIVER OF 3RD PARTY VEHICLE	
TELEPHONE NUMBER OF 3RD PARTY	
NAME OF WITNESS	
WITNESS TELEPHONE NUMBER	

PART 4 – TO BE COMPLETED FOR ALL ELECTRICAL CONTACTS

DD SHEET NUMBER	
LINE CLEARANCE	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

SUB STATION AND NETWORK	
SECTION BREAKERS	
TEE LINE	
ESKOM VOLTAGE	
BEFORE THE METER	
BEYOND THE METER	

PART 5 – TO BE COMPLETED FOR ALL CRIME RELATED INCIDENTS

NAME OF INVESTIGATING OFFICER	
DATE , TIME REPORTED TO INVESTIGATING OFFICER	
ESTIMATED VALUE INVOLVED	
DESCRIPTION OF PROPERTY DAMAGE	
NAME OF POLICE STATION REPORTED TO	
DATE, TIME REPORTED TO SAPS	
PERSON REPORTING TO SAPS	

PART 6 – TO BE COMPLETED FOR ALL MEDICAL AND LOST TIME INJURIES

NAME OF ATTENDING DOCTOR	
NAME HOSPITAL TAKEN TO	
TELEPHONE NUMBER OF DOCTOR / HOSPITAL	
FAX NUMBER OF DOCTOR / HOSPITAL	
DATE OF TREATMENT RECEIVED	
TIME OF TREATMENT RECEIVED	

PART 7 – TO BE COMPLETED FOR ALL INCIDENTS / ACCIDENTS

FULL NAME OF PERSON REPORTING INCIDENT	
NAME OF SAFETY REP REPORTED TO	
TELEPHONE NUMBER	
FAX NUMBER	
DATE OF REPORTING INCIDENT / ACCIDENT	
TIME OF INCIDENT / ACCIDENT	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 2 – Transportation of people at the back of open vehicles

DISTRIBUTION
TECHNICAL INSTRUCTION

15 December 2011

Enquiries: Moniwa Mahlangu
Tel: (012) 421 6625

TECHNICAL INSTRUCTION: 11TI-027

ART: 21 – RISK MANAGEMENT

TRANSPORTATION OF PEOPLE AT THE BACK OF OPEN VEHICLES (BAKKIES)

Background

In the past years we have experienced fatalities where people were being transported at the back of open vehicles, this has had a major impact since these vehicles are not meant for the conveyance of people but material and tools instead and furthermore it is against existing laws in the country. It was also communicated through a technical instruction (10TI-012) issued on 26 March 2010 that the practice should be stopped, it was however observed that this practice still persists in the organization.

It is further expressed that all Eskom employees and contractors should ensure Zero Harm to employees whilst performing work and even travelling on a daily basis.

Instruction

In order to prevent these incidents and similar consequences, It is decided that no person will be transported in a vehicle that is not intended for the conveyance of people at all times. Therefore no one will be transported at the back of an LDV regardless of whether it is covered with a canopy.

This instruction should be implemented with immediate effect and be communicated to all the relevant parties.

This Technical Instruction is in accordance with Eskom's Policies & Procedure and applicable legislation.

Your commitment to Zero Harm to all is appreciated.

APPROVED BY: ..... DATE: 23/12/2011

A Noah
Chairperson – Distribution SHEQ Committee

ESKOM COPYRIGHT PROTECTED

Eskom

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

ANNEXURE 3 - TRAINING NEEDS MATRIX

Eskom	**CORE SAFETY, HEALTH AND ENVIRONMENT COMPETENCY TRAINING MATRIX**	**Template Identifier**	**240-43921898**	**Rev**	**4**
		Document Identifier	**240-89306315**	**Rev**	**1**
		Authorisation Date	**December 2019**		
		Review Date	**December 2024**		

Introduction:

This training matrix is to be read in conjunction with 32-477 (SHE Training and Development Procedure)

OU/BU		18	10	19	23	23	23	23	23	22	23	23	23	23	22	23	23	23	23	23
GM/PSM		4	1	1	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0
Required Training		22	11	20	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23
Training Compliance	**99.0%**	81.8%	90.9	95.0	100.0	100.0	100.0	100.0%	100.0	95.7%	100.0	100.0%	100.0	100.0	95.7%	100.0	100.0	100.0	100.0	100.0

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

			%	%	%	%	%		%		%		%	%		%	%	%	%	%
EMPLOYEE *(Name and surname)*	**DESIGNATION**	***Safety Induction Training***		***SHE Systems Training***				***General Health and safety***				***Construction SHE Management Training***			***Other OHS Training Requirements:***					
		Site Specific SHE Induction	Task Specific SHE Induction	ISO 14001 Environmental management system standard awareness	Occupational Health and Safety Assessment Series Awareness – OHSAS 18001: 2007	Occupational Health and Safety Assessment Series Implementation– OHSAS 18001: 2007	ISO 45001 Occupational Health and Safety Standard Awareness	General Health and Safety Awareness/ Introduction to Basic	Office Health and Safety	NEBOSH Occupational Health and Safety Management	SHE Training for Supervisors	Contracts Health and Safety Management Training for Tender	Contracts Health and Safety Management Training for Procurement	Contracts Health and Safety Management Training for Construction Clerk-of-works, Project Supervisors, Managers	First Aid	Fire Fighting	Safety representative	FAS and FAS Rescue	Fall Protection Planner	ETC.
		Done	Req	Req	Done	Done	Done	Done	Done	Req	Done	Done	Done	Done	Req	Done	Done	Done	Done	Done
		Req	Done		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
		Req	Done		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
		Req	Done		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
			Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
		Done		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 4 – Construction Evaluation Template

CONSTRUCTION EVALUATION TEMPLATE

PRINCIPAL CONTRACTOR DETAILS

Site Name & Address		**Telephone:**
Project Manager (Client)		**Telephone:** **Cell No :**
Principal Contractor		**Telephone:** **Cell No :**
Contractors		**Telephone:**
Construction Manager(Principal Contractor)		**Cell:**
Construction H&S Manager (Principal Contractor)		**Cell:**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Construction H&S Officer(Principal Contractor)		**Cell:**
Nature of Construction Work		
Project Commencement Date:		
Project Completion Date:		

Codes	Legal Requirements	Legal Ref	STATUS			What to look for??	Actions & Comments
			Y	N	N/A		
A1	SHE Policy	Sec. 07 OHS ACT				SHE Policy must be signed by the CEO of the company and dated.	
A2	Mandatory Agreement	Sec. 37(2)				A signed 37-2 agreement (new) by Client and Principal Contractor	
		Section 10 (4)				Is there an agreement of Client and/ or Supplier using third party equipment/ machinery on site	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

		32-726 (Annexure B)				Signed Annexure	
A3.1	Construction Work Permit OR	CR 3(6)				Annexure 1- Proof of Construction Work Permit from DoL	
A3.2	Notification of Construction Work	CR 4(1)				Completed & Signed Annexure 2 (by both parties). Proof of faxed Annexure 2 to DoL	
A4	H&S specification for the project	CR 5(b) CR5(1)(a)				Client Issued H&S Specification and Baseline Risk Assessment to be included in file	
A5	Total Number of employees on site	CR 5(1)(h)				Employee list	
A6	Letter of Good Standing	CR 5(1)(j)				A valid current FEM/COID letter of Good Standing, Number and expiry	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

						date	
A7	H&S Plan	CR7 (1)(a)				H&S Plan to be aligned to Clients H&S Specification.	

Codes	Appointments & Competencies	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
B1	CEO	Sec.16(1)				Letter of Appointment/ Resolution letter	
B2	CEO Assignee	Sec. 16(2)				Letter of Appointment	
B3	H&S Rep.	Sec. 17				Letter of appointment and proof of competency	
B4	H&S Committee Members	Sec. 19(3)				Letters of appointment	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

B5	First Aider	GSR 3(4)				Letter of appointment and proof of competency	
B6	Ladder Inspector	GSR 13A				Letter of Appointment & proof of competence	
B7	Incident Investigator	GAR 9(2)				Letter of appointment and a certificate in incident investigation e.g. RCAT	
B8	Appointment of Principal Contractor	CR 5(1) (k)				Letter of Appointment of Principal Contractor and competency	
B9	Construction Manager	CR (8) (1)				Letter of Appointment & proof of competency	
B10	Assistant Construction Manager	CR (8) (2)				Letter of Appointment & proof of competency	
B11	Construction H&S Officer (Full-time)	CR 8(5)				Letter of Appointment, Competency and SACPCMP Registration	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

B12	Construction Work Supervisor	CR 8(7)				Letter of Appointment & proof of competence	
B13	Assistant Constr. Work Supervisor	CR 8(8)				Letter of Appointment & proof of competence	
B14	Risk Assessor	CR 9(1)				Letter of appointment & proof of Risk Assessment course/training attended-Institution name	
B15	Fall Protection Planner	CR -10(1)(a)				Letter of appointment and proof of training	
B16	Temporary Work Supervisor	CR 12(2)				Letter of appointment and proof of competency	
B17	Crane supervisor (Tower Cranes)	CR22(a)				Letter of appointment and proof of competency	
B18	Training of Lifting Machine operator	DMR 18(11)				Certificates & permit to operate	
B19	Construction Vehicle & Mobile	CR 23(1)(d)(i)				Letter of appointment and course	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Plant operator					certificates/ Nationals driver licence (Check road worthiness of the construction vehicles on site)	
B20	Temporal Electrical Installation Inspector	CR24(d)				Letter of appointment and proof of competency	
B21	Electrical Machinery Inspector	CR 24(e)				Letter of appointment and proof of competency	
B22	Stacking & Storage	CR 28(a)				Letter of Appointment & proof of competence – a CV outlining experience with regards stacking and storage in the absence of any formal training.	
B23	Fire Equipment Inspector	CR29 (h)				Letter of appointment and proof of competency	
B24	Mobile Elevated Working platforms, Skyjacks: Operating certificates on	SANS				Operating Training certificates	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	file	1887:2007					
B25	Inspector of Lifting Machines &Tackle	DMR- 18 (5)				Proof of competency LMI &LME (DOEL and ECSA/ LEEASA) Accreditation Scope of approval	
B26	Load Test certificate	DMR- 18 (5)				Load Test certificate for Lifting machines and hand held powered lifting devices(lever hoists)Safe working load at 110% to be tested	
B27	Lifting machinery attaching devices and Lifting tackle 6 monthly examinations	DMR-18(6)				Proof of valid 6 monthly examination	
B28	Lifting tackle	DMR-				3 Monthly inspection reports by the Lifting tackle inspector (Not ECSA accredited	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

		18(10)(e)				person)	
B29	Lifting tackle inspector	DMR-18(10)(e)				Appointment and Competence approved ECSA accredited training	
B30	HCA Controller	HCA Regulations				Letter of appointment and proof of competence for Hazardous chemicals (Valid PCO for Vegetation Management)	
B29	Excavation Supervisor	CR13(1)(a)				Letter of appointment and proof of competency	
B30	Scaffolding Supervisor	CR16(1)				Letter of appointment and proof of competency	
Codes	**Risk Assessment**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	N	N/A		
C1	Risk Identification	CR 9(1)(a)				Risk Assessment template -Site specific risk identification	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

						Copy of Baseline Risk Assessment	
C2	Risk Analysis	CR 9(1)(b)				A documented method on how hazards and risks are evaluated and analysed e.g. matrices	
C3	Risk Control	CR 9(1)(c)				Documented Risk Mitigation/ Control plan Safe work procedures to mitigate, reduce or control the risks	
C4	Monitoring Plan/ Mechanism	CR 9(1)(d)				A monitoring plan- How are risks monitored. Note: during execution phase planned task observation at 4 per month by the supervisor, Working at Heights & Specialized Vehicle equipment	
C5	Monitoring /Observations	CR 9(1)(d				Schedule of observations 4 observations per month on the following Working at Elevated	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

						positions for all staff w@h annually , in the last 3 months Specialized vehicles Critical/High/ Extreme task	
C6	Review Plan	CR9(1)(e)				A review plan demonstrating the frequency of review of Baseline RA's(Date of review of the plan)	
C7	Task Manuals and Safe Work Procedures					Check for Review dates of Safe Work Procedures/ Task manuals	
Codes	**Fall Protection**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	N	N/A		
D1	Fall Protection Plan- Risk Assessment	CR 10(2) CR 10(2) (a)				Proof of: Hazards and risks associated with all work carried out at positions of elevation	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

D2	Risk Assessment	32-418				Risks to be considered refer to 3.3.2 (b) pg. 8&9 of 32-418: Working at Heights Procedure. Risk assessment to include the Rescue plan	
D3	Inspection, testing and maintenance of all Fall Protection Equipment	CR10(2)(d)				Procedure outlining the Inspection, testing and maintenance of all Fall Protection Equipment	
D4	Rescue Plan	CR10(2)(e)				Rescue Plan- procedure	
D5	FAS and Rescue Training	CR 10(2)(c)				Programme for the training of employees working from a Fall Risk position & records thereof. US:229995&229998	
D6	Work at height and rescue training must be provided by SETA approved instructors and service providers	32-418				Check training records against SETA approved service providers	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

D8	3.5.11 At least two persons per team have to be able to perform rescues if work at height is involved. All personnel trained to perform rescues will be trained to first aid Level 2.	32-418				Two rescuers per team &Proof of first aid level two training of rescuers.	
Codes	**Induction Training**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		
E1	Training Matrix/ Syllabus of the Company					Training analysis/Matrix	
E2	Proof of Eskom's Induction Training on file.					Proof of Eskom Induction conducted	
E3	Was Induction done by the Company?					Proof of Company Induction (Attendance register) & Contractor Induction Curriculum Content	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Codes	**Medical Surveillance**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		
FI	Crane operator's medical certificate of fitness	CR 22(f)				Medical Fitness certificates	
F2	Construction Vehicle & Mobile Plant Operator's medical certificate of Fitness	CR 23(1)(d)(ii)				Medical Fitness Certificate	
F3	Medical certificates for all employees	CR 7(8)				Medical Certificates of all employees in the project	
F4	Certificate of medical fitness	CR10(2)(b)				Evaluation of medical fitness of employees working at heights.	
Codes	**Procedures**	**Legal Ref**				**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

G1	Incident Management Procedure	32-95				Incident Management procedure to be aligned to 32-95, wrt reporting, recording, classification and investigation	
G2	Effective Evacuation Plan	CR 29(1)				Evacuation Plan (e.g. Check emergency number, appointments letters etc.)	
G3	Safe Work Procedures for all work performed at elevation to be contained in SHE plan.	32-418 Ref 3.3.2 (c)				Safe work procedure/s	
G4	Vehicle Safety Management	32-345				Vehicle Safety Management Procedure to be aligned to Eskom 32-345	
G5	Procedure for prevention of Fall into water &rescue plan of persons in danger of drowning	CR26(1)(a)				Procedure & Rescue Plan	
Codes	**ORHVS**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

H	Copies of Valid ORHVS certificates if work is to be done in any Eskom HV yard, substation or servitude authorized by the GMR 2(1)					Copies of valid ORHVS certificates and Authorisations	
Codes	**Security**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		
I1	PSIRA Registration	Sectoral Determination 6				Company PSIRA Registration	
I2	PSIRA Registration					Employee/ Security officer PSIRA Registration	
I3	PPE and Equipment					PPE Equipment signed issue Register (uniforms, bullet proof vest, panic buttons, two way radios etc.)	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Codes	**Consultation and Participation**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		
J 1	Statutory meetings/ Inspections reports	Sec 19, 17				Previous records of meetings from other projects, she representative reports	
Codes	**Principal Contractor to inform the client regarding use of contractors**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		
K1	Is the Principal Contractor using contractors?	32-136				List of contractors	
K2	Is the contractor's H&S Plan approved by the Principal Contractor (Client)					Copy of contractor's H&S plan , signed by the Principal Contractor	
Codes	**COVID-19 requirements**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

L1	Is there a COVID-19 Workplace plan	Clause 16.2 of the Directive				Policy must be signed by the CEO/ Senior Management of the company and dated.	
L2	Is there a COVID-19 Baseline Risk Assessment in the SHE file	Clause 16.1 & 16.6 of the Directive				Copy of Baseline Risk Assessment: (a) Risk Identification (b) Risk Analysis method how hazards and risks are evaluated and analysed e.g. matrices. (c) Documented Risk Mitigation/ Control plan. Review plan - demonstrating the frequency of review of Baseline RA's	
Codes	**Demolition Work**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		
M1	Supervisor for demolition work	CR14(1)				Appointment and Competency	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

M2	Structural Engineering Survey	CR 14(2)				Structural Engineering Survey conducted by Structural Engineer	
M3	Method Statement of the procedure how to dismantle the structures	CR14(3)				Method statement of the procedure how to dismantle the structures compiled by structural engineer that includes the amount of intervals the dismantling needs to be inspected for.	
Codes	**Asbestos Work**	**Legal Ref**	**Status**			**What to look for?**	**Actions & Comments**
			Y	**N**	**N/A**		
N1	Notification of Asbestos Work Note: (Not applicable in the case of Type 1 asbestos work.)	AAR 10				Completed & Signed Annexure 2 (by all parties). Proof of acknowledged receipt in writing of Annexure 2 from Department of Employment and Labour	
N2	AIA-approved and signed	AAR 15 &				Proof of Completed & Signed Plan of Work was submitted to Department of	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	asbestos work plan	AAR 13(d)				Employment and Labour The asbestos plan of work must be signed by the following: • Asbestos client (BU responsible manager) • RAC (Responsible Asbestos Contractor) • AIA (Approved Inspection Authority) The Plan of work should at least include contents of AAR 15 and Appendix A of 32-303	

Other SHE Specification Requirements				
FUNCTION REPRESENTATIVE	**SIGNATURE**	**DATE**	**% COMPLIANCE TO SHE SPECIFICATION**	
Signature of Eskom SHE Officer			**100% COMPLIANT**	
Signature of Project Co-ordinator				

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Signature of Principal Contractor Health and Safety Officer / Representative			**BELOW 100% COMPLIANT**	

(100% requirements met) - The file is FULLY compliant in all respects and the contractor may access the site and commence work.

(Less than 100% requirements met) - The file is non-compliant – The contractor may not have access to site or commence work. The contractor must rectify the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliance

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 5 – 37(2) Agreement Template

Eskom	**Occupational Health and Safety Act: Section 37(2) Agreement - Form**	**Template Identifier**	**240-43921804**	**Rev**	**5**
		Document Identifier	**240-77037682**	**Rev**	**6**
		Effective Date	**December 2020**		
		Review Date	**December 2025**		

SECTION 37(2) AGREEMENT

CONCLUDED BETWEEN

.....[*insert name of subsidiary or Eskom Holdings SOC Limited*]

AND

.....

(Name of contractor/supplier)

I, ……..[*(insert name of person representing contractor/supplier company*)representing …..... [*insert name of contractor/supplier*], do hereby acknowledge that …….. [*insert name of contractor/supplier*] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that …… [*insert name of contractor/supplier*] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service ……[*insert brief details of project/service, for example, name, contract/project number*] …….

and will comply with the requirements set out in these.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

I accept and agree that the SHE specifications constitute arrangements and procedures between …….. (*insert name of contractor/supplier)* and [*insert name of subsidiary or Eskom Holdings SOC Limited*] which will ensure compliance by …… [*insert name of contractor/supplier*] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this …….. day of ……..……..... 20 …… at

……..……. (*Place*)

(*Full name*)…… (*Signature*) ……on

behalf of …….. **(Contractor/supplier)**

Contractor Responsible Manager (*responsible for signing the contract on behalf of the contractor/supplier*)

Witnesses

- ……

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- ……..……

Signed this …… day of ……... 20 …… at …… (*Place*)

(*Full name*…….. (*Signature*) …… on

behalf of [insert name of subsidiary or Eskom Holdings SOC Limited]
(Contracts and/or Project Manager or Representative)

Witnesses

- ……..
- …….

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 6 - Principal Contractor 5(1)(k) Template

Eskom	**Principal Contractor 5(1)(k) Construction Regulations 2014 Appointment Letter**	**Document Identifier**	**240-64729708**	**Rev**	**7**
		Effective Date	**Aug 2021**		
		Review Date	**September 2026**		

I, (***Name & Surname of the appointer)*** the (***Designation of the appointer*)*** for (***Site name***) hereby appoint you ***(Add Appointee Name & Surname)*** being the Contractor's Representative for (**Add full company Name)** as **Principal Contractor** for ***(Scope of work)*** as per Construction Regulations 2014, Regulation 5(1)(k); to perform the following duties as prescribed by Construction Regulations 2014, Regulation 7(1) ; .

Designated Functional Responsibilities and Authority

In particular you are required amongst others, to ensure the following –

- provide and demonstrate to the client sufficient documented Health and Safety Plan based on clients documented health and safety specification contemplated in regulation 5(1)b of CR 2014
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act, which must be available on request to an inspector; the client, the client agent or a contractor;
- on appointing of any other contractor and ensure compliance with the provision of the Act as contemplated on regulation 7(1)c;
- ensure health and safety plan contemplated in regulation 7(1)(a) as well as contractors health and safety plan is available on request to an employee, inspector, a contractor ; the client or client's agent
- hand over a consolidated health and safety file to the client upon completion of the construction work;
- include and make available a comprehensive and updated list of all contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done
- ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- stop any contractor from performing a construction activity which poses a threat to the health and safety of persons and which is not in accordance with the client's health and safety specifications and the Contractor's Health and Safety Plan for the site.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

You are required to report any deviations from the above-mentioned instructions to me.

You shall submit a written weekly report on all shortfalls that have not been met in terms of these regulations.

This appointment is effective from ***(Add Start Date Here)*** until withdrawn by the (***Designation of the appointer**).***

…….. …….

Signature **Date**
(***Designation of the appointer**)***

Acceptance of Designation

I, ***(Add Appointee Name Here) (Add Unique number or ID number)***, hereby acknowledge and accept the above-mentioned appointment and declare that I am conversant with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993.

....

Principal Contractor CR 5 (1)(k) **Date**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 7 – Annexure B: Eskom Acknowledgement Form for OHS legal and other requirements

Annexure B: Acknowledgement Form for Eskom OHS legal and other requirements

NOTE: the supplier/contractor/tenderer has to ensure that he/she understands the OHS requirements listed hereunder.

- The **supplier/contractor/tenderer** is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following:
  - Eskom contractor Health and Safety requirements standards 32-136
  - OHS specification/requirements provided
  - Occupational Health and Safety Act 85 of 1993
  - Compensation for Occupational Diseases and Illnesses Act 130 of 1993

Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's OHS requirements (policies, procedures, standards etc).

2. Penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its contractor and/or supplier) pertaining to Eskom and/or Statutory OHS requirement/s.

4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and the company's

5. Management of Contractors/ Suppliers

The main contractor/supplier:

a. Has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers.
b. Has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work.
c. Has to ensure that contractors/ suppliers have adequate resources and competencies.
d. Is accountable for the management of its contractors/ suppliers in order to ensure that the applicable legal and Eskom requirements (that are applicable to the main supplier during contract execution) are complied with by the contractors or suppliers.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

e. The main supplier shall monitor contractors or suppliers through audits and assessments with regard to OHS compliance during the execution of the work.

f. The grounds for the termination of work done by contractors/suppliers shall be provided by the main supplier.

g. All non-conformances/non-compliance by the contractors/suppliers (all tiers) to the main supplier shall be dealt with directly with the main contractor/supplier in terms of performance and penalty processes.

h. Eskom reserves the right to verify this when deemed necessary. The contractor may be instructed to provide copies of testimonials/references and the contact detail of clients (including Eskom) for whom the Company has done previous work of a similar nature

I, the undersigned, hereby acknowledge that I have obtained copies of the above documents and confirm that I fully understand them and the consequences of non-compliance.

Signed at …… on …….. day of ……. 20……..

Company/Supplier Name: ----------

Name of Authorised person (CEO/Director/ Managing Director)

---------- **----------**

Signature **Date**

Witness 1 ……..

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Witness 2 ……

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 8 – Behavioural Observation Form

Behavioural Observation Form - Standard

Observer's Details				
Name of Observer:		Date of Observation:		
Duration of Observation (min) :		Task Grading of Observer:		
Operation Unit:		Observer's Dept./Area:		
Dept. observed:		Location/Area/PS/Unit:		
People Observed		**Group Observed**		
Number of people observed:		Employee:		**Co-Observers**
Number of people working safely:		Principal Contractor:		Co-Observer:
Number of people working unsafely:		Sub-Contractor:		Co-Observer:
		Visitor:		Co-Observer:

Type of activity Observed:

Safe behaviours and Safe Conditions Observed

Activity is:	Safe		(If block is selected - describe safe behaviours and conditions in above block)
	Unsafe		(If block is selected - Please identify the unsafe actions in the categories below)

Unsafe Categories

PPE	**Positions of People**	**Reactions of People**
☐ Ears	☐ Striking against or getting struck by	☐ Adjust PPE
☐ Eyes and face	☐ Caught in or between objects	☐ Change position
☐ Feet and Legs	☐ Fall/could fall	☐ Rearrange job
☐ Hands and Arms	☐ Contacting extreme temperatures	☐ Stop activity
☐ Head	☐ Inhaling or swallowing hazardous substances	**Orderliness/Housekeeping**
☐ Respiratory System	☐ Repetitive motion	☐ Not understood
☐ Trunk	☐ Awkward positions	☐ Not known
	☐ Electrical contact	☐ Not followed

Tools and Equipment	**Procedures**	
☐ In bad, unsafe condition	☐ Not adequate	☐ Not followed
☐ Not used correctly	☐ Not known	☐ Not understood
☐ Wrong for job		

Reasons for Unsafe Behaviours

☐ Not available	☐ Knowledge (training)
☐ Unaware of risk	☐ Not practical
☐ Uncomfortable	☐ Time pressure
☐ Cost	☐ Unclear responsibility
☐ Forgetting	

Comments/Follow-up Actions:

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 9 – Annexure D SHE Post-contract Reviews

The objectives and outcome of the OHS post-contract review shall be reflected in the contractual requirements for the supplier so that the supplier is aware of this exercise.

An evaluation will be conducted and will be supported by the objective evidence documented during the term of the contract. The evaluation report must be filed in the contract documents.

The following criteria (but not limited to) shall be considered for the review:

1. Accident and injury data for the contract.
2. OHS non-conformances.
3. Duration and effectiveness in addressing and closing out OHS deficiencies/corrective actions.

b) Legal compliance with OHS requirements.

c) Number of behavioural safety observations conducted by contract manager and the contractor supervisors.

d) Close-out of Incident Investigations.

e) No. of staff members (incl. subcontractors and suppliers) who contravened the Eskom Lifesaving rules.

f) Prohibition and contravention notices issued by Department of Labour/Dept. of Mineral Resources notices, Department of Environmental affairs etc.

g) Contributions and effort made to improve OHS performance

h) Contractor /Supplier (including its contractor) total number of incidents:

1. Fatalities,
2. Lost-time injuries,
3. reportable incidents (Department of Labour/Department of Mineral Resources/Department Environmental affairs)

The following matrix shall be used to assess the performance against the identified criteria. The OU/BU may add or remove KPI's to ensure practicality:

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

d) Contractor OHS KPI (Business units or Operating units must ensure alignment to the business KPI's)

Supplier's name: ……. **Project Ref number: …….**

Scope of work: …….

KPA	KPI	Weighting	Floor	Kick	Target	Stretch	Ceiling
1. Fatalities	1.) No of fatalities experienced for the fiscal year or the duration of the project if less than 12 months	40%	2	1	0	-1	-2
2. Lost time incidents / LTIR	1.) Lost time incidents/LTIR for the fiscal year the duration of the project less than 12 months	30%	4	3	2	1	0
3. OHS compliance	1.) Supplier average audit rating for the fiscal year the duration of the project less than 12	20%	1	2	3	4	5

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	months						
	2.) Supplier has closed out audit findings/non-conformances within a specified period.		80%	85%	90%	95%	10%
	3.) Eskom Safety rules violation for the fiscal year the duration of the project less than 12 months		40%	20%	0%	-20%	-40%
4. OHS improvement programme	1.) Supplier has implemented OHS interventions or initiatives to improve on the Health and Safety of employees	10%	60%	70%	80%	90%	100%
	2.) Supplier participate in Eskom's OHS interventions and programmes (Safety stand offs, OHS campaigns/events, cooperation, provide the required feedback or information etc)		60%	70%	80%	90%	100%

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

e) Post Contract Evaluation Report:

Unacceptable	**Satisfactory**	**Good**	**Exceptional**

Comments:

Decision:

Will this Supplier be Recommended for Future Work Within Eskom? Tick Applicable Column

Yes, With Reservations	**Yes**	**No**

Substantiate the reasons for reservation (if applicable):

Names and designations and contact details of persons that conducted the post contract review:

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Unacceptable	**Satisfactory**	**Good**	**Exceptional**

Administrative:

Performance record and evaluation data on this form have been completed by:

Client representative:

Name: _____ Title: _____

Signature: _____ Date: _____

Additional comments:

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 10 – TASK OBSERVATION FORM

1.

Task observer's name:………………………………………	Task observed / Scope of work: ………………………..………
Section / department: …………………………………………..	Location: ……………………………………………………….……..
Occupation:……………………………………………………	Is there a procedure for this task? ☐
Date: …………………………………	Procedure ref. no. ………………………………………………..
Time with task: ……………………………..	Work order no. …………………………………………….....

2. REASON FOR OBSERVATION

Planned ☐ Accident repeater ☐ Experience worker ☐ Risk taker ☐ Follow-up ☐ ☐

Name of employee/s being observed: _

_ _

_ _

_ _

3. TASK OBSERVATION

Did employee adhere to the procedure/practice requirements?	Yes	No	Could observed practices / conditions lead to:	Yes	No
1. Failure to use PPE			Injury:		
Ignore safety specifications			a) Risk of getting caught by		
3. Tools equipment:			b) Risk of striking against/get struck by		
a) used correctly			c) Risk of fall from same level		
1. In good and safe condition			1. Risk of fall from different level		
c) Test certificates valid and available			2. Risk of slip, trips and falls		
4. Toolbox Talk:			2. Illness (fumes, gas, etc.)		
a) Work instructions/task manuals used			3. Costs (delays)		
5. Complete Worker's register			4. Poor quality (non-conformance)		
6. Risk Assessment been done					
7. Valid work permits available					

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

4. NON COMPLIANCE PRACTICES OBSERVATION

	Yes	No		Yes	No
1. Working at unsafe speed			7. Failure to warn		
2. Using unsafe equipment			8. Taking chances		
3. Using equipment unsafely			9. Failure to identify hazards		
4. Unsafe loading, placing & lifting			10. Failure to secure lock-out		
5. Taking unsafe position			11. Safety signs ignored		
6. Safety rules ignored					

NOTE: ALL OBSERVED CLASS HAZARDS SHALL REQUIRE IMMEDIATE INTERVENTION

5. OBSERVED DEVIATIONS / NON-CONFORMANCES

6. AT RISK BEHAVIOURS

7. PROPOSED CONTROLS

Compile a procedure for this task	☐	Issue a standing instruction	☐
Revise present procedure	☐	Change work methods	☐
Retraining of employees	☐	Professional referral	☐
Engineering revision	☐	Coaching	☐

8. ANALYSIS

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	IAC – inadequate capability	☐	ABU – abuse or misuse / equip / drugs or alcohol	☐	MAIN – inadequate maintenance ☐
	KNO – lack of knowledge	☐	NAT – natural factors	☐	EQU – inadequate equipment ☐
	SKI – lack of skill	☐	LEA – inadequate leadership	☐	STA – inadequate work / train. Standards ☐
	STR – stress	☐	ENG – inadequate engineering	☐	WEA – wear & tear ☐
	MOT – improper motivation	☐	PUR – inadequate purchasing	☐	CON – inadequate control ☐

9.	**DISCUSSION BETWEEN SUPERVISOR/OBSERVER AND EMPLOYEE**	
	1. EMPLOYEE EXPLANATION FOR RISK BEHAVIOUR	
	2. AGREEMENT TO CHANGE AT RISK BEHAVIOUR	
10.	**FOLLOW-UP ACTION**	**WHEN / WHO**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Person being Observed signature: _____ Date: _____

Signature (Task Observer): _____ Date: _____

Signature Chairperson Safety Committee: _____ Date: _____

(if deviations were found)

NOTE 1: ALL PROPOSALS / REVISIONS MUST BE ATTACHED TO THIS REPORT

NOTE 2: THIS FORM SHOULD USED FOR UNPLANNED OBSERVATIONS CARRIED OUT ON NON CRITICAL TASKS

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 11 – Contractor SHE File Hand Back Record

Eskom	**CONTRACTOR SHE FILE HAND BACK RECORD**	**Document Identifier**	**240-76755865**	**Rev**	**1**
		Authorisation Date	**01 March 2014**		
		Review Date	**January 2019**		

Delete not applicable

*Contract / Project : _____

*Contract / Project Number: _____

I, _____ in my capacity as _____,
have received the SHE File for the above mentioned Contract / Project from:

Details of Contractor

Trading Name	
Company Registration Number	
Contact Person	
Contact Number	
Address	

The contents of the file include:

Note: member receiving to ✓ requirement for inclusion in file for project specific

Requirement	Minimum	In file

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Requirement ✓	
All drawings, photographs, designs	✓	
Copy SHE policy	✓	
Copy Letter of Good Standing	✓	
Sect 16(2) Appointment	✓	
Project / Contract scope of work	✓	
Project / Contract SHE plan	✓	
Principal Contractor Appointment	✓	
H & S Representative appointment	✓	
Safety Officer appointment	✓	
Construction Notification application	✓	
Construction Work Permit approval	✓	
Approved copy of specific SHE plan	✓	
Project Organisational Organogram	✓	
Breakdown for costing for SHE	✓	
Scope of Work	✓	
Competency Training records	✓	
Incident investigation records	✓	
Base Line Risk Assessments	✓	
Fall protection plan	✓	
Medical Certificates	✓	
Emergency Management plans	✓	
Fire Risk Management plans	✓	
First Aid Management	✓	
SHE Communication System	✓	
Pre start job assessment / talk	✓	
Relevant Equipment check lists	✓	
Audit reports		
•		
•		
•		
•		
•		
•		
•		

• Assessor to add additional project / contract specific requirements

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Comments by member receiving file:

_____

_____

_____

_____

SHE File handed in by:

Name: _____ **Signed:** _____

Date of Handover: _____

SHE File received by:

Name: _____ **Signed:** _____

Date Receiving: _____

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 12 – Tender Evaluation Template

Eskom	**Annexure C 4: OHS Tender Evaluation Template (Construction work)**	**Template Identifier**	**240-43921898**	**Rev**	**5**
		Document Identifier	**240-106084699**	**Rev**	**2**
		Effective Date	**May 2021**		

1. **Tenderer's / Supplier's name: …….** **Tender Ref number: …….**

Scope of work: ERE Facilities Technical Service and Maintenance

Ref.	**OHS Tender Returnable**	**Submission**	**Comments**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

		Y = Yes **N= No** **N/A = Not applicable**	
1	**Annexure B** Is the acknowledgement of **Eskom's OHS** legal and other requirements form signed and submitted by the tenderer?		
2	**OHS plan** (Must address the project /scope of work OHS risk(s) and aligned with the health and safety specification or requirements)		
3	**Costing for Health and Safety management** Has the tenderer submitted detailed costing for SHE (the cost should be broken down not provided as a lump sum)? - The costing must be based on the overall scope of work/service to be performed;		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Ref.	**OHS Tender Returnable**	**Submission** **Y = Yes** **N= No** **N/A = Not applicable**	**Comments**
	- The scope of work and the risk assessment may serve as a guideline.		
4	**Baseline Risk Assessment (BRA)** Identification, assessment and management of OHS risks related to the scope of work. The methodology and applicable risk matrix used for the risk assessment must be provided together with the BRA		
5	**Valid Letter of Good Standing** (COIDA or equivalent)		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Ref.	**OHS Tender Returnable**	**Submission** **Y = Yes** **N= No** **N/A = Not applicable**	**Comments**
6	**OHS policy signed by CEO** The submitted policy document must comply to OHS Act Section 7		
7	**OHS Competency** (Consider scope of work, risks, SHE plan and applicability) Appointments and Qualifications / certificates: 1. First aiders		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Ref.	**OHS Tender Returnable**	**Submission** **Y = Yes** **N= No** **N/A = Not applicable**	**Comments**
	2. CR 8(5) Full-time Construction Safety Officer (SACPCMP registered) 3. OHS Act Section 17 SHE Representative 4. HCA Controller 5. CR 9(1) Incident investigator 6. CR 10(1)(a) Fall Protection Plan Developer 7. DMR 18(11) Truck Mounted Crane Operator 8. CR 8(1) Construction Manager 9. CR 8(7) Construction Supervisor 10. Training of Working at Heights and Rescue for at		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Ref.	**OHS Tender Returnable**	**Submission** **Y = Yes** **N= No** **N/A = Not applicable**	**Comments**
	least two employees (US 229998 and 229995		
8	**Medical Fitness Certificates -** by Occupational Health Practitioner for any two employees or Medical Program		
	Recommendation		**Recommended or Not recommended.**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

***NOTE: For explanatory notes for the listed items (SHE requirements) please refer to 240 - 77433139 Annexure A: Supplier Risk Category**

1. Other requirements

Annotation: Populate additional OHS tender returnable(s) that are applicable to the scope of work and need to be evaluated prior to contract award. *This section must be deleted if not applicable*.

Ref.	**OHS Tender Returnable**	**Submission** **Y = Yes** **N= No**	**Comments**
1	**COVID-19 requirements:** 1. COVID-19 risk assessment 2. COVID-19 Workplace plan		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Ref.	**OHS Tender Returnable**	**Submission** **Y = Yes** **N= No**	**Comments**
	Recommendation		**Recommended /Not Recommended**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

……	……..	……..……..	……..
Eskom OHS Representative	**Designation**	**Signature**	**Date**

Development Team

Diane Maunatlala

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 13 – Working at Height On Job Observation Form

Eskom	**WORK AT HEIGHT ON JOB OBSERVATION FORM**	**Template Identifier**	**240-43921804**	**Rev**	**6**
		Document Identifier	**240-141493501**	**Rev**	**1**
		Effective Date	**January 2018**		
		Review Date	**January 2023**		

Unit/Area/Section: _____

Person being observed: _____

Observation done by: _____ Job Title: _____

Tick the correct task/activity in one of the boxes below: √

Planned	Ad hoc	Risk taker	Experienced worker	Accident repeater	Follow-up

Suspected use of drugs/alcohol?	Yes	No

Working from a Ladder	Working from Scaffolding	Working from a Cherry Picker	Working from a Crane in attached basket	Climbing and working on Lattice Structure	Climbing and working on Steel Mono pole	Climbing and working on Wooden pole	Working on top of a truck's load body	Working on a transformer

Visual inspection of FAS Unit	**YES**	**NO**	**N/A**	**Comments or observation**
All components of the FAS Unit shall be examined: • Full Body Harness • Twin Lanyard with Shock Absorber • Work Positioning Lanyard • Hooks • Attachment Slings • D-ring • Carabiners				

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Is the climber in possession of a FAS Rescue Kit?				
Is the climber working under the supervision of the rope access lead?				
Fitting/Adjusting FAS				
Locate and pick up by the dorsal D-ring and put the shoulder straps on from behind the shoulders				
Couple together the male and female parts of the quick-lock on chest strap and adjust tension				
Fit the waist belt and adjust to the correct waist size				
Fit the leg straps				
Connect the twin lanyard to the dorsal D-ring of the harness				
Fit the one connector of the work positioning lanyard to the left D-ring and the other connector to the right D-ring of the harness belt				
Co-worker/s check if the FAS is securely fastened around the wearer's body				
Not too tight and not too loose – measure between legs using 2 fingers				
Working from a ladder/PML				
Has the ladder been inspected before use?				
Has the ladder been secured at the bottom before climbing?				
Is the ladder on a ladder register?				
When ascending or descending from a ladder, the user shall hook the pylon hooks alternately onto the ladder rungs				
The user shall use the centre of the ladder to ensure proper balancing on the ladder				
Does the user secure the ladder at the top?				
Working on transformers – ground level				
When ascending/descending from the transformer using a short ladder – the ladder shall be secured at the bottom by another person				
If an anchoring point is available; ensure that the two big pylon hooks are hooked to the anchor point so that the user is anchored at all times				
If there are no suitable anchoring points, create one by using the attachment sling/s				
Attach the pylon hooks onto the sling/s				

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Alternatively; an approved portable lifeline can be used				
Working with climbing shoes/irons				
Check pole for rot				
Carry out a visual inspection of the climbing shoes or irons: • Hook (not bent) • Sharpness of spikes • Leather straps (not damaged) • Buckles (not damaged) • No cracks in the metal				
Take the climbing shoes/irons to the bottom of the pole. Put one foot on the footplate and fasten the leather straps around the foot and then repeat with the other foot				
Stand as close as possible to the pole, then loop the work positioning lanyard of the FAS Unit twice around the pole, keeping it crossed (Figure 8)				
Attach the connectors of the work positioning lanyard to the left and right D-rings of the waist belt				
Place the first climbing shoe hook around the pole as low as possible and place the second shoe hook around the pole above the first hook				
Use thumbs to move the crossed loop of the work positioning lanyard upwards, taking care to keep the loop crossed and as small as possible				
Is the user in possession of a rope-grab system and has a suitable anchor point been identified to anchor it on?				
When reaching the work position, ensure that the two big pylon hooks are hooked at all times to an anchor point				
To descend; slowly move down the pole in the same way you moved up				
Lattice Structures				
Is the steel structure fitted with climbing pegs?				
Is there safe access at the anti-vandal devices?				
Is the structure sound enough to be climbed?				
Does the climber have the correct PPE? i.e.: • Hat with short peak and chin strap				

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

• Safety glasses • Gloves • Shoes • Are all tools attached with lanyards? • Correct thermal underwear for climate of the day				
Has the correct method been adhered to for fastening the climbing hooks?				
Is there a device that controls the rate of descent?				
Emergency Plan and Rescue Plan				
Does the climber have or know of the site-specific approved Fall Prevention Plan?				
Does the climber know of the Emergency Plan?				
Is an active system being operated by another employee for the purpose of arresting the fall of a rope access worker?				
Access zone				
Has the area been determined where employees are at risk of falling, such as near a working edge?				

Deviations/Comments/Feedback:

……

……

Training needs identified: ……..

……

SIGNATURE : …….. **DATE:** ……..
Person being observed

SIGNATURE : …… **DATE:** ……..
Observer

SIGNATURE : …….. **DATE:** ……..
Chairman of H & S Committee

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 14 – Costing for OHS

Health and Safety Costing

ITEM	DESCRIPTION	Reference	UNIT	QUANTITY (1)	PRICE PER UNIT (2)	TOTAL (1)*(2)
1.	**Supply of all items of Personal Protective Clothing/Equipment & ensure use thereof for full compliance**					
1.1	Steel toe capped safety boots	General Safety Regulation 2: Personal Safety Equipment and Facilities and Asbestos Abatement Regulation 19: Personal protective equipment and facilities				
1.2	Appropriate protective clothing					
1.3	Gloves					
1.4	Colour coded hardhats [Blue for labourer, Red for First Aider, Green for SHE Reps and White for Supervisors and Managers]					
1.5	Ear protection (earplugs etc)					
1.6	Eye protection appropriate to task performed					
1.7	Induction tags/cards					
1.8	Dust masks					
1.9	Asbestos PPE					
1,10	Covid 19 PPE					
1.11	Luminous high visibility safety vests					
1.12	Any other: Contractor to specify : …Rain coats PPE……					
2.	**Performing work in a Fall Risk Position**					
2.1	Fall Protection Plan developer	Construction Regulation 10: Fall Protection				
2.2	Fall Protection Plan					
2.3	Fall protection equipment (Safety Harness)					
2.4	Fall Prevention equipment (Gaurdrails, barricading, achors)					
2.5	Evaluation of physical fitness of personnel working at heights					
2.6	Any other: Contractor to specify : …… ……					
3	**Barricading and Signage**					
3.1	Supply & install, including removal upon completion to ensure full compliance to legislation	Construction Regulation 13: Excavataion				
3.2	Rigid type barricading					
3.3	Temporary fence barricading along perimeter of excavated area					
3.4	Appropriate equipment/tools for excavation.					
3.5	Provision of all signage for all relevant activities in terms of latest revision of legislation	General Safety Regulation 2B: Display of substituted notices and signs				
3.5	Any other: Contractor to specify : …… ……					
4	**Related Training**					
4.1	Induction Training	Construction Regulations, General Safety Regulations, ORHVS, Driven Machinery Regulations, Asbestos Abatement Regulations				
4.2	First Aid Training					
4.3	Health and Safety Representative training					
4.4	Incident Investigator Training					
4.5	Hazard Identification & Risk Assessment Training					
4.6	Training of Personnel working at heights					
4.7	Operating for High Voltage systems					
4.8	Ladder Inspector Training					
4.9	Crane Operator Training					
4.1	Construction vehicle & Mobile plant Operator e.g. trucks, drills bakkies etc					
4.11	Training to operate Jackhammer, etc					
4.12	Fire Fighting Training					
4.13	Any other: Contractor to specify : Asbestos Awareness ……					
5	**Safety Management System**					
5.1	Implementation of Health and Safety Management System on site as detailed in OHS Plan and associated documentation	Construction Regulation 7: Duties of Principal Contractor and contractor, 32-726: SHE Commercial Process, PLCM				
5.2	Availability of Principal Contractor resources & systems. Provision of monthly audits to ensure compliance to Client and Legaslative requirements. Submission of monthly statistical data and audit reports to Client					
5.3	Site close out and OHS file submission					

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

HEALTH AND SAFETY WORKS Cont.

ITEM	DESCRIPTION		UNIT	QUANTITY (1)	PRICE PER UNIT (2)	TOTAL (1)*(2)
6	**Occupational Hygiene**					
6.1	Health Risk Assessment	Noise Induced Hearing Loss Regulations, Asbestos Abatement Regulations, Hazardous Chemical Substances Regulations, Constructio Regulation 14: Demolition Work				
6.2	Occupational Hygiene Surveys					
6.2.1	Ergonomics					
6.2.2	Dust survey (asbestos analysis and reporting to DEL)					
6.2.3	Noise survey for all noise generating equpment					
6.2.4	Structural Engineer Survey					
6.2.5	Any other: Contractor to specify:					
7	**Medical Screeining**					
7.1	Medical Screeining (pre, post and during) done by Occupational Health Practitioner	Construction Regulation 7(8), Noise Induced Hearing Loss Regulations, Asbetsos Regulations, Hazardous Chemical Substances Regulations				
8	**Transport**					
8.1	Transportation of employees in compliance with the Transportation of employees procedure	Construction Regulation 23(2) (i) & (j): Construction Vehicles and Mobile Plant				
9	**Human Resources**					
9.1	Appointment of a Full-Time Construction Safety Officer	Construction Regulation8(5): Management and Supervision of Construction work, Asbestos Abatement Regulations, Construction Regulation 14: Demolition Work				
9.2	Structural Engineer (For any dismantling/ demolition activities)					
9.3	Approved Asbestos Inspection Authority (AIA - Asbestos Work)					
9.4	Registered Asbestos Contractor (RAC - Asbestos Work)					
9.5	Any other: Contractor to specify:					
					TOTAL	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Annexure 15 – Notification of Asbestos (According to AAR – Annexure 2)

NOTIFICATION OF ASBESTOS WORK
Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
(Regulation 10 of the Asbestos Abatement Regulations, 2020)

1 (a) Name and registration number of the registered asbestos contractor**:
_____
_____
(b) Physical address of the registered asbestos contractor:
_____
_____
(c) Name and phone number of the contact person of the registered asbestos contractor:
_____
_____
2. (a) Name of asbestos client: _____
_____
(b) Name and phone number of the contact person of the asbestos client:
_____
_____
3. (a) Name of approved asbestos inspection authority (AIA)** and its Department of Employment and Labour AIA registration number: _____
_____
(b) Name and phone number of the contact person of the approved inspection authority:
_____
_____
4. Exact location/address of where the asbestos work will be done: _____
_____
GPS co-ordinates: S_____ E _____
5. Type and volume of asbestos to be removed/repaired (as applicable):
_____
6. Expected commencement date: _____
7. Expected completion date: _____

_____ _____
Registered Asbestos Contractor** Date

_____ _____
Asbestos Client Date

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

The completed document must be sent to the Chief Director: Provincial Operations of the province where asbestos work is to take place, seven days prior to commencement of asbestos work.

**** Not applicable in the case of Type 1 asbestos work.**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.