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**Title:** Provide Mill Maintenance Resources for Units 1-6 as and when required at Kriel Power Station for a period of 5 years

Compiled by

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04/08/2022

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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 the minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation

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

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

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

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

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

**2.2.3 Definitions**

<b>Definition</b>	<b>Explanation</b>
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Business unit (BU)</b>	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
<b>Client</b>	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract) He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract
<b>Competent person</b>	(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)
<b>Contractor</b>	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
<b>Construction work</b>	Any work in connection with <ul style="list-style-type: none"> <li>a the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure</li> <li>b the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work</li> </ul>
<b>Consultant</b>	means a person providing professional advice
<b>Controlled disclosure</b>	controlled disclosure to external parties (either enforced by law or discretionary)
<b>Duty of care to the environment</b>	(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
<b>Employee</b>	(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
<b>Employer</b>	(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)

Definition	Explanation
<b>Pre-job meetings</b>	(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
<b>Principal contractor</b>	(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
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
<b>Responsible Manager</b>	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
<b>Risk assessment</b>	(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
<b>Site</b>	(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
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Subsidiary</b>	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
<b>Supplier</b>	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
<b>Toolbox talks</b>	(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 )
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer

## 2.2.4 Classification

- a **Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary)

## 2.3 ABBREVIATIONS

Abbreviation	Description
<b>CNC</b>	(Eskom) Customer Network Centre

### 3.2.1 Legislative Compliance

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights)
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations
- National Environmental Management Act 1998 (Act 107 of 1998)
- Environment Conservation Act 1989 (Act 73 of 1989)
- National Water Act 1998 (Act 36 of 1998)
- Civil and Building Work Act
- National Road Traffic Act 93 of 1996
- Compensation for Occupational Injuries and Diseases Act
- SANS Standards –Contractor shall use the relative standards applicable to the project

### 3.3 ESKOM REQUIREMENTS

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

### 3.4 CONSTRUCTION PROFESSIONAL REGISTRATION

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

The SACPCMP web address is [http //www sacpcmp org za](http://www.sacpcmp.org.za)

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

### 3.5 NOTIFICATION OF CONSTRUCTION WORK

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

### 3.6 SHE POLICY

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

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

### 3.9 ESKOM LIFE-SAVING RULES

- 1 Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view
- 2 Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom
- 3 If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees
- 4 The rules are

RULE	DESCRIPTION OF RULE
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> ( That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> 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	<b>BUCKLE UP</b> 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	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work

- 5 Eskom will take a stance of zero tolerance on these rules
- 6 Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal
- 7 This is to ensure that **every person** who works on or visits an Eskom **returns home safely to his or her family.**

### 3.10 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 Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager
- 5 Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties
- 6 Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites
- 7 Give the Eskom project managers and line managers / responsible managers their full participation and cooperation
- 8 Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site
- 9 The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the project This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed
- 10 Contractors must hand over a consolidated (to include any appointed contractors files) health and safety file to the principal contractor on completion of the project This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed
- 11 The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes The letter of good standing shall reflect the name of the contractor's company Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors
- 12 Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes The letter of good standing shall reflect the name of the contractor's company
- 13 Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project
- 14 Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures
- 15 Co-ordinate the activities of all the appointed contractors in the interests of safety and health,
- 16 Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project
- 17 Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment
- 18 Take reasonable steps to ensure cooperation between all their appointed contractors
- 19 Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely
- 20 Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period
 

**Note 2:** No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work
- 21 Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for
 

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

**Note 4** If a sufficient number of competent employee(s) have been appointed to assist the construction supervisor, the construction supervisor may supervise more than one site
- 22 Appoint a full or part time safety officer or construction safety officer (registered with SACPCMP) in writing
- 23 Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements,

- 52 When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work
- 53 Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager

### 3.12.2 Construction Managers/ Contract Managers

#### 3.12.3

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

- 1 Not supervise construction work on any construction site other than the site they have been appointed to supervise,
- 2 Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors,
- 3 Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment,
- 4 Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites,
- 5 Stop any construction work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment,
- 6 Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed
- 7 Inspect such PPE on a regular basis and record the inspections,
- 8 Ensure that all incidents are reported to the client and are investigated
- 9 Be involved in all investigations that occur within their area of responsibility
- 10 Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor
- 11 Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures,
- 12 Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented ,
- 13 Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task Ensure that the team are involved in the abovementioned risk assessments,
- 14 Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments,
- 15 Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site
- 16 Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence Furthermore, report such instances to contract management,
- 17 Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these
- 18 Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for
- 19 Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act)
- 20 Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan
- 21 Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons



- 8 Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements
- 9 Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work
- 10 Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes
- 11 Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others
- 12 Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger
- 13 Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously
- 14 Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted
- 15 Maintain the surrounding area of the work site in a neat and tidy condition
- 16 Have meaningful participation in regular health and safety meetings
- 17 Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns
- 18 When given instructions, understand the instructions and be permitted to clarify those instructions

### **3.12.6 Contractor Health and Safety officer**

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

- b Changing a job or task,
- c Introducing new equipment or substances, and

The safe working procedure should identify

- d The supervisor for the task or job and the employees who will undertake the task,
- e The tasks that are to be undertaken that pose risks,
- f The equipment and substances that are used in these tasks,
- g The control measures that have been built into these tasks,
- h Any training or qualification needed to undertake the task,
- i The personal protective equipment to be worn,
- J Actions to be undertaken to address safety issues that may arise while undertaking the task

### 3.12.9 Roof work (refer to 32- 418)

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

### 3.12.10 Construction Sites

**Note1** No area is to be stripped of vegetation to create firebreaks, to prevent or make fires No open fires are allowed on site The contractor must ensure that operations are in compliance with statutory requirements at all times

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

### 3.12.11 Fire Equipment and maintenance

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

- 9 The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours

### **3.13.1 Boxes and equipment**

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

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

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

## **3.14 SHE COMMUNICATION SYSTEMS**

- 1 Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

### **3.14.1 Statutory Health and Safety Committees**

- 1 The principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
- 2 All appointed contractors shall be members of the principal contractor's safety committee.
- 3 The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues. Listed below is a preferred agenda.
- 4 SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
- 5 The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee (Refer to Section 19(2)(c) of the OHS Act).

- Hazardous materials / substances
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

#### **3.14.4 Minutes and action items for all health and safety committee meetings**

- 1 Minutes and record of action items shall be kept of all health and safety committee meetings
- 2 Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting
- 3 Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years
- 4 Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months
- 5 All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months
- 6 The original copy of the minutes and record of the action items must be signed by the chairperson
- 7 The relevant project manager and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting

#### **3.14.5 Tool box talks / Daily team talks / pre job meetings**

- 1 A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
- 2 Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

#### **3.15 SHE TRAINING**

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

- 3 Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out
- 4 When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas

### 3.16.1 Site roads

- 1 When planning, sufficient areas must be allocated for parking of construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles
- 2 Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites

### 3.16.2 Construction vehicle safety

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

### 3.17 HOUSEKEEPING AND ORDER

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

- 4 All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements
- 5 Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project
- 6 Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute  
**Note** In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom's instructions
- 7 Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired
- 8 Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project Such tools and equipment's shall be subjected to regular inspections

### 3.19.1 Hand tools

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

### 3.20 LADDERS

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

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

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

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

### 3.22.3 Contractor audits

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

### 3.22.4 Smoking

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

### 3.22.5 Cellular phones

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

## 3.23 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION

1 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.

### 3.23.1 Medicals

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

- 1 Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
- 2 In order for the appropriate medical examinations to be conducted, each employee must have a job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- 3 Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- 4 The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
- 5 The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

## 3.24 ROLES AND RESPONSIBILITIES

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

- identification of all hazards,
- evaluation of the risks,
- Measures to control the risks

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

### **3.27 SAFE WORK PROCEDURES AND PRACTICES / SAFE OPERATING**

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

### **3.28 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS**

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

### **3.29 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, should not only be a legal requirement, but should establish why and how the incident occurred and find out the



- 7 In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

### 3.32 WORK STOPPAGE

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

### 3.33 HOURS OF WORK

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

#### 3.33.1 Normal work

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

#### 3.33.2 Night work

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

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

#### 3.33.3 Overtime

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

## A. OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

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

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