

	NTCSA SHE Specification for Procurement of PPE Workwear	Document Identifier	559-1624821993	Rev	1	
		Effective Date	July 2024			
		Review Date	July 2027			

Project Name: Procurement of PPE Workwear

Project Address: NTCSA/East Grid

Scope of the project: Supply and Deliver PPE Workwear

NTCSA Contract's/ Project Manager

Name: David Sehloho

Signature: _____

Date: 07 April 2026

NTCSA's Health and Safety Manager

Name: Silondwe Nene

Signature: _____

Date: 07.04.2026

NTCSA's Assistant Safety Officer / Advisor

Name: Stancilla van Niekerk

Signature: SvNiekerk

Date: 23 March 2026

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1. Introduction

National Transmission Company South Africa (NTCSA) is a subsidiary of Eskom Group that is mandated for the planning, operating and maintaining transmission assets throughout their economic life, provides access to an interconnected transmission system and influences customer demand and behaviour.

NTCSA develop optimal plans and engineering solutions for the expansion, maintenance and refurbishment of the power transmission network as well as providing a technology and asset management service to ensure that the integrated power system is reliable, adequate and secure.

NTCSA execute projects related to the capital expansion, strengthening and refurbishment of transmission assets as well as construction management of transmission networks required for the integration of new generators and loads. Ensure a reliable and sustainable transmission network through operating, maintaining and commissioning of new assets.

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 OHS specification is NTCSA’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 OHS plan which meets these requirements as well as all the relevant applicable legislation they conform to.

NTCSA is in no way assuming 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 OHS 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 OHS requirements.

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

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2. Supporting Clauses

2.1 Scope

This OHS 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.

2.1.1 Purpose

This document provide guidance for a standardised approach to the compilation of OHS specifications throughout NTCSA for contracts.

2.1.2 Applicability

This OHS specification shall be 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, but not limited to:

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] 240-62196227 Life- saving Rules
- [7] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [8] 32-727 SHEQ Policy
- [9] 240-62946386 Vehicle and Driver Safety Management Procedure
- [10] 32-520 Risk Assessment procedure
- [11] 32-1126 Smoking policy
- [12] 240-43848327- Employees' Right of Refusal to Work in an Unsafe Situation Procedure

2.2.2 Informative

- [1] NTCSA Corporate Identity Guideline

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- [2] 32-288 Policy Procurement and Supply Chain Management Standard
- [3] 32-599 Standard Procurement and Supply Chain Management Standard
- [4] 32-727 SHEQ Policy

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2.3 Definitions

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Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: <ul style="list-style-type: none"> a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
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

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Definition	Explanation
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act

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Definition	Explanation
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.
Safe Work Procedure	A clearly written set of step-by-step instructions that explain how to carry out a specific task safely.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
GCE	Group Chief Executive
GE	Group Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoLE	Department of Labour and Employment (Inspection and Enforcement services – Provincial office)

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Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
GCE	Group Chief Executive
GE	Group Executive
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
MD	Managing Director
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

2.6 Roles and Responsibilities

2.6.1 Commitment

Visible commitment is essential to providing a safe work environment at all levels (from GCEO, GE, GM, Senior Managers, Middle Managers, Managers, Professionals, Bargaining Unit etc) must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

2.6.2 Principal contractors.

Note 2: Most of the roles and responsibilities listed apply to both principal contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

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1. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
2. 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.
3. Ensure that the minimum legislative, regulatory and Eskom OHS requirements are complied with on all work sites.
4. Give the NTCSA project managers and line managers / responsible managers their full participation and cooperation.
5. 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 NTCSA project manager with all the valid letters of good standing from their appointed contractors.
6. 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.
7. 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.
8. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
9. 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.
10. Not victimise or dismiss employees, by virtue of the employee divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
11. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
12. Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.

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13. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
14. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
15. Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.

Note 3: Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

16. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
17. Be involved in all of their investigations.
18. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

Specification

3.1 Scope of work

Supply and deliver of PPE workwear to East Grid sites.

A copy of the scope of works must be retained by the contractor.

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

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between NTCSA / Eskom and the principal contractor

The signed section 37(2) Agreement must be retained by both parties

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

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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. NTCSA/ 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 NTCSA / Eskom Requirements

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant NTCSA/Eskom OHS documentation that is applicable to contract services. Contractors shall appoint suitable qualified and competent employees in accordance with statutory and NTCSA requirements. All vehicles used for contract-related activities shall comply with NTCSA driver and vehicle specifications. Vehicle drivers and assistants must be in possession of valid medical fitness certificates, hold a valid South African driver’s licence and where applicable, a valid Professional Driving Permit (PDP). Vehicles shall be maintained in a roadworthy condition at all times. Contractors shall ensure that appropriate loading and off-loading procedures are developed, communicated and implemented to prevent incidents and injuries. All employees shall be issued with and required to wear task-specific, risk-based personal protective equipment.

3.3 SHEQ Policy

OHS Policy (SHE/SHEQ policy) is a statement of intent and a commitment by the organisation’s GCE/CE /GM and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

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

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 (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor OHS files.

3.5 Costing for SHE within the Project

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

3.6 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to the following:

- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- 16.1 and 16.2 legal appointments and legal liability competency
- First aider appointment and competency in Level 2 first aid training
- Fire fighter appointment and competency in basic fire training
- Hazard identification and Risk Assessment training (HIRA)

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3.7 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for NTCSA / Eskom in NTCSA/Eskom adopt the same view.
2. Five Life-saving rules have been developed that will apply to all NTCSA/Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any NTCSA 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 NTCSA premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on NTCSA/Eskom business and/or on NTCSA/Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	RULE 6: ENSURE SAFE LIVE WORKING Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division. Observe and maintain the minimum approach distance (MAD)

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	<p>Only perform live work (never mix live and dead work on the same site at the same time – Refer to ORHVS Section 7 and 5 handouts respectively)</p> <p>Perform tasks they are authorised for and only undertake tasks that are documented in the respective Task Manual (TM). Only work on one potential (voltage) at a time.</p>
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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 NTCSA / Eskom site returns home safely to his or her family.

3.8 Substance Abuse

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

3.9 Risk assessment (refer to 32-520)

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

It is essentially a three stage process:

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

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

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

- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low. Medium or High;
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders;
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed risk assessment shall be handed to the NTCSA project manager representative for comment and approval.

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

3.10 Safe work procedures / method statements

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

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3.11 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
3. Results entered in the register and signed by competent person.

3.12 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
3. First aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
4. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
5. The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.13 OHS Training

The appointed contractor/service provider shall appoint competent personnel

1. The principal contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements. Similarly, appointed sub-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 NTCSA recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, OHS specification and OHS 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 OHS file.

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3.13.1 Induction training

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

3.13.2 Site specific induction training

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

3.13.3 General training

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

3.14 Smoking

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

3.15 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.

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3.16 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.

3.16.1 Medical Surveillance

Note 4: NTCSA will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health as conducted only within the Republic of South Africa.

- a. 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.
- b. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- c. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract. Periodic medical shall be based on individual risk related to scope of works or tasks to be performed.
- d. 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.
- e. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.17 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.

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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.

3.18 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 real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

3.19 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.20 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this OHS 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. Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by NTCSA then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and NTCSA/Eskom requirements.

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3.21 OHS File

1. The OHS file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
2. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS specification and the OHS plan.
3. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

3.22 Omissions from Safety and Health Requirements Specification

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

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

Acceptance

Null.

4 Revisions

Date	Rev.	Compiler	Remarks
2023/11/01	0	Mathula Thulare	New document
		Vusi Mthimunye	
		Bongani Mabena	
2026/03/01	1	Stancilla Van Niekerk	SHE Specification customised to procurement of PPE workwear

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