

Title: **SHE Specification for PAS
Maintenance work**

Document Identifier: **240-504T**

Alternative Reference
Number: **Not Applicable**

Area of Applicability: **Eskom RoteK Industries
SOC Ltd**

Functional Area: **Construction Services
Property Administration
Services**

Revision: **0**

Total Pages: **60**

Next Review Date: **March 2026**

Disclosure
Classification: **Controlled Disclosure**

Compiled by



**JM Mgcina
CS SHE Officer**

Date: 09/03/2023

Functional Responsibility



**Tim Modipa
Facilities Manager**

Date: 09/03/2023

Authorised by



**Nyakallo Tema
Property
Administration Manager**

Date: 09/03/2023

Content

	Page
1. INTRODUCTION	8
2. SUPPORTING CLAUSES	8
2.1 Scope	8
2.1.1 Purpose	8
2.1.2 Applicability	9
2.1.3 Effective Date	9
This document shall be effective once authorised.	9
2.2 Normative/Informative References	9
2.2.1 Informative	10
a) ISO 45001 Safety Management Systems 2018	10
b) ISO 9001 Quality Management Systems.2015	10
2.3 Definitions	Error! Bookmark not defined.
2.4 Abbreviations	16
2.5 Roles and Responsibilities	17
2.5.1 Commitment	17
Visible commitment is essential to provide 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.	17
2.5.2 Principal Contractor and appointed Contractors	17
2.5.3 Construction Managers/ Contract Managers shall:	22
2.5.4 Contractor site supervisor or Contract Supervisor	23
2.5.5 Employees	24
2.5.6 Contractor Health and Safety officer shall:	25
2.5.7 Related/Supporting Documents	26
3. Specification	26
3.1 Legal Compliance	26
3.1.1 Section 37(2) (Legal) Agreement	26
3.1.2 Hazardous work by children (Child Labour)	26
3.1.3 OSH Act	27
3.1.4 Legislative compliance	27
3.1.5 Eskom Rotek industries Requirements	28
3.1.6 Construction Regulation requirements	28
3.1.7 Notification of Construction Work	28
3.1.8 SHE Policy	28
3.1.9 Costing of SHE within the project	29
3.2 Statutory Appointments	29
3.3 Non-statutory appointments	30

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.4	Eskom Rotek Industries lifesaving rules	30
3.5	Substance Abuse	31
3.6	Contractor Organisational Structure.....	32
3.6.1	Principal contractor Organogram	32
3.7	Appointed Contractors Organogram	32
3.8	Risk assessment	32
3.9	Safe work procedure/Method statement	35
3.10	Covid-19 Requirements	35
3.11	Construction Sites	36
3.12	Fire Equipment's Maintenance.....	36
3.13	Flammable and Combustible liquids	37
3.13.1	Refuelling at Construction Site	37
3.14	First aid Equipment	37
3.15	First aid equipment's contents	38
3.16	SHE Communication System.....	39
3.17	Statutory health and safety Committee	39
3.18	None- statutory health and safety committees.....	40
3.19	Agenda	40
3.20	Minutes and action items for all health and safety committee meetings.....	41
3.21	Tool box talks / Daily team talks / pre job meetings	42
3.22	SHE Training	42
3.23	Induction Training	42
3.24	Site specific induction training	43
3.25	Visitors to site induction	43
3.26	General Training.....	43
3.27	Contractor Site Establishment.....	44
3.28	Site roads and Traffic Management	46
3.29	Construction Vehicles Safety	46
3.30	Housekeeping	47
3.31	Stacking and Storage / Stockpiling of Materials.....	48
1.2	Workplace Signage and Colour Coding	48
3.32	Tools and Equipment	49
3.33	Hand tools	50
3.34	Ladders	50
3.35	Scaffolding.....	51
3.36	Auditing	51
3.36.1	Approval and compliance of principal contractor SHE plan.....	51
3.36.2	Eskom Rotek Industries SHE audits	51
3.36.3	Contractor audits.....	52
3.37	Smoking	52
3.38	Cellular Phones	52
3.39	Occupational health, Hygiene and Rehabilitation	52
3.40	Medicals	52
3.41	Working at heights.....	53

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.41.1 General Requirements	53
3.42 Risk assessments	55
3.43 Safe Work procedures/Operating.....	55
3.44 Personal Protective Equipment Requirements	55
3.45 Incident investigation.....	56
3.46 Emergency Management	56
3.47 Non-Conformance and Compliance.....	56
3.48 SHE File	57
3.49 Work stoppage	57
3.50 Hours of Work	58
3.50.1 Normal Work hours	58
3.50.2 Night Work	58
3.50.3 Overtime.....	58
3.51 Security	59
3.52 Omission from Safety and Health Requirements Specification	59
3.53 Contract Sign off.....	59
3.54 Process for Monitoring	59
3.55 Related/Supporting Documents	59
4. ACCEPTANCE	59
5. REVISIONS	60
6. DEVELOPMENT TEAM	60
7. ACKNOWLEDGEMENTS.....	60

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

1. INTRODUCTION	8
2. SUPPORTING CLAUSES	8
2.1 Scope	8
2.1.1 Purpose	8
2.1.2 Applicability	9
2.1.3 Effective Date	9
This document shall be effective once authorised.	9
2.2 Normative/Informative References	9
2.2.1 Informative	10
a) ISO 45001 Safety Management Systems 2018	10
b) ISO 9001 Quality Management Systems.2015	10
2.3 Definitions	Error! Bookmark not defined.
2.4 Abbreviations	16
2.5 Roles and Responsibilities	17
2.5.1 Commitment	17
Visible commitment is essential to provide 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.	17
2.5.2 Principal Contractor and appointed Contractors	17
2.5.3 Construction Managers/ Contract Managers shall:	22
2.5.4 Contractor site supervisor or Contract Supervisor	23
2.5.5 Employees	24
2.5.6 Contractor Health and Safety officer shall:	25
2.5.7 Related/Supporting Documents	26
3. Specification	26
3.1 Legal Compliance	26
3.1.1 Section 37(2) (Legal) Agreement	26
3.1.2 Hazardous work by children (Child Labour)	26
3.1.3 OSH Act	27
3.1.4 Legislative compliance	27
3.1.5 Eskom Rotek industries Requirements	28
3.1.6 Construction Regulation requirements	28
3.1.7 Notification of Construction Work	28
3.1.8 SHE Policy	28
3.1.9 Costing of SHE within the project	29
3.2 Statutory Appointments	29
3.3 Non-statutory appointments	30
3.4 Eskom Rotek Industries lifesaving rules	30
3.5 Substance Abuse	31
3.6 Contractor Organisational Structure	32
3.6.1 Principal contractor Organogram	32

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.7	Appointed Contractors Organogram	32
3.8	Risk assessment	32
3.9	Safe work procedure/Method statement	35
3.10	Covid-19 Requirements	35
3.11	Construction Sites	36
3.12	Fire Equipment's Maintenance.....	36
3.13	Flammable and Combustible liquids	37
3.13.1	Refuelling at Construction Site	37
3.14	First aid Equipment	37
3.15	First aid equipment's contents	38
3.16	SHE Communication System.....	39
3.17	Statutory health and safety Committee	39
3.18	None- statutory health and safety committees.....	40
3.19	Agenda	40
3.20	Minutes and action items for all health and safety committee meetings.....	41
3.21	Tool box talks / Daily team talks / pre job meetings	42
3.22	SHE Training	42
3.23	Induction Training.....	42
3.24	Site specific induction training	43
3.25	Visitors to site induction	43
3.26	General Training.....	43
3.27	Contractor Site Establishment.....	44
3.28	Site roads and Traffic Management	46
3.29	Construction Vehicles Safety	46
3.30	Housekeeping	47
3.31	Stacking and Storage / Stockpiling of Materials.....	48
1.2	Workplace Signage and Colour Coding	48
3.32	Tools and Equipment	49
3.33	Hand tools	50
3.34	Ladders	50
3.35	Scaffolding.....	51
3.36	Auditing	51
3.36.1	Approval and compliance of principal contractor SHE plan.....	51
3.36.2	Eskom Rotek Industries SHE audits	51
3.36.3	Contractor audits.....	52
3.37	Smoking	52
3.38	Cellular Phones	52
3.39	Occupational health, Hygiene and Rehabilitation	52
3.40	Medicals	52
3.41	Working at heights.....	53
3.41.1	General Requirements.....	53
3.42	Risk assessments	55
3.43	Safe Work procedures/Operating.....	55
3.44	Personal Protective Equipment Requirements	55

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.45 Incident investigation.....	56
3.46 Emergency Management.....	56
3.47 Non-Conformance and Compliance.....	56
3.48 SHE File	57
3.49 Work stoppage	57
3.50 Hours of Work	58
3.50.1 Normal Work hours	58
3.50.2 Night Work	58
3.50.3 Overtime.....	58
3.51 Security	59
3.52 Omission from Safety and Health Requirements Specification	59
3.53 Contract Sign off.....	59
3.54 Process for Monitoring	59
3.55 Related/Supporting Documents	59
4. ACCEPTANCE	59
5. REVISIONS	60
6. DEVELOPMENT TEAM	60
7. ACKNOWLEDGEMENTS.....	60

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

1. INTRODUCTION

Eskom Rotek industries responsibility and commitment is to ensure a safe working environment , comply with Safety, Health, Environmental and Quality Policy, along with legislative obligations.

This SHE specification is the **ESKOM ROTEK INDUSTRIES** minimum requirements required to meet the contract specification for the **Construction Services PAS Maintenance work**, and for the duration of the contract period by contractors and where required by the organisation

The contractor is required to develop the SHE plan which meet the requirements of this SHE specification and other applicable legislative requirements.

Eskom Rotek Industries in no way assume the contractor's legal responsibilities. The contractor 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 Rotek Industries 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 Rotek Industries requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

2.1.1 Purpose

The aim of this document is to provide a standardised approach to the compilation of SHE specifications throughout ERI for contracts, standards and Government regulations.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends conduct work for Eskom Rotek Industries PAS Maintenance work.

2.1.3 Effective Date

This document shall be effective once authorised.

2.2 Normative/Informative References

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

- a) Basic Conditions of Employment Act No 75 of 1997.
- b) Occupational Health and Safety Act and Regulations No 85 of 1993.
- c) National Environmental Management Act 107 of 1998.
- d) National Road Traffic Act 93 of 1996.
- e) Accident incident Management 32-95
- f) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- g) 240-100093892 Outbreak, Pandemic or Epidemic Disaster Response Plan
- h) Guidelines for Containment/Management of the Corona Virus (COVID-19) 240-154240017
- i) Guidelines on management of vulnerable employees during COVID-19 Pandemic 240-155326818
- j) Committee of Land Transport Officials (COLTO)
- k) Environmental Conservation and Forest Act and Regulations 73 of 1989
- l) Applicable South African National Standards (SANS)
- m) E-105 Eskom Rotek Industries Substance Abuse Procedure.
- n) 32-136 Contractor Health and Safety Requirements
- o) 240-94025981 Life- saving Rules
- p) 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- q) 32-727 SHEQ Policy
- r) 32- 418 Working at Heights Procedure
- s) 240-62946386 Vehicle and Driver Safety Management Procedure
- t) 240-94077465 Rev 3 Environmental Aspects and Impacts, Occupational Health and Safety Hazard identification Risk Assessment Procedure
- u) Plant Safety Regulations.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

- v) 32-846 Operating Regulations for High – Voltage Systems (ORHVS)

2.2.1 Informative

- a) ISO 45001 Safety Management Systems 2018
- b) ISO 9001 Quality Management Systems.2015
- c) ISO 14001 Environmental Management Systems :2015
- d) Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- e) SANS 1186 Symbolic Safety Signs
- f) DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)
- g) Constitution of the Republic of South Africa No 108 of 1996
- h) DMN 34-110 Operating A Vehicle Mounted Crane
- i) DMN 34-1981 Excavations.

2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor.
Baseline risk assessment	(240-94026665) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business.
Business unit (BU)	Means any defined unit within the Eskom Rotek Industries 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 Rotek Industries division and its subsidiaries.
Client	(OHS Act) Eskom Rotek Industries 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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

Definition	Explanation
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 - The construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. - Te 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
Virus	Means the SARS-CoV-2 virus;
Controlled disclosure	Controlled disclosure to external parties (either enforced by law or discretionary).
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment.
Disaster Management Act	Means the Disaster Management Act, 2002 (Act No. 57 of 2002

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

Definition	Explanation
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. Macro-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 preferably form part of ERI's Environmental Management System.
Eskom Rotek Industries requirements	Eskom Rotek Industries 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

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

Definition	Explanation
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified.
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
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	(240-94025981) 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.
Accident	Any unplanned event, arising out of, and in the course of, an Eskom or contractor employee's employment and resulting in human injury, illness, or death of the employee, as well as death of, or injury to, any member of the public or damage to property.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

Definition	Explanation
Incident	is an occurrence, condition or situation in the course of work that resulted in or could have resulted injuries illness, or damage
Nearmiss	Any OHS event that did not result in human injury, illness or damage but had the potential, under different circumstances, to cause human injury, illness or damage.
Property damage	Damage to property or equipment, the environment or production losses
Competent person	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).
Incident investigation Chairman	Means any person appointed in writing to chair incident investigations
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment.
Organisation	May be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects.
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task.
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom Rotek Industries for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

Definition	Explanation
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom Rotek Industries 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 Rotek Industries 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 Rotek Industries, directly or indirectly.
Service provider	Any private person or legal entity that provides any service(s) to Eskom Rotek Industries 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	240-94013684 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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom RoteK Industries) Customer Network Centre
CR	Construction Regulations of the OHS Act
COVID-19	Means Coronavirus Disease 2019
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
HCS	Hazardous Chemical Substances
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

CONTROLLED DISCLOSURE

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 RoteK Industries SOC Ltd

2.5 Roles and Responsibilities

2.5.1 Commitment

Visible commitment is essential to provide 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.

2.5.2 Principal Contractor 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:

- a) 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.
- b) 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 4 of the Construction Regulations (if this has not been arranged and or done by the client/agent);
- c) 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;
- d) 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 Rotek Industries Project Manager.
- e) 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.
- f) Ensure that the minimum legislative, regulatory and Eskom Rotek Industries SHE requirements are complied with on all work sites.
- g) Give the ERI **AME (Asset Management Execution)** project managers and line managers / responsible managers their full participation and cooperation.
- h) Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site and for scope of work.
- i) The principal contractor **must hand over a consolidated** (to include any appointed contractors files) health and safety file to the ERI project manager on

CONTROLLED DISCLOSURE

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.

- j) **Contractors** must handover a **consolidated (to include any appointed contractors files) health and safety file** to the Principal contractor / Client 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.
- k) The principal contractor must provide the SACPCMP registered 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 Rotek Industries project manager with all the valid letters of good standing from their appointed contractors.
- l) 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.
- m) Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
- n) 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.
- o) Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
- p) 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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

- q) 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.
- r) Take reasonable steps to ensure cooperation between all their appointed contractors.
- s) Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- t) 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 Construction manager or Construction supervisor during performance of the contracted work.

- u) Ensure that the Construction supervisor or Construction 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.

Note 4: If a sufficient number of competent employee(s) have been appointed to assist the construction supervisor, the construction supervisor may not supervise more than one site.

- v) Appoint a full time safety officer or construction safety officer (**registered with SACPCMP**) in writing.
- w) 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;
- x) Follow a process of disciplinary action if any of their employees or their appointed contractor employees has transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- y) 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.
- z) Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in

CONTROLLED DISCLOSURE

writing with a view to identify hazardous and potentially hazardous work operations.

- aa) 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.
- bb) Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- cc) Provide any appointed contractor who is making a bid or is appointed to perform work on ERI's behalf, with the relevant sections of the documented ERI SHE Specification.
- dd) Principal contractors are required to approve appointed sub-contractor's health and safety plans if they meet all the requirements.
- ee) Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- ff) 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.
- gg) 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.
- hh) 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.
- ii) 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.**
- jj) 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;

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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 and to ensure that visitors induction is conducted.

- kk) Erect (Site Establishment) **their 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 Rotek Industries project manager and the relevant site safety and fire prevention requirements;
- ll) On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.
- mm) 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.
- nn) Respect the rights of land owners/lessors and the preservation of their registered activities;
- oo) Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- pp) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

Note 6: Eskom Rotek Industries 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.

- qq) 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;
- rr) Ensure that **all incidents are reported and investigated** timeously by competent incident investigators. **Full investigation to be done by Principal Contractor with Eskom Rotek Industries representative and copies of all reports, COIDA documents, Medical Documents and actioned proof documents on findings and lessons learned to be provided to the Project Manager of AME, Prior completion of project on site.**
- ss) Be involved in all of their appointed contractor's investigations.
- tt) Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.

CONTROLLED DISCLOSURE

- uu) Chair their own health and safety committee meetings and record such meetings.
- vv) 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.
- ww) When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- xx) 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 Rotek Industries Project Manager.

2.5.3 Construction Managers/ Contract Managers shall:

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

- a) Not supervise construction work on any construction site other than the site they have been appointed to supervise;
- b) Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
- c) 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;
- d) Ensure that the minimum legislative and ERI SHE requirements are complied with on all work sites;
- e) 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;
- f) Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- g) Inspect such PPE on a regular basis and record the inspections;
- h) Ensure that all incidents are reported to the client and are investigated.
- i) Be involved in all investigations that occur within their area of responsibility.
- j) Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
- k) Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
- l) 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.
- m) 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;
- n) 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;

CONTROLLED DISCLOSURE

- o) 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.
- p) 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;
- q) 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.
- r) 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.
- s) 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).
- t) 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.
- u) 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.

2.5.4 Contractor site supervisor or Contract Supervisor

Must:

- a) Be competent to perform the required supervisory tasks;
- b) Ensure their employees and all appointed contractors comply with the required statutory and Eskom Rotek Industries project requirements;
- c) Inspect all work done by the Contractors to ensure adherence to ERI's standards and specifications
- d) Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- e) Monitor contractors for adhere to statutory requirements and safety standards.
- f) Monitor contractors overall SHE performance on site in order to achieve excellent results.
- g) 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.
- h) Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom Rotek Industries project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
- i) Ensuring that quality records are maintained in accordance with legislative and Eskom Rotek Industries requirements;

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

- j) Continual liaison between the principal contractor, appointed contractors and employees.
- k) Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom Rotek Industries:
- l) Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- m) Submit the observation reports to the relevant management.
- n) Have meaningful participation in the project statutory health and safety committee meetings.
- o) Participate in all appointed contractor incident investigations.
- p) Participate in the principal contractors emergency preparedness planning.
- q) Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
- r) Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
- s) Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

2.5.5 Employees

Must:

- a) Be responsible for their own safety and health and that of their co-workers;
- b) Co-operate with their employer to meet all of the employer's as well as legislative and Eskom Rotek Industries requirements;
- c) Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - 1. familiarising themselves with their workplaces and safety and health procedures;
 - 2. Working in a manner that does not endanger them or cause harm to others;
 - 3. Ensuring that the work area is kept tidy;
 - 4. Reporting all incidents and near misses;
 - 5. Protecting fellow workers against injury by performing job observations;
 - 6. Reporting unsafe acts and unsafe conditions;
 - 7. Reporting any situation that may become dangerous; and
 - 8. Carrying out lawful orders and obeying safety and health rules;
- d) 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 ERI's project manager or supervisor immediately.
- e) 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.
- f) Obey any safety signs and adhere to any site demarcation at all times.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

- g) 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.
- h) Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom Rotek Industries requirements, company requirements, or legislative requirements.
- i) 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.
- j) Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
- k) Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
- l) Have the right to remove their selves 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.
- m) Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom Rotek Industries 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.
- n) 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.
- o) Maintain the surrounding area of the work site in a neat and tidy condition.
- p) Have meaningful participation in regular health and safety meetings.
- q) Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
- r) When given instructions, understand the instructions and be permitted to clarify those instructions.

2.5.6 Contractor Health and Safety officer shall:

- a) Promote a SHE culture within the organisations involved in the project / contract.
- b) Assist in the control of all health and safety-related matters on the sites.
- c) Be involved in the developing the project SHE plan and SHE policy.
- d) Be in constant liaison and cooperate with ERI's SHE professionals responsible for providing them with a health and safety service.
- e) Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
- f) Conduct audits and inspections of all work sites for the duration of the project.
- g) Be involved in the organisations incident investigations when required.
- h) Participate in the organisation's statutory and non-statutory health and safety committees meetings.
- i) Conduct organisational, site and visitor induction training.
- j) 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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

- k) 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.
- l) Make their selves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom Rotek Industries work site by Eskom Rotek Industries.
- m) Carry out Health and Safety file audits and or inspections on their contractors *at least monthly* and any appointed contractors on instructions of their contractor;
- n) Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

2.5.7 Related/Supporting Documents

Eskom Rotek Industries 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.

Eskom Rotek Industries OHS ACT Regulation CR 5 (1) (k) Appointment of Principal Contractor to be appointed prior commencement of any work and ensure signed appointment is on Contractor's safety file.

3. Specification

3.1 Legal Compliance

3.1.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom Rotek Industries 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.

Appointment of Principal Contractor by Client to be on the contractor's SHE File. CR 5 (1) (k)

3.1.2 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:

- a) Being protected from exploitative labour practices;
- b) 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

CONTROLLED DISCLOSURE

- 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 Rotek Industries does not condone the use of child labour and therefore all effort must be exercised and child labour should not be used.

3.1.3 OSH 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.

3.1.4 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.
- 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.
- COVID-19 Occupational health and Safety Measures in workplaces COVID-19 (C19 OHS), 2020
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.1.5 Eskom Rotek industries Requirements

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

3.1.6 Construction Regulation requirements

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 Managers are required to register as professionals with the SACPCMP.
- Construction agents are required to register as professionals with the SACPCMP.

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

3.1.8 SHE Policy

Health and Safety policy, and COVID-19 Safety policy is a statement of intent and 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 and Covid-19 Policy in line with their SHE responsibilities. The SHE and Covid-19 policy must be signed by the organisation's CEO or the appointed assistant to the CEO OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of

CONTROLLED DISCLOSURE

the policy must be filed in the contractor SHE files and attached as an annexure in the SHE Plan.

3.1.9 Costing of 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.

Verification will be done during project is safety requirements are met based on costs on safety as per itemised based per contractors information submitted.

3.2 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 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 Construction Regulation 8(1) - Construction Manager (Full time)].
- OHS Act Construction Regulation 8(7) – Assistant Construction Supervisor.
- OHS Act Construction Regulation 8(5) – Construction Health and Safety Officer.
- 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 Substances Regulation 3(3) Hazardous Chemical Substances Co-coordinator .
- 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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

- OHS Act: Construction Regulations 11(1) Person to Supervise Excavation Work .
- OHS Act: Construction Regulations 16(1) Scaffolding Supervisor.
- OHS Act: Construction Regulations 23(1)(d)(i) Construction Vehicle and Mobile Plant Operator.
- OHS Act: Construction Regulations 24(c) Electrical Installations and Machinery on construction sites .
- 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.

3.3 Non-statutory appointments

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

3.4 Eskom Rotek Industries lifesaving rules

- Eskom Rotek Industries views health and safety in high esteem and encourages that any organisation who performs work for Eskom Rotek Industries in Eskom Rotek Industries adopt the same view.
- Five Life-saving rules have been developed that will apply to all Eskom Rotek Industries Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom Rotek Industries 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 Rotek Industries.
- If any contractual work will be performed on any Eskom Rotek Industries 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)

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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 Rotek Industries business and/or on Eskom Rotek Industries 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 Rotek Industries 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 Rotek Industries **returns home safely to his or her family.**

3.5 Substance Abuse

- Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom Rotek Industries is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom Rotek Industries.
- General Safety Regulation 2A is clear on the legal stance regarding intoxication.
- The alcohol and drug permissible level is 0%.
- All contractors shall comply with ERI's procedure E 105 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Rotek Industries Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom Rotek Industries will be subjected to ad hoc alcohol testing.
- 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.
- Test records must be treated as "Confidential" and filed in the employees' personal file.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.6 Contractor Organisational Structure

3.6.1 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 **Eskom RoteK Industries PAS Maintenance work**. List the relevant positions held, names of appointees and legal appointments.

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

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

3.7 Appointed Contractors Organogram

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

3.8 Risk assessment

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;
- Populate measures to control the risks.

CONTROLLED DISCLOSURE

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 RoteK Industries SOC Ltd

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

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

- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low. Medium or High;
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders;
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed risk assessment shall be handed to the Eskom Rotek Industries 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.
- Every Contractor shall:
 - Undertake a risk assessment to give effect to the minimum measures required by these Directions, taking into account the specific

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

- circumstances of the workplace and the requirements of the OHSA Regulations for Hazardous Biological Agents;
- On the basis of that risk assessment, develop a plan outlining the protective measures in place for the phased return of its employees.

Site Specific Health and Safety Hazards

Eskom Rotek Industries outlines the site-specific Health and Safety hazards pertaining to the environment and physical conditions that the Contractor may be exposed to in performing his work on site, but is not limited.

These hazards will include, but are not limited to: **HIGH RISKS Activities**

- Underground services not identified or not reflecting on drawings.
- Travelling on hazardous road to Rosherville .
- Manhandling of heavy material – replace.
- Working at heights.
- High Voltage work electrical network around Rosherville.
- Control Room activities.
- Moving Machinery / Construction Vehicles.
- Moving and using Lifting Machinery.
- Driving or travelling in vehicles on site.
- Dust.
- Rain/ Water.
- Extreme cold in winter time.
- Extreme heat – Currently in Summer time.
- Adverse weather patterns – Hail Storms.
- Snow (winter time)-Possible.
- Theft.
- Strong winds.
- Snakes / Spiders / Vectors present on site.
- Uncontrolled fires.
- High-jacking.
- Water pollution.
- Drug use / Alcohol abuse.
- Electrical contact.
- Hazardous Chemical Substances and Flammable Liquids Exposure.
- Slip, Trip and Falls.
- Incompetent persons/ personal behavior.
- Availability of safe drinking water for human consumption.
- Excavation work / open trenches.
- Elevated work.

Although the above-mentioned are identified as hazards, the risks associated with some of these hazards might be very low or even non-existent. Access to Rosherville worksite is regarded as high risk.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.9 Safe work procedure/Method statement

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:-

- Designing a new job or task;
- Changing a job or task;
- Introducing new equipment or substances; and
- All tasks to be performed as per risk assessment tasks.

The safe working procedure should identify:

- The supervisor for the task or job and the employees who will undertake the task;
- The tasks that are to be undertaken that pose risks;
- The equipment and substances that are used in these tasks;
- The control measures that have been built into these tasks;
- Any training or qualification needed to undertake the task;
- The personal protective equipment to be worn;
- Competencies related to the Tasks being carried out:e.g electrical work requires a qualified electrician with a red seal
- qualified plumber
- Actions to be undertaken to address safety issues that may arise while undertaking the task.

Required Method Statement :

- Site Establishment
- Foundations/Civil works
- Construction/Assembling of Security Towers etc.
- Electrical works

3.10 Covid-19 Requirements

The Contractor to develop a Covid-19 safety plan in line with the Government guidelines and the 240-100093892 Outbreak, Pandemic or Epidemic Disaster Response Plan. The plan shall outline but not limited to the following safety measures;

- a) Social distancing measures.

CONTROLLED DISCLOSURE

- b) Symptom screening process.
- c) Management of Vulnerable employees.
- d) Sanitizers, workplace disinfectants and other measures.
- e) Cloth masks issuing and Maintenance thereof.
- f) Transportation of employees.
- g) Ventilation.

3.11 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.

- a) The contractor to develop a site layout diagram for site establishment indicating areas for storing material, parking, mobile offices, ablution facilities and other needs to be used by contractor.
- b) 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.
- c) It must be developed in accordance with the hot work permit of the Eskom Rotek Industries Plant Safety Regulations, Eskom Rotek Industries 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.
- d) 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.
- e) Appropriate portable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
- f) 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.
- g) 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.

3.12 Fire Equipment's Maintenance

- a) All firefighting equipment that has been provided shall:
 - Be clearly labelled.
 - Conspicuously numbered.

CONTROLLED DISCLOSURE

- Entered in a register.
- Inspected monthly by a competent person.
- b) Tested and serviced at recommended intervals by an accredited supplier.
- c) Results entered in the register and signed by competent person.

3.13 Flammable and Combustible liquids

1. Proposals to store fuel on site must have written approval from the Eskom Rotek Industries 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: -
 - Storage should be well clear of buildings.
 - Storage areas must be kept free from all combustible materials.
 - All Safety signs must be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
- 5 Adequate firefighting equipment must be available and easily assessable.
6. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110 % tank capacity
7. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
8. Bunded area shall have a drain valve.
9. No other material/equipment shall be stored in the bunded area.

3.13.1 Refuelling at 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.

3.14 First aid 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.

CONTROLLED DISCLOSURE

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.

3.15 First aid equipment's contents

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).

CONTROLLED DISCLOSURE

- 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.

3.16 SHE Communication System

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 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.

3.17 Statutory health and safety Committee

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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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.
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.

3.18 None- 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

3.19 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.

CONTROLLED DISCLOSURE

- Planned Job Observations.
- SHE Training.
- Protective clothing and equipment .
- 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 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.
5. All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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.

3.21 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.

3.22 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 Rotek Industries recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, 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.

3.23 Induction Training

1. The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom Rotek Industries Safety

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

Contractor Management induction training at **Rosherville** 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.

3.24 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.

3.25 Visitors to site induction

1. Visitors to the **ERI Security Towers Construction Project** 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.

3.26 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.

CONTROLLED DISCLOSURE

3.27 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, laydown area 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.

DESIGN OF AND MAINTENANCE OF LAYDOWN AREA

The Contractor shall provide the Client with **all relevant documents/ drawings for their laydown area** which shall be reviewed by the Eskom Rotek Industries management team and accepted if all is in order with the applicable legislation and Client requirements. If agreed by Client to make use of Eskom Rotek Industries lay down area, should be recorded as such.

In Situation of no laydown area designed, identified area to be identified upfront for suitable pause area by Contractor and Project Manager for this project, for employees during natural breaks

Zoning of work area:

In the situation of zoning, zoning area to be specific to work area and or as per risk identified, where multiple different Principle Contractors are working in the same area of work site, zoning is necessary for the safety of workers to different work activities. Workers to be made aware of zoning and the risk of working within zoning areas.

Zoning should be in the form of barricading, restricting unauthorised people to enter without prior approval by construction manager and or construction supervisor appointed for work site.

Members of Public Involvement:

In the situation that risks are identified that scope of work can influence or pose a risk to members of the public, method statements and detail risk assessment to be conducted by the contractor to address measures to prevent any member of public exposed to risk of being injured during the project. This includes if any public road, railway line or crossings or water environment have to be crossed during work activity.

Within the Substation outer perimeter area, no members of public is authorised to enter if the purpose is not work related on the substation.

CONTROLLED DISCLOSURE

ACCESS CONTROL AND SITE SPECIFIC INDUCTIONS

Access of *Contractor* personnel, visitors and all plant and equipment will be managed or align themselves according to the Eskom Rotek Industries Security Towers construction Project control Procedure, which the security management team will manage access control to the Substation work site. The environment of the substation is a high risk area.

Contractor shall ensure that every employee working on site shall attend an Eskom Rotek Industries Eskom Rotek Industries Security Towers construction Project induction and shall comply to the following requirements below before induction takes place:

- Client safety inductions are done prior commencement of any work. The *Contractor* needs to arrange for safety induction training with Eskom Rotek Industries Project Manager at least 24 hours before work commence on site.
- The *Contractor* shall arrange their own transport when sending employees to attend medicals/ inductions.
- Copy of valid certificate of fitness/ proof of medical attendance to be available on the date of induction.
- No late attendance shall be tolerated at all times once induction arrangements have been made.
- Any worker employed during work commencement will undergo safety induction prior work and records of training recorded in safety file

With regards to the above, failure by the *Contractor* to meet the requirements will result in the Eskom Rotek Industries inductions be deemed cancelled and the *Contractor* will have to re-book for re-induction. On completion of the Eskom Rotek Industries induction the *Contractor* shall ensure that the responsible supervisor/ manager sign the induction form and records to be kept in the safety file.

The *Contractor* shall also ensure that all employees, visitors and Client personnel before entering the site, attend a *Contractor's* site specific induction outlining their policies and procedures. On completion of the *Contractor* induction the *Contractor* shall ensure proof of attendance is available and kept on record.

Where the Principle Contractor are in need of security to save guard material for project and it is not included in the Eskom Rotek Industries contractual agreement, to provide and make provision for own security services for project by the Principle Contractor.

Access to Lines to be arrange via the security manager and security of the mine to work site:

- Identification Documentation.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

- List of employees as per contractors employment list for project.
- Induction Training done for all employees.

Visitors to Site

Visitors to Eskom Rotek Industries Security Towers construction Project sites shall be required to undergo a *Contractors* Visitors induction and comply with the *Contractor's* and Client's site specific safety requirements. All visitors must remain in the care and custody of a person (host) who has been adequately inducted. No visitors are permitted to undertake any construction work, of any nature.

3.28 Site roads and Traffic Management

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.
2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.
3. At **Rosherville projects**; traffic and vehicle movement rules, the **reverse parking rule, where practical, where no risks are present, will be adhered to**. Equipment will only be allowed at designated areas during the project duration. No unauthorised vehicle movement within the High Voltage environment is permitted.

3.29 Construction Vehicles Safety

1. It is the responsibility of the driver to ensure:
 - Their passengers wear seat belts whilst the vehicle is in motion.
 - Comply with all traffic road rules, safety, direction and speed signs.
 - Ensure that vehicle loads are properly secured prior to moving off.
 - 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

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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.

Lifting and Loading

All lifting machinery and equipment shall be according to applicable legal requirements, operating manuals, manufacturer's specifications and the Contractor's procedure for the use/ operating of lifting machinery and equipment.

The following shall be adhered to at all times on site but not limited to:

- Lifting machinery being used shall be operated by competent employees who are appointed in writing.
- All lifting machinery and equipment test certificates and operators competency certificates shall be kept with the operator/ supervisor at all times and on site.
- All lifting machinery and equipment that are available for use on site shall be kept on register and all defective equipment (including expired test certificates) shall not be used on site until all applicable processes are complied with.
- No lifting operations shall take place during inclement weather conditions and where it poses a threat to the health and safety of employees at the works area. This shall also be determined by both Contractor and Client personnel.
- Guide ropes shall be used at all times when lifting practises are taking place

3.30 Housekeeping

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

7. Cleaning and disinfection of the work area shall be done in line with the cleaning schedule guideline (240-156528175).
8. 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 Rotek Industries project/site manager in the second instance.
9. The Eskom Rotek Industries 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.
10. 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.

3.31 Stacking and Storage / Stockpiling of Materials

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 shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

1.2 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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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.

Barricading visual signs should be visible from approaching directions.

3.32 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the 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 Rotek Industries reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom Rotek Industries 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 Rotek Industries 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 ERI'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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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.

3.33 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.

3.34 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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.35 Scaffolding

1. Scaffolding use shall conform to the requirements of CR 14, Eskom Rotek Industries 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.
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.

3.36 Auditing

3.36.1 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 Rotek Industries SHE specifications. Once there is compliance only then will the principal contractors SHE plan be approved by the project manager or an appointed Eskom Rotek Industries contract custodian. The implementation of the SHE Plan shall be assessed / audited by Eskom Rotek Industries personnel on a regular basis. This will include physical conditions evaluation.

3.36.2 Eskom Rotek Industries SHE audits.

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

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

There will be monthly audits conducted by Eskom Rotek Industries 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.

CONTROLLED DISCLOSURE

3.36.3 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 Rotek Industries project manager within one week after completion of the audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.37 Smoking

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

3.38 Cellular Phones

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

3.39 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.

3.40 Medicals

Note: Eskom Rotek Industries 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 undergo 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.
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.

CONTROLLED DISCLOSURE

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

3.41 Working at heights

3.41.1 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. Drop Zone for all equipment and material must be properly identified and barricaded of.
10. A site-specific risk assessment is performed.

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

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

Every employer shall ensure that work at height is:

1. properly planned;
2. appropriately supervised; and

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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

Barriers, Barricading, Excavations, Trenches and Floor Openings

Barriers/ barricading, excavations, trenches and floor openings shall be in line with OHS Act 85 of 1993, Construction Regulation 13 and applicable legislation. Where there is a risk of a person falling into an open excavation/ trench/ working along an edge, the Contractor shall manage and provide suitable barrier/barricading/edge/restrict access protection equipment. A procedure in this regard shall be developed by the Contractor and forwarded to Eskom Rotek Industries management team for acceptance.

The Contractor shall comply with the following, but not limited to:

- No plastic danger tape shall be used as a barrier/ barricade where there is a possibility of falling from heights or into an open excavation/ trench.
- Barriers/ barricading that are erected either for permanent or temporary use shall be of a durable/ solid material which can withstand various inclement weather conditions on site, e.g. strong winds, hail storms, etc.
- Signage that is placed within that area for safety awareness shall be in line with SANS requirements and applicable legislation.
- Management shall ensure that all underground services are identified before any excavation work take place.
- Working within Eskom Rotek Industries control rooms and cable trench covers are removed, where barricading is a challenge to apply by means of “shark-netting”, the contractor will have restricted access to area of work by means of notices, signs, barrier tape to indicate if trenches are open during work and to restrict access for non-authorised people by contractor to the work area.
- Ensure that the barricading installed shall be such that can withstand an impact of atleast 110 kg

Dismantling Work / Demolition work

Where any demolishing works are to be undertaken, e.g. dismantling, wrecking, breaking, pulling down or knocking down of a structure, or part thereof, by way of manual labour, machinery, or the use of explosives, a competent person to be appointed in writing to supervise and control all such demolition work.

A Construction Manager shall be appointed, in writing, to ensure that, prior to any dismantling / demolition work commencing, a risk assessment on specific tasks will be performed and the correct safe working procedure / method statement for dismantling work based on the task at hand is populated and adhered to accordingly.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.42 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.

3.43 Safe Work procedures/Operating

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

3.44 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.

CONTROLLED DISCLOSURE

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.

3.45 Incident investigation

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

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

3.46 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 Rotek Industries emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.47 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 Rotek Industries 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.
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 Rotek Industries then one of the close-out steps of the procedure will be for the offender to be called by the

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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 Rotek Industries requirements.

3.48 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.
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.

3.49 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.

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

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 Rotek Industries where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.50 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.

3.50.1 Normal Work hours

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 Rotek Industries 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.

3.50.2 Night Work

Night work shall be approved by the responsible manager and SHEQ department.

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.

3.50.3 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 Rotek Industries 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.

All overtimes shall be approved by the responsible manager

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd

3.51 Security

Eskom Rotek Industries has standards and procedures in place to combat crime and other security issues throughout its business operations. Although security operations are initiated at a corporate level, the individual Business units can liaison with the security department to address security issues within their confines to meet the crime and security needs for such environment. This means there will be differences in area of operations. Contractors shall ultimately be responsible for their assets unless agreed otherwise between themselves and the client/Project Management.

3.52 Omission from Safety and Health Requirements Specification

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

Should Eskom Rotek Industries 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 Rotek Industries of such issues when signing the contract.

3.53 Contract Sign off

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

3.54 Process for Monitoring

This SHE specification requirements will be monitored through audits, and inspections.

3.55 Related/Supporting Documents

- Internal Audits
- Daily risk assessment.
- Tool box talk.
- Issue base risk assessment.

4. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Maanda Mpeiwa	Environmental officer
Tim Modipa	Properties Manager

CONTROLLED DISCLOSURE

Name	Designation

5. REVISIONS

Date	Rev.	Compiler	Remarks
March 2023	0	. Mgcina JM	Eskom Rotek industries Security Towers Construction Project

6. DEVELOPMENT TEAM

The following people were involved in the development of this document:

- Mzwandile Mgcina
- Maanda Mpeiwa

7. ACKNOWLEDGEMENTS

CONTROLLED DISCLOSURE

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 Rotek Industries SOC Ltd