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		Document Identifier	240-180200068	Rev	1
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		Review Date	October 2028		

Project Name: Supply, delivery, and installation of office furniture on an as and when required basis

Project Address: Eskom Transmission

Simmerpan Complex

Cnr Power & Lake Rd

Germiston

1401

Scope of the project: Supply, delivery, and installation of office furniture on an as and when required basis to Transmission buildings nationwide.

Eskom's Facilities Manager


Name: Nontombi Sechogela

Signature: 

Date: 13 November 2023

Eskom's SHEQ Snr Advisor

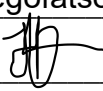
Name: Albert Shai

Signature: 

Date: 09 November 2023

Eskom's Environmental Officer

Name: Tshegofatso Nnene

Signature: 

Date: 10 November 2023

Eskom's Safety Officer

Name: Noluthando Dondolo


Signature: 

Date: 09 November 2023

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1. INTRODUCTION

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations. This SHE specification is Tx Real Estate's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The contractor is expected to develop a SHE Plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work. Tx Real Estate in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees. This SHE specification reflects minimum requirements and should not be construed as all encompassing.

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

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

2. SUPPORTING CLAUSES

2.1. SCOPE

This SHE specification lists the legislative and Tx Real Es 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

Ensure compliance to legal and other requirements pertaining to the issued scope of work.


2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Simmerpan Complex, Megawatt Park and the offices within the 8 Grids, including Telecoms.

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2.2. NORMATIVE/INFORMATIVE REFERENCES

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

2.1.3 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] 32-37 Eskom Substance Abuse Procedure.
- [5] 32-136 Contractor Health and Safety Requirements
- [6] 240-62196227 Life- saving Rules
- [7] 32-95 Occupational Health and Safety Incident Management
- [8] 240-131838225 Occupational Health and Safety Incident Management Definitions and Classifications Parameters
- [9] 32-727 SHEQ Policy
- [10] 240-62946386 Vehicle and Driver Safety Management Procedure
- [11] 32-520 Risk Assessment procedure
- [12] ISO 9001: Quality management system
- [13] ISO 45001:2018 Occupational Health and Safety Management System
- [14] Eskom's Covid-19 Health and Safety Policy statement

2.1.4 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996


2.3. DEFINITIONS

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business

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Definition	Explanation
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advice
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals

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Definition	Explanation
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.

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

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Definition	Explanation
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.


2.4 ABBREVIATIONS

<i>Abbreviation</i>	<i>Description</i>
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
LDV	Light Delivery Vehicle
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
Tx	Transmission
SABS	South African Bureau Standard
SANS	South African National Standard
SDS	Safety Data Sheets
NKP	National Key Point

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2.5 ROLES AND RESPONSIBILITIES

2.5.1 Appointed contractors and sub- contractors


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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
2. Carry accountability and responsibility for the safety and health of their employees and their sub- contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Ensure that Contractor comply with all applicable legislation including Municipality By-Laws
4. Shall keep a record of all employees including the sub- contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Tx Real Estate Facilities Manager.
5. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
6. Ensure that the minimum legislative, regulatory and Tx Real Estate SHE requirements are complied with on all work sites.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The sub- contractor must hand over a consolidated (to include any sub- contractor's files) health and safety file to the Tx Real Estate facilities manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub- contractors, the agreement, and the type of work completed.
9. The appointed contractor must provide the project manager **with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes.** The letter of good standing shall reflect the name of the contractor's company. The nature of business reflected on the issued

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Logs must be in line with the issued scope of work. Similarly, the appointed contractor must provide the Tx Real Estate Facilities Manager with all the valid letters of good standing from their sub- contractors.

10. Appoint competent staff to perform the 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 site
11. 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 sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
12. Co-ordinate the activities of all the sub- contractors in the interests of safety and health;
13. 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.
14. Stop his /her employees and any sub- contractors if project work is not in accordance with the safety health and environmental plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
15. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
16. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
17. Follow a process of disciplinary action if any of their employees or their sub-contractor employees has transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
18. 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.


2.5.2. Contractor site supervisor or Contract Supervisor

Must:

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1. Be competent to perform the required supervisory tasks; have attended a supervision or legal liability competent training and a 3 years supervision experience.
2. Ensure their employees and all sub- contractors comply with the required statutory and Tx Real Estate requirements;
3. Inspect all work done by the employees and all sub- Contractors to ensure adherence to Tx Real Estate's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. 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.
6. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Tx Real Estate facilities manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
7. Ensuring that quality records are maintained in accordance with legislative and Tx Real Estate requirements;
8. Continual liaison between the appointed contractor, sub- contractors and employees.
9. Ensures that employees and sub- contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Tx Real Estate:
10. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
11. Participate in all sub- contractor incident investigations.
12. Participate in the appointed contractor's emergency preparedness planning.
13. Ensure that their own employees and those of any sub- contractor are competent to perform the tasks assigned.
14. Issue site instructions on behalf of the appointed contractor where and when the sub- contractors deviate from safety requirements.
15. Assist the appointed contractor with the handing over process, in particular the SHE File and relevant documentation.

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2.5.3. Contractor Health and Safety officer

1. The Safety Officer must be suitably qualified with recognised safety qualification and relevant experience.
2. Must be part- time on site as per project risk.
3. Promote a SHE Culture within the organisations involved in the project / contract.
4. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
5. Be involved in the developing the project SHE Plan and SHE policy.
6. Be in constant liaison and cooperate with Tx Real Estate's SHE professionals responsible for providing them with a health and safety service.
7. Ensure that this SHE specification is adhered to by his/her appointed contractor and is submitted to any sub- contractors.
8. Conduct audits and inspections of all work sites for the duration of the project.
9. Be involved in the organisations incident investigations when required.
10. Participate in the organisation's statutory and non-statutory health and safety committee's meetings.
11. Conduct organisational, site and visitor induction training.
12. Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan which poses a threat to the health and safety of persons.
13. Carry out audits and or inspections on their contractors at least monthly and any sub- contractors on instructions of their contractor;
14. Carry out frequent behaviour observations of employees under their control at least monthly and any sub- contractors on instructions of their contractor.

3. SPECIFICATION


3.1. SCOPE OF WORK

The Contractor shall as per the issued scope of work, provide services of supply, Delivery, Installation and Maintenance of new office furniture to ensure space optimisation.

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Note: The contractor who will be awarded this contract will be known as the “appointed contractor” and any contractor who be working for the appointed contractor will be known as the “sub- contractor”.

3.2. LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Tx Real Estate and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the appointed contractor and all their sub-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 appointed contractor’s SHE File.

Note: The agreement must be signed by both parties i.e., Tx Real Estate Facilities Manager and the Appointed Contractor. The authorization shall not be issued to the appointed contractor without the signed 37(2) document.

3.2.2 Site Access requirements

The Safety file package must be submitted to the OHS department electronically **4 weeks** before the agreed project commencement date.


Before the successful Contractor commences with any work, the Tx Real Estate Facilities Manager/Contract Manager shall ensure that;

- A copy of the SHE Specification document is in the possession of the principal contractor as well as the Tx Real Estate baseline risk assessment.
- The responsible person of the contracting company and the Tx Real Estate project manager/contract manager have signed the Tx Real Estate section 37 (2) agreement.
- The appointment of the appointed Contractor has been concluded and signed by the Contractor and Appointed Facilities Manager.
- The SHE Plan has been discussed with the responsible person of the contracting company and approved in writing by the Tx Real Estate Contract Manager.

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- A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- Where a Sub-Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable Tx Real Estate SHE specifications to the Sub Contractor(s).
- Where a Sub-Contractor(s) is appointed by the Appointed Contractor, the safety file for the sub-contractor must also be submitted to safety department for approval
- The OHS department shall assess and give written feedback to the contract manager.
- The safety file shall be approved by a form of a written letter, the letter shall authorise the appointed contractor to commence with site establishment.

3.2.3. Hazardous Work by Children (Child Labour)

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

1. being protected from exploitative labour practices.
 2. not to be required or permitted to perform work or provide services that
 - i. are inappropriate for a person of that child’s age; or
 - ii. place at risk the child’s well-being, education, physical or mental health or spiritual, moral or social development;
- and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.

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

3.2.4. OHS Act

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


3.2.5. Legislative Compliance

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

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The appointed contractor and all sub- contractors which may be appointed by the principal contractor will comply with all the legislation pertaining to the issued scope of work.


3.3. REQUIREMENTS SPECIFIC TO THE ISSUED SCOPE OF WORK

- The issued scope of work falls under a medium-risk category under the list of services and commodities on the Supplier category list, as the supplier will be responsible for Supply, installation, and maintenance of furniture.
- In compliance with legal and other requirements, the following requirements must be complied with fully:
- Simmerpan Complex has buildings that are classified as National Key Point area and therefore Contractor employees should go through the vetting process and submit criminal clearance certificates with the safety file, to ensure that they comply with the NKP Act requirements.
- Security reserves the right to search every delivery vehicle coming in and out of site, all material needs to be declared before coming in on site.
- The Supplier shall provide detailed work instruction accepted by the Client for the related scope of work indicating how the work will be done safely without endangering the health and safety of employees.
- Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates.
- A detailed Risk Assessment to be submitted for review before the start of any activities.
- Submit a detailed SHE plan which must be suitable, practical, site specific, well-documented and a workable SHE documents, compiled to satisfy the requirements of the OSH Act 85 of 1993, the Sub-'s safety specifications and other relevant legislation. The SHE Plan must be aligned in terms of suitability and adequacy to the extent of the scope of work. The SHE Plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.
- The SHE Plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE Plan as well as include how deviations/non-conformances shall be managed.
- The SHE Plan must be approved by the Tx Real Estate project manager/contract manager in writing before it is submitted to OHS department.
- The contractor must identify suitable PPE required for the scope activities including the identification of appropriate tools as per the completed Risk Assessment and applicable legal and other requirements.

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- Attached proof of driver's license and PDP for the appointed vehicle operators
- Where the off-loading is done by the goods operator a task risk assessment must be conducted and authorised by the end user/receiver of the goods
- First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.
- Applicable legal appointments must form part of the safety file with competency certificates per appointment.
- All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.
- The principal 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.

3.3.1. Safety, Health and Environmental file package requirements


The following documentation must form part of the SHE File:

- The appointment contractor and each sub-contractor shall each have a SHE Policy that shall be duly signed by an authorised signatory concerning the protection of the health and safety of contractor's personnel and others in and about the execution of the Works, including a description of his organisation and the arrangements for carrying out and reviewing such policy.
- A copy of the SHE Policy shall be provided as a tender returnable. Tenderers shall furthermore supply method statements containing sufficient detailed information to demonstrate compliance to this Schedule.
- Proof of communication of the SHE policy to employees must be attached with the submitted signed SHE policy
- All contractors shall prominently display a copy of the policy in the workplace where the contractor's personnel normally report for service.
- The sub- contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this schedule and other contract documents requirements.
- These management processes shall identify each activity, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the Works commence and continue safely and without risks to health or to adjacent operations

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- The SHE Plan shall further demonstrate the Contractor's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:
- Compliance to this SHE specification
- Relevant applicable legal and other requirements as per issued scope of work
- Roles and responsibilities
- Process for hazard identification and risk assessment including monitoring and review plans, a further identification of opportunities must be part of the process. Interested and affected parties must be clearly outlined.
- Process for change management
- Process for employee training, competency, communication, awareness and participation
- Process for incident management and investigation
- Process for setting objectives and programmes
- Process in place to review the SHE Plan
- Process for performance management and monitoring
- Process for internal audits
- Process for document and records management
- Planning of conduct of work activities including planning for changes and emergency work
- Personal Protective Equipment procedure and rules.
- Emergency planning and fire risk management
- Vehicle and driver behavior safety
- Competency, training, appointments
- Communication and awareness
- Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.
- Management commitment and visible leadershipThe sub- contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the

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client) to ensure that it fully addresses all the issues and complies with these requirements to the satisfaction of the client.

3.3.2. Costing for SHE within the project

The SHE costing must be itemised and must take into consideration the scope of work. The appointed contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process. However, this does not replace the normal SHE requirements pertaining to the organisation in terms of the OHS Act, General Safety Regulations 2 and Section 8 (2)(e).

3.3.3. COID

The appointed contractor and all his/her sub- contractors shall be registered and in good standing with compensation fund or with a licensed compensation insurer as contemplated in the compensation for occupational injuries and diseases Act, 1993 (Act No. 130 of 1993). The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

3.3.4. Legal and other appointment

- For the duration of the contract, the appointed contractor and all sub- 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 must reflect the extent of the scope of work issued.


3.3.5. Eskom Live- Saving Rules

1. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of an Appointed Contractor or sub- contractor will be considered a serious transgression. These rules are being implemented to prevent

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serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

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

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	NO REVERSING WITHOUT A SPOTTER/FLAGMAN Whenever a construction vehicle has to reverse, there must be a flagman to guide the driver at all times.


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

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

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

3.3.6. Substance Abuse

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

3.3.7. Contractor Organisational Structure

The Appointed contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments. The organogram must be accompanied by CVs of the workforce as well as proof of competencies.


The Appointed contractor must ensure that all sub- contractors comply with this requirement. The appointed 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.

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3.4. PERSONNEL HEALTH / HYGIENE FACILITIES

3.4.1. Dining areas

Where employees are required to consume food and refreshments at your premises, the following must be complied with:

1. The contractor must in possession of the Certificate of acceptability, comply with Regulation 638
2. Undergone Safety Audit as per SANS 10049: Water Sample tests done, Microbiological tests done, Audit of the food Safety process done.
3. Dining areas shall have suitable and sufficient tables and chairs for seating whilst eating.
4. Adequate provision must be provided for washing cooking and eating utensils.

Dining and kitchen areas shall be kept in a clean, tidy and hygienic manner.

3.4.2. Changing areas and Lockers

All contractors shall provide suitable changing facilities for employees, irrespective if they change at the premises or at the workplace. Once again, cognisance must be taken of the dignity of fellow workers and members of the public.

3.5. 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.

3.5.1. Medicals


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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.

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4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.6. 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.

Tx Real Estate shall prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package.

The appointed contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act, in alignment to Eskom 32-520 procedure. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor.


3.6.2. First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First Aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Appointed contractor must ensure that his /her employees and sub- contractor employees are familiar with the emergency numbers.

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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.
1. 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.
2. 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.
3. The Appointed Contractor and sub- contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.6.3. SHE Training

1. The appointed 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, sub- contractor must provide the same requirements when bidding with the appointed contractor.
2. The scope of training includes but is not limited to the type of work being performed. Additional to the requirements, will be that the appointed contractor and sub- contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Tx Real Estate 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.


3.6.4 Induction training

The appointed contractor shall ensure that all his / her employees, sub- contractors and their employees have undergone the Tx Real Estate Safety Contractor Management induction training prior to commencing work on site and shall be renewed annually.

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Appropriate time must be set aside for training (induction and other) of all Contractors' Personnel including the annual Re-Induction Training.

1. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
2. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE File on site for the duration of the project.

All employees and visitors on site shall carry the proof of induction training.

3.6.5. Site specific induction training

The appointed contractor shall ensure that all his / her employees and sub- contractor employees undergo site specific work induction with regard to the approved project SHE Plan, general hazards prevalent on site, risk assessment, rules and regulations, and other related aspects. Records of site-specific induction must be kept in the safety file.

3.6.6. Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the appointed 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.

3.6.7. Requirements for vehicles

1. The appointed contractor must have a system/ process to manage vehicle access to site.
2. The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
3. Contractor vehicles can be subject to inspections by the contract/project manager
4. Vehicles which are not roadworthy will not be permitted to be used on site.
5. Precautions shall be taken to secure all loads properly.
6. All vehicles must be fitted with fire extinguisher and first aid kit.


3.6.8. Requirements for Drivers

1. The driver must have a valid national licence for the type of vehicle used.

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2. The driver must have level 1 first aid training and basic fire extinguisher training
3. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
5. All drivers of such vehicles are to have valid medical fitness certificates.
6. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.

3.6.9. 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.
3. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
4. Ensure all tools and equipment that emit noise shall be avoided, if not, necessary precautions are taken to prevent Noise Induce Hearing Loss.
5. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto site and the records shall form part of the SHE Plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

3.6.10. Eskom SHE Audits

Tx Real Estate shall evaluate the principal contractor SHE performance on quarterly basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.


These audits shall be attended by the contractor's site manager or the safety officer.

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

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Note: Tx Real Estate reserves the right to conduct unannounced audits and inspections on contractors

3.6.11. Contractor audit

The appointed contractor is required to audit their sub- contractors on the implementation of their SHE Plan on a quarterly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Tx Real Estate OHS department within one week after completion of the audit and a copy of the audit report shall be submitted to the sub- contractor within 7 days of the audit.

3.6.12. Smoking

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

3.6.13. Cellular Phones

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

3.6.14. Personal Protective Equipment Requirements

1. The appointed contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and sub-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. Additional PPE shall be identified from task risk assessments for specific areas and tasks.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.

All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards


3.7. INCIDENT INVESTIGATION

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

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

3.8. EMERGENCY MANAGEMENT

The appointed contractor must develop their own emergency management procedure detailing the possible emergencies that could arise due to the activities that they conduct for Tx Real Estate and how they will evacuate their areas in case of any emergency. The contractor emergency management procedure must be in line with Tx Real Estate emergency response plan.

The appointed contractor must familiarise themselves with the Tx Real Estate emergency response plan and procedure. The contractor shall conduct periodic emergency drills at their own premises, must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.8.1. Fire Safety

The Contractor shall develop fire safety and evacuation procedures for any area under his control prior to the commencement of any work thereon. The procedure shall take into consideration the size of the area, types of work being done and number of combustible materials present etc.

The Contractor shall provide trained fire safety personnel and emergency evacuation and any other duties they are required to perform e.g., Fire Warden.

Ensure all fire equipment and system are inspected, serviced and maintained in a good condition.


3.8.2. Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. The appointed 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, sub- 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.

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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 Tx Real Estate then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Tx Real Estate requirements.

3.8.3. 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.
2. 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.
3. 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 Tx Real Estate where the contractor has not met the requirements defined legally or contractually.
4. Where stoppages are carried out, the required non-conformance report shall be raised.
5. All work stoppages ideally should be investigated and documented by contract custodians.

3.8.4. Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Tx Real Estate Supervisor or facilities 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 Employment and Labour and /or the letter of approval from the Department of Employment and Labour.


3.8.5. Overtime

When overtime is required to be performed, the sub- contractors shall inform the appointed contractor of such action. The appointed contractor shall inform the Tx Real Estate facilities manager of such function. Contractors shall be aware of the effects of human fatigue and

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regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.8.6. Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Tx Real Estate 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 Tx Real Estate 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 Tx Real Estate of such issues when signing the contract.

The principal contractor must submit their monthly safety statistics on the last day of the month at the OHS department.

3.8.7. Contract Sign-Off

On completion of the project, all sub- contractors shall close out their project documentation; SHE files and forward such to the appointed contractor. The appointed contractor shall likewise close out his/her project documentation and SHE file and forward such to the Tx Real Estate facilities manager.

3.9. ENVIRONMENTAL MANAGEMENT REQUIREMENTS

3.9.1. National Environmental Management Act 107 of 1998 (NEMA) principles

a) Duty of care and remediation of environmental damage

Every person who causes, 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, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.


b) Polluter Pays Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment

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3.9.2. Zero Liquid Effluent Discharge Policy (ZLED)

All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

3.9.3. Waste Management

a) All waste generated during the execution of the scope of work shall be managed in accordance with Tx Waste Management Work Instruction (240-98818649) and in compliance with applicable environmental legislation and bylaws.

3.9.4. Other rules

- All spills/emergency incidents should be reported to Eskom Contract Supervisor and Environmental Officer(s) immediately on occurrence. Incidents should be investigated to prevent reoccurrence.
- All contractors should be aware of Eskom SHEQ Policy.
- All contractors must take into account environmental consideration when carrying out Risk Assessments.
- All equipment used on site must be in good working condition and no fuel and/or oil leaks on any equipment will be tolerated.
- Non-conformance, incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:
 - The cause of the non-conformance/incident;
 - The proposed actions to correct and prevent recurrence.
- Eskom Tx Real Estate shall issue non-conformances where there are deviations from environmental requirements.


3.10 QUALITY REQUIREMENTS

It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

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It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system that complies with the requirements of ISO 9001 standard.

This type of work falls under category 4 of the quality requirements.

The supplier shall submit the evidence of the developed and implemented QMS which complies with ISO 9001.

The following documented information needs to be submitted:

- Quality Method statement based on scope (Method Statement Template-Ref 240-126469599).
- Quality policy approved by the top management.
- Quality Objectives Approved by the top management.
- Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015) .
- Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).
- Form A is completed and signed.
- Proof of similar and/ or previous work done as per the scope of work and/ or specification.

4. AUTHORIZATION

Nil

5. REVISIONS

Date	Rev.	Compiler	Remarks
November 2023	1	N. Dondolo	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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