



SHE SPECIFICATION

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Effective Date	February 2025		
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Project Name: Provision of Heating, Ventilation and Air Conditioning (HVAC) Maintenance services for Transmission Real Estate, East Grid (KwaZulu Natal)

Compiled by Nonkululeko Mabaso	Compiled by Zodwa Madlala	Authorized by Rirhandzu Sitole	Authorized by Silondiwe Nene
 SHE Officer Date: 07/02/2025	Project Manager Date:	HV Plant Manager Date:	SHE Manager Date:

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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 Eskom’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 all the relevant applicable legislation they conform to.

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

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

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

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

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

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

2. Supporting Clauses

2.1 Scope

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

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2.1.1 Purpose

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

2.1.2 Applicability

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

2.2 Normative/Informative References

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] Civil Aviation Act 13 of 2009.
- [7] Regulations for Hazardous Chemical Agents, 2021
- [8] Eskom 240-59678141: OHS Act Section 37(2) Agreement.

2.2.2 Informative

- [1] 32-726 Mandatory Contract and Contractor OHS Management (Old name: SHE Requirements for Eskom Procurement and Supply Chain Management)
- [2] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [3] SANS 1186 Symbolic Safety Signs
- [4] Constitution of the Republic of South Africa No 108 of 1996
- [5] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management: Conducting EH&S Incident Management.
- [6] 240-62196227 Eskom Life Saving Rules

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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
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 Occupational Health and Safety Act and Regulations No 85 of 1993, hereafter referred to as the “OHS 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

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Definition	Explanation
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
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.
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

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

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Definition	Explanation
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

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

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2.5 Related/Supporting Documents

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

3. Specification

3.1 SCOPE OF WORK

- The scope is for the provision of HVAC systems maintenance and installation services. The maintenance will be for corrective and preventative maintenance
- Minor and major service shall include all supervision, labour, materials, equipment, consumable, reporting and testing of units / systems
- The units / systems shall be maintained at optimum efficiency in accordance with manufacturer's recommendations and standards.
- The Contractor will be required to perform minor and major services on domestic air-conditioning units including heat pumps
- The Contractor will be required to perform minor and major services on HVAC package plants and systems, hide way units, open closed loop chiller plant, VRV units, cooling towers etc.
- The servicing of the open closed loop chiller plant shall include all pumps, motors, air handling unit and auxiliary systems and components. This excludes the cooling towers
- The cooling tower servicing will be done as a separate item to the main plant / unit.
- Water treatment of cooling towers shall be required
- The Contractor will be required to faulty find, repair, remove and install HVAC units as requested by the Service manager
- The Contractor will be required to advise on HVAC solutions for the various sites
- The scope excludes major breakdowns.

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

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

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

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

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

3.2.2 Hazardous work by children (Child Labour)

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

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

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

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

3.2.3 OHS Act

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

3.2.4 Legislative compliance

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

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

3.3 Eskom Requirements

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

3.3.1 Appointment of a contractor

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

3.3.2 Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

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

3.3.3 SHE policy

The Principal Contractor and contractors shall develop a SHE/Q Policy authorised by their Chief Executives [OHS Act Section 16(1) appointee] that states overall SHE/Q objectives and commitment to improving SHE/Q performance and must be conspicuously displayed and shared with all stakeholders.

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Eskom has a SHEQ Policy that states the policy principles by which Eskom operates and the commitment to SHEQ excellence and is authorised by the Chief Executive, see Annexure-A and Annexure B.

3.3.4 COID

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

3.7 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.

3.4 Medicals

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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. 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.
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.

3.4.1 Health and wellness HIV / Aids

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

3.5 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 non statutory and statutory appointments should include but not limited to: Supervisor, Health and Safety rep Fire Fighter, Evacuation warden, HCA, First Aider, 16(2) appointments.

3.6 Roles and Responsibilities

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

3.7 Risk Assessments

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

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an effective method as information and record of the way jobs / tasks must be performed. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. In particular, if a job / task is extended over a day or halted due to inclement weather.

3.7.1 Existing / potential hazards

Hazards	Examples	Health effects	Method/standard/regulations
Physical	Noise Illumination Heat/cold Uneven surfaces	Noise-induced hearing loss, hypothermia, eye strain, skin burns, skin cancer	SANS10083 SANS 10114 Environmental Regulations
Chemical	Gases/fumes Dusts	Asphyxiation, poisoning, burns	NIOSH methods
Biological	Viruses Bacteria Snake bites and bee stings	Diseases and infections	Biological monitoring
Ergonomic	Workplace design Repetitive movements Awkward postures	Back pain, joint pains	Circular Instruction 180 "The Compensation of Work-related Upper Limb Disorder (WRULD)"

3.8 Incident Investigation

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

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

3.8.1 Reporting

All occupational health, safety and environmental incidents including near misses occurring at work shall be reported to the relevant supervisor / manager as soon as practicable but

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before the end of the shift. All section 24 incidents shall be reported to the provincial inspector of the DoL and section 25 incidents shall be reported to the chief inspector of the DoL

3.8.2 Investigation

All incidents must be investigated in terms of the OHS Act sections 24 and 25 and GAR 8 and 9 and conducted in terms of document Eskom Procedure Manual for conducting EH&S Incident Management 32-95. Investigations shall be conducted by a competent investigator who will compile the appropriate incident report form as listed in the OHS Act GAR Annexure 1.

A comprehensive and detailed investigation report shall be submitted to the Eskom responsible manager within 7 -14 days after the incident. All incidents that were in contravention of any one of Eskom's lifesaving rules must be presented by the relevant contractor manager to the responsible manager and where required to the SHEQ Manager.

3.8.3 Close out

All incident investigation reports shall be closed out once all the recommendations to prevent further incidents

have been carried out and a copy of the investigation report must be handed to the ERE SHEQ Manager. Close

out procedure ideally must be done as soon as practicable. Undue time delays must be avoided.

3.9 Emergency Management

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

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

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3.10 Non-Conformance and Compliance

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

3.11 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

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

Principal Contractor/ contractor shall use the relevant international/national recognised (technique/model) approved risk based PPE at all times, as a minimum:

- Steel toe capped safety boots;
- Eye protection. Where mandatory wearing of impact Safety Spectacles with side shields.
- Long sleeved and long pants protective clothing (with high visibility stripe) applicable mainly to site based employees;
- High visibility vests; (long sleeve vests, unless the arms are covered – the bib can be worn) applicable mainly to site office based personnel and visitors.
- Refer to General Safety Regulation 2 of the OHS Act.

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Issue, Replacement and Control of PPE

The Principal Contractor/ contractor shall provide a detailed procedure with a matrix on the issuing, maintenance, replacement and disposal of PPE for all his employees on site.

The Principal Contractor/ contractor shall keep an updated register of all PPE issued.

4. WORKING AT HEIGHT

4.1 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:

- All appointments for the fall protection plan developer and implementer are in place.
- 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.
- Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
- A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
- Appropriate training, as determined by the risk assessment, has been provided.
- Appropriate height safety equipment and personal protective equipment have been issued to the individual.
- There are equipment inspection procedures and up-to-date inspection records.
- Individuals are medically fit to work at height, and records of this are kept.
- 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:

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

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4.2 LADDERS

- Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
- The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- The ladder wheels, brakes and platform must be in good condition.
- All metal parts to be in good condition, no cracks.
- Non-slip devices must be in good condition and no paint to be on wooden ladders
- 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.
- Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
- When using climbing irons, the appropriate rope grab fall prevention system shall be used.
- The correct fall protection equipment shall be worn and used whilst climbing up, working from, and climbing down ladders.
- The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- 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.

5. DISCIPLINARY PROCESS

5.1 Organisational process

If not already in place then the principal contractor is required to implement a disciplinary process within his/her organisation to enforce conformance to requirements. Similarly, appointed contractors are required to do the same.

5.2 Eskom Lifesaving Rules

Five Life Saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and contractors. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or sub-contractor will be considered a serious

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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.

Note: This is a requirement if the supplier performs work on an Eskom premises or travels or transports Eskom goods and equipment.

If any contractual work will be performed on any Eskom premises (including delivery of the guard huts), then the rules shall be obeyed by any contractor and their employees. Eskom will take a stance of zero tolerance on these rules. Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

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

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.

5.3 Non Conformance and Compliance

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. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to. Where non-conformances are issued by Eskom, then one of the close-out steps

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of the procedure will be for the offender to be called on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.

6. SUBSTANCE ABUSE

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, or working on, any of Eskom's equipment and premises, similarly contractors should adopt the same principles.

The principal contractor shall ensure compliance to General Safety Regulation 2A of the OHS Act. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure") whilst being on any Eskom premises, remembering that this is an Eskom Life Saving Rule: "RULE 4: BE SOBER", that is to say, they will make themselves available to be tested by Eskom as and when required.

7. SMOKING

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

8. UNLAWFUL ORDERS

Section 14 of the OHS Act stipulates that employees shall carry out any lawful order given to them. That is to say, they have the right to refuse to obey an unlawful order or work instruction. In terms of the Legal and Eskom requirements, if an employee has a reasonable belief that the work to be undertaken is likely to endanger themselves or any other person/s due to at risk behaviour or working in unsafe conditions, or a lack of protective equipment or clothing, he/she has the right to refuse to work. An employee may also in terms of Section 29 of the NEMA, refuse to work if the work would result in an imminent and serious threat to the environment. All contractors shall ensure that their employees are conversant with the hazards to his/her health, safety and the environment, that are part of any work that he/she has to perform, as well as the precautionary measures required in respect of those hazards.

Contractor managers shall as soon as reasonably practicable, investigate and resolve an employee's refusal to work based on health, safety and environmental management related issues or concerns, in terms of the Incident management segment of this SHE specification.

8.1 Refusal to work on the grounds of health and safety

If not already in place, it is recommended that contractors compile a refusal to work policy to fall in line with the organisations SHE policy regarding safe work and also to standardise the

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reporting and investigation of such instances and the clear employee understanding of their limitations.

8.2 Employees’ right of refusal to work in an unsafe situation

Refer to Eskom Procedure 240-43848327

Employees’ right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment that promotes zero harm by empowering employees and contractors to take responsibility for their own safety and that of others.

9. 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.

9.1 Normal work hours

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act.

10. AUDITS AND INSPECTIONS

Eskom reserves the right to conduct unannounced audits/inspection on contractors.

There will be monthly audits conducted by Eskom on the Principal Contractor/s and/or contractors. These audits shall be attended by the contractor’s site manager or the representative.

Principal Contractor shall conduct audits monthly on contractors on the implementation of the contractor’s H&S Plan and legal requirements. A summary of the findings and the proposed corrective actions shall be submitted to the client. The report shall be submitted within one week after completion of the audit.

In cases where a Principal Contractor / contractor have a third party legal compliance verification audit that conducted on the site activities, a copy of the summary of the findings and the proposed corrective actions shall be submitted to the client. The written report shall be submitted within one week after the completion of the audit.

The principal contractor shall conduct inspection on all high-risk activities and the report shall be prepared and shared with the respective personnel. The report shall be available on site for information purpose for the client or authorities such as Department of Employment and Labour.

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The results of the audit conducted and inspections shall form part of the agenda item on the Health & Safety Committee. This shall include the corrective and preventative action and a register to indicate the closed or open items. This shall be in a form of action item and be traced on a monthly basis.

11. MONTHLY STATISTICS AND REPORTS

The aim of this section is to outline all the incidents the Contractors must report to Eskom. Reporting must not be later than the client stipulated date, monthly Contractors Health & Safety (H&S) Plan

The principal contractor shall use this H&S (SHE) Specification to develop a suitable and sufficient H&S Plan, to be submitted to the client. The H&S plan shall be structured in accordance with the items as per this H&S (SHE) specification.

The Principal Contractor shall not commence work on site until the client has approved the H&S plan.

When a Principal Contractor intends appointing the principal contractor shall develop a contractor, the H&S specification and ensure that it is relevant to the scope of work of the contractor to be appointed.

The contractor shall not commence work on site until the principal contractor has approved the H&S plan.

12. CONTRACT SIGN OFF

On completion of the project, all appointed contractors shall close out their project documentation and H&S Files and submit such to the Principal Contractor. The Principal Contractor shall likewise close out his/her project documentation and H&S files and handover it to the client.

13. WASTE MANAGEMENT

Waste generation, separation and disposal- Waste such as Gloves, Masks (including dust masks) and tissue papers generated must be placed into waste bins with a lid and considered to be infectious waste. Thus, it must be disposed of as medical hazardous waste. These bins must lined with a red refuse bag and labelled as infectious waste. The infectious waste must be separated at the point of generation, meaning that it must not be handled further until disposed properly. The infectious waste is stored separately from other wastes generated and should be secured to prevent accidental access or tampering. The collection, transportation and disposal must be done by an appointed/appropriate contractor/service provider timeously. Wastewater from washing hands must not be left to puddle or accumulate on the ground but should be guided to the sewer system or conservancy tanks. In remote sites borehole water may be used and soak away drains (the amount of water is

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low) may be the most practical option (Allowable Water uses in terms of Schedule 1 of the National Water Act) no licence required.

14. SHE TRAINING

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

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.

15. VEHICLE AND DRIVER SAFETY

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Vehicle safety

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
3. All drivers of vehicles are to have valid medical fitness certificates.
4. Each site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
7. Contractor vehicles can be subject to inspections by the Client/Agent’s representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

16.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.

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4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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

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

17. SAFE WORK PROCEDURES AND PRACTICES There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.

18. Revisions

Date	Rev.	Compiler	Remarks
August 2015	0	F Poee	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.
February 2025	1	N Mabaso	Information added on the new template and new company logo

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