	<b>SHE SPECIFICATION FOR</b> Mechanical Maintenance Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	285-169320	Rev	0
		Effective Date	April 2022		

**Project Name:** SHE Specification for Mechanical Maintenance Services

**Project Address:** Komati Power Station-Situated in Mpumalanga between Middelburg and Bethal.

**Scope of the project:** This scope of work is to establish the maintenance contract for “the provision of Mechanical maintenance services for the period of 36 months at Komati Power Station”.

Eskom Contract's Manager

Name: Alpheus Digoro

Signature



Eskom (Komati) OHS Functionary

Name: Malesela Nyamane

Signature:  2023/03/15

Eskom's Project Manager


Name:

Signature:

Eskom (Komati) OHS Authoriser

Name: Daniel Mphuthi

Signature:  2023/03/08


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## 1. Introduction

This Safety, Health and Environmental Specification (SHE Specification) is Eskom Komati Power Station minimum requirements which ought to be met by service provider (Contractor) for the duration of the contract period as would be specified by NEC document concluded between two parties in contractual relationship. Eskom Komati Power Station is committed to achieving and demonstrating sound Safety, Health and Environmental (Hereinafter SHE) management by controlling SHE risks/impacts consistent with Eskom SHEQ Policy; Komati OHS Statement of Commitment; Environmental Statement of Commitment; Quality Statement of Commitment and Statutory obligations.

The aim of the Safety, Health and Environmental (SHE) specification is to provide Contractor/s with:

- The overarching framework within which the Contractor is required to demonstrate compliance and conformance with regards to SHE statutory and other requirements.
- To assist contractor (s) to effectively and efficiently manage Safety, Health and Environmental standards established for the project life cycle.
- To ensure that the contractor establishes the way SHE risks/Impacts in the execution of the contract will be managed.
- The Contractor (s) and their contractors are expected to develop a SHE plans which conform with the requirements of this document and to comply to statutory and other requirements obligations.

**Note:** This SHE specification is not all encompassing in relation to project specific SHE matters associated with the project, in such situations, *Contractors* shall be responsible for developing health and safety plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation while complying to SHE related statutory requirements.

## 2. Supporting Clauses


### 2.1 Scope

This specification sets out the minimum statutory, Codes of practice, Standards and Eskom Komati Power Station requirements for Provision of Mechanical maintenance services at Komati Power station which the contractor must met.

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## 2.2 Purpose

This document provide a standardised approach to the management of OHS matters throughout: Provision of Mechanical maintenance services project.

All Contractors are required to execute their works in accordance with the best applicable Occupational Health, Safety and Environmental practices, statutory obligations, or any other applicable standards.

## 2.3 Applicability

This specification is applicable to prospective contractor and all the activities and processes carried out for and on behalf of Eskom Komati Power Station: Provision of Mechanical maintenance services Project where work will be performed.

Note: As a best practice and consistent OHS management practices onsite, we will use some of Work Regulations 2014 sections to better manage OHS matters particularly relating to appointment, plans, etc.

## 2.4 Effective date

This specification shall be effective on the date of it being accepted by: Provision of Mechanical maintenance services Project Manager and authorised by all as per first page of this document.

## 3. Normative/Informative References

Parties using this specification shall apply the most recent edition of the documents listed below.

***Note: Where the date for revision of a document on the Eskom Document Centre website has passed, the document is still current, irrespective of its revision date having passed.***


### 3.1 Normative

- [1] 32-727: Safety, Health, Environment and Quality Policy
- [2] 235-919: Komati OHS Statement of Commitment.
- [3] 240-62196227: Life-saving Rules Standard
- [4] Occupational Health and Safety Act 85 of 1993 and its regulations
- [5] The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights)
- [6] National Building Regulations and Building Standards Act 103 of 1977.
- [7] National Key Points Act 102 of 1980.
- [8] National Health Act 61 of 2003.
- [9] Basic Conditions of Employment Act No 75 of 1997.

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- [10] Protection of Personal Information Act 4 of 2013.
- [11] Compensation for Occupational Injuries and Diseases Act 130 of 1993.
- [12] 32-520: Occupational Health and Safety Risk Assessment Procedure.
- [13] 32-136: Contractor Health and Safety Requirements.
- [14] 32-726: Contractor and Contractor OHS Management.
- [15] 32-418: Working at Height.
- [16] 32-95 Eskom Occupational Health and Safety Incident Management procedure
- [17] 240-62946386: The Vehicle and Driver Safety Management Procedure .
- [18] 32-345 Eskom Vehicle Safety Specification.
- [19] 32-37 Substance Abuse Procedure
- [20] All relevant South African legislation ( national, provincial, and local)
- [21] Applicable South African National Standards (SANS) for the scope of work/Project.
- [22] 32-124 Eskom Fire Risk Management
- [23] 240-43848327 Employees' right of refusal to work in an unsafe situation
- [24] 240-100979499: Personal Protective Equipment for work at Heights Specification
- [25] 32-123: Emergency Planning
- [26] 32-407 Behaviour Safety Observation Procedure
- [27] 39-98: Safe use of Lifting Machines
- [28] 32-524 Manual, Developing a SHE Specification
- [29] 32-1126 Eskom Smoking Policy
- [30] 32-1134 Access Control at Eskom Premises
- [31] Eskom Plant Safety Regulations (Low Voltage Regulations)

### 3.2 Informative


**Note: The following is a list of documents that can be used as a guide in order to meet legal and Eskom requirements**

- [1] ISO 45001:2018, Occupational Health and Safety Management Systems-Requirements (Contractor shall use as guideline if not certified in this regards)
- [2] ISO 14001:2015, Environmental Management Requirement System. (Contractor shall use as guideline if not certified in this regards)
- [3] ISO 19011:2018, Guidelines for Auditing Management Systems.
- [4] SANS 1186: Symbolic Safety Signs
- [5] ISO 19011:2018-Guidelines for auditing management systems.

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#### 4. Definitions

**Aspect:** An activity, product or service of the organisation which can/or has potential to interact with the environment.

**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:** any person for whom Work is being performed.

**Competent Person:** means:

a person who has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;

**Contractor:** means an employer as defined in section 1 of the Act who performs Work work and includes *Principal Contractors*. In relation to this document, where the word “contractor” is used, it will mean all or some of the following: *Principal Contractors*, appointed *Contractors*, suppliers, vendors, service providers and consultants

**Critical Lifts:** There are five categories for which a lift can be defined as a Critical Lift; (1) any lift weighing in excess of 20 tons, (2) any lift involving a crane suspended work platform (man cage), (3) any lift over critical operating and/or process equipment and (4) any lift that exceeds 85 % of the crane’s load chart (5) any lift that utilises more than one lifting device (Tandem Lift).(6) Load transfers.(7) night lifting.

**Environmental risk assessment** means a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

**Eskom Requirements:** Eskom requirements which evolve from directives, policies, standards, procedures, specifications, work instructions, guidelines or manuals

**Fall Protection Plan:** means a documented plan which includes and provides for:

All risks relating to working from a fall risk position, considering the nature of work undertaken, the procedures and methods to be applied in order to eliminate the risk of falling, and a rescue plan and procedures.


**Hazard:** means a source of, or exposure to danger

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**Hazard identification:** 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 Work work being executed or to be executed

**Impacts:** Any change to the environment whether adverse or beneficial, wholly or partial resulting from environmental aspects.

**Medical surveillance:** 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:** is a written document detailing work procedures and sequences of operations.

**On Site/Site:** Any workplace where the contractor or his employees performs contract related work.

**Planned Task Observation:** is an independent observation made during the planned period in which the task is being executed.

**Pre-job meetings:** a meeting which is held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance.

**Risk:** the probability that injury or damage will occur.

**Risk Assessment:** means a programme to determine any risk associated with any hazard at a Work site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.

**Safety Health and Environmental file:** means a file or other record in permanent form, containing the information on the SHE management system during Work including all information relating to Work phase after the handover to Client.


**Safety, Health and Environmental Plan:** means a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the SHE specification. This would typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each Work project undertaken. This is usually compiled by the *Principal Contractor* or contractor and approved by the Client/Agent for which contracting work will be performed.

**Safety, Health and Environmental (SHE) Specification:** including the base line risk assessment: means a documented specification of significant residual SHE requirements for a Work site, which a competent and resourced *Principal Contractor* or contractor would not have been aware of. This is to ensure the health and safety of employees and the direct and indirect communities, as well as duty of care for the environment. The Client/Agent compiles the SHE specification which shall be specific to each Work project.

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**Safe Work Procedures:** Safe work procedures are a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.

**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.)


## 5. Abbreviations

Abbreviation	Explanation
<b>COID Act</b>	Compensation for Occupational Injuries and Diseases Act
<b>CR</b>	Work Regulations 2014
<b>CoC</b>	Certificate of Compliance
<b>DMR</b>	Driven Machinery Regulations
<b>DoEL</b>	Department of Employment and Labour
<b>DSTI</b>	Daily Safety Task Instruction
<b>EA</b>	Environmental Authorisation
<b>GSR</b>	General Safety Regulations
<b>Gx</b>	Generation
<b>HCA</b>	Hazardous Chemical Agents
<b>HIRA</b>	Hazard identification and risk assessment
<b>ISO</b>	International Organisation for Standardization
<b>JSA</b>	Job Safety Analysis
<b>LTIR</b>	Lost Time Incident Rate
<b>SDS</b>	Safety Data Sheet
<b>NEC</b>	New Engineering Contract
<b>OHNP</b>	Occupational Health Nursing Practitioner
<b>OHS Act</b>	Occupational Health and Safety Act No. 83 of 1993
<b>PPE</b>	Personal Protective Equipment
<b>PTO</b>	Planned Task Observations
<b>SANS</b>	South African National Standards
<b>SAQA</b>	South African Qualifications Authority.
<b>SHE</b>	Safety, health, and environment

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Abbreviation	Explanation
TETA	Transport Education Training Authority

## 6. Roles and Responsibilities

### 6.1 Commitment to SHE

Visible and felt commitment is essential in providing a healthy and safe work environment. Management, employees and *Contractors* at all levels must demonstrate their commitment by being proactively involved in the day to day operations, in particular SHE aspects of any project / contract. Legislation and the Eskom values require that each employee must take reasonable care of themselves and their fellow workers. The contractor must provide strategic direction and demonstrate commitment in terms of SHE issues both on strategic level and operational level.

### 6.2 Principal contractors and appointed contractors


**Note:** 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:

- Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
- 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;
- 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 representative or any other legally authorise person.
- 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.
- Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites.

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- Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
- Compile an OHS (health, and safety file where all relevant health and safety records must be kept for each work site, while ensuring requirements stipulated in this document are also included in the file.
- 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 records relating to health and safety, 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.
- The principal contractor must provide the project manager with a copy of his/her Compensation Commissioner's valid letter of good standing or any insurance letter acceptable 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.
- 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.
- 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.
- Co-ordinate the activities of all the appointed contractors(if any appointed) in the interests of safety and health;
- 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.
- 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.

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- Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period, such appointee must be competent in the field they will be supervising and such can be proven either by form of qualification or prior learning experience of which the company will have to certify that by means of a letter signed by CEO.
- **Note:** No work may commence or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.
- 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:** one competent supervisors shall be appointed, taking into consideration the nature and scope of work to be performed.
- 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;
- Follow a process of disciplinary action if any of their employees or their appointed contractor employees has transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- 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 Workplace site against all risks that may arise from such site.
- Before the commencement of any work, conduct task/Issue risk assessments. This should be done by a competent person (competency maybe requested to be verified on the behest of project manager or BU OHS department against registration as per SAQA requirements) appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

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- Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
- Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements, thereafter, submit such plans to Eskom SHE Department for verification before commencement of such Contractor.
- Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational medical practitioner/Occupational nurse practitioner. And all medicals conducted by external service provider shall be verified by Komati Medical Centre as part of approval process for Safety file.


**Note:** Eskom (Komati Occupational Health Practitioner (Nurse/Medical Practitioner) shall have the last word on whether the individual medicals are sufficient for kind of work the prospective Contract employees will be doing.

- Ensure that pre-employment, periodic and exit medicals are carried out on their employees. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
- Ensure, prior to the commencement of work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
- Ensure, prior to the commencement of contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
- 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;
- **Note:** should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

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- Where performing work pose negative impact to environment, ensure that an Environment Management Plan is in place, and then adhere to the plan.
- Must have a substance abuse program which must be in line with the requirements of the OHS Act and Eskom requirements.
- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.
- **Note:** 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.
- Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
- Ensure that all incidents are reported and investigated timeously by competent incident investigators in line with Eskom incident management procedure (32-95).
- The contractor will be require to finish the Eskom project manager with incident first report within the same shift or if not practical within 24 hours on the form prescribed by 32-95 procedure.
- Ensure incident investigation is executed as per 32-95 procedure and OHS Act.
- Ensures Eskom Project manager, BU OHS department representative are forming part of any investigation in addition to any other members that the contract may deem necessary.
- Be involved in all of their appointed contractor's investigations.
- Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings whenever they reach numbers indicated by OHS Act.
- Chair their own health and safety committee meetings and record such meetings.
- Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
- Appoint fall protection developer (competent in line with 229994 unit standard) for any work involving risk of working at height.

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- When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- 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.

### 6.3 ***Principal Contractor's* accountabilities for their *Contractors***


- In the event that the *Principal Contractor* needs to introduce a new contractor, the *Principal Contractor* must first inform the Client. Such *Contractors* must, in every respect, meet the Client's SHE requirements.
- Should the *Principal Contractor* appoint a contractor, the *Principal Contractor* would then have the same role and responsibility in relation to the *Contractors*, in a similar way as the Client has in relation to the *Principal Contractor*.
- The *Principal Contractor* is directly accountable for the actions of his *Contractors*. The *Principal Contractor* will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- The *Principal Contractor* shall ensure that the *Contractors* appointed have the necessary competencies and resources to perform the work safely.
- The *Principal Contractor* shall provide any contractor who is making a bid or appointed to perform Work work, with the relevant sections of the documented SHE specification, who would in turn provide the client/agent with a SHE plan for review.
- The *Principal Contractor* shall carry out audits on a monthly basis to ensure that their SHE plan is being implemented and maintained. Monthly audit reports should be submitted to the *Project Manager*.
- The *Principal Contractor* shall carry out audits on the contractor monthly to ensure that the Environmental authorisation, Water use license, waste management license, and other applicable permits conditions and Environmental Management Programme / Plan is being implemented and maintained. Monthly audit reports should be submitted to the *Project Manager*.
- The Client/Agent and/or the *Principal Contractor* shall stop any contractor from executing Work work which poses a threat to the safety and health of persons or the environment or if it does not comply with the approved, SHE plan.

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- The *Principal Contractor* shall have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.
- The *Principal Contractor's* Work Manager/Supervisor shall provide a list of names and contact telephone numbers of all his employees as well as the contractor employees on site. This list shall be updated as and when new *Contractors* commence on site.
- The *Principal Contractor's* Work Manager/Supervisor shall keep a record of all employees including the contractor employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the relevant officials. These records shall be filed in the SHE File.
- The *Principal Contractor* shall ensure that his managers and supervisors give clear and unambiguous instructions for the work in hand to the personnel for whom they are responsible for. The instructions shall include, but not necessarily be limited to:
  - description of the objective/scope of work
  - sequence of work/method statements
  - hazard identification and risk assessment (prior to commencement of work)
  - Precautionary/preventative measures that are to be taken.
  - Identification of sensitive features that may be impacted upon by the project.
- Employees are responsible for their own health and safety and that of their co-workers in their respective areas of work on the project. They must be made aware of their responsibilities during induction and awareness sessions some of which are:
  - Familiarising themselves with their workplaces and health and safety procedures.
  - Working in a manner that does not endanger them or cause harm to others.
  - Keeping their work area tidy.
  - Reporting all incidents/accidents and near misses
  - Protecting fellow workers from injury.
  - Reporting unsafe acts and unsafe conditions.
  - Reporting any situation that may become dangerous.
  - Carrying out lawful orders and obeying health and safety rules.
  - Declaring to the employer if taking medication which may have intoxicating effects.

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- Every employee must undergo site induction provided by the Client before commencement of the contracted work. Only once this induction has been received, will each employee receive a site access permit.
- It must be highlighted to all employees, that anyone who becomes aware of any person disregarding a health & safety notice, instruction or regulation shall immediately report this to the person concerned. If the person persists, stop the person from working and report the matter to the Eskom *Site/Project Manager* and the *Principal Contractor* Supervisor immediately.
- Over and above induction training, *Contractors* are required to ensure, before an employee commences work on the project, that the supervisor in control with responsibility for the employee has informed the employee of his/her scope of authority for that site/workplace.

Note: The Client may assess the conformance and compliance of any *Contractors* towards SHE requirements based on this document and any other legally requirements before site establishment.

## 7. Management and Supervision of Work

The *Principal Contractor* shall ensure that the performance of all specified work is managed and supervised in accordance with the requirement of OHS Act and regulations framed under it throughout the contract period.

The *Principal Contractor* and contractor shall ensure that the performance of all specified work is supervised throughout the duration of the Contract by a sufficient number of competent appointed representatives of the *Contractor*, who have experience in the type of work specified.


No work shall commence and / or continue without the presence of Supervisor. These supervisors shall be fluent in the language for communications as defined under the Contract.

The *Principal Contractor* and contractor require ensuring that resourcing is in accordance with Project Plan and Schedule for life of work. An estimation of key activities is required to be identified for the life cycle of the project and resource plan requires aligning accordingly. The number of appointed persons shall be determined by the size and the risk of the project.

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## 8. Health, Safety and Environmental Practitioner

The *Principal Contractor* shall appoint part-time SHE Practitioner. The part time of full time duties shall be discussed between project manager with assistance by OHS department Rep and contractor considering the nature and the scope of work being performed in accordance with the requirement.


**Note :** For this project , at least minimum of NQF Level 6 in SHE related field and all other certificates (Incident investigation, Risk assessment, RCat, Legal liability, etc )

- Promote a SHE culture within the organisations involved in the project / contract.
- The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- Be involved in the developing the project SHE plan and SHE policy.
- Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
- Conduct audits and inspections of all work sites for the duration of the project.
- Be involved in the organisations incident investigations when required.
- Participate in the organisation's statutory and non-statutory health and safety committees meetings.
- Conduct organisational, site and visitor induction training.
- Stop any employee or contractor from performing 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.
- 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.
- 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.
- Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
- Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor

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## 9. Process for Monitoring

This document is valid for the duration of the works and will be amended, as and when necessary, as requirements are being amended and therefore it will be required for the *Principal Contractor* and contractor's plan to be amended accordingly.

Conformance to this document shall be via regular safety inspections and Monthly Audits.

### 9.1 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement (to be completed by the *Project Manager*)

Acknowledgement Form for Eskom SHE Rules and other requirements (32-726)

Annexure A – Client non-negotiable OHS requirements

Annexure B – Client non-negotiable Environmental requirements

Annexure C - SHEQ Policy 32-727

## 10. Document Content

### 10.1 Note to *Principal Contractor*

The SHE specification is Eskom(Komati) minimum requirements. The Contractor is expected to establish a SHE Plan which includes all these requirements as well as all the relevant applicable legislation. Eskom in no way assumes the *Contractors* legal responsibilities. The Contractor as a legal entity, therefore an employer remains accountable for the quality and the execution of the health and safety program for their employees and contractor employees. This document reflects minimum requirements and should not be construed as all encompassing.

The Contractor is expected to have a recognised SHE Management system that will incorporate these requirements as well as all the relevant applicable legislation.

## 11. SHE Specification

### 11.1 Project and Scope of Work Details

#### Location:

Komati Power Station is located between Middelburg and Bethal, approximately 40 km from Middelburg in Mpumalanga. The GPS Co-ordinates as per Google Maps: 26.05'24"S: 29.28'19E


### Project description/detailed scope of work: (High level)

The *works* consist of:

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- Provision of Mechanical maintenance services for Komati Power Station.

## **12. Client and *Principal Contractor*: Details, Accountabilities and Responsibilities:**

### **12.1 *Principal Contractor* OHS Accountabilities and Responsibilities Organogram including the OHS Functional Department Resource Plan**

The *Principal Contractor* shall provide an authorised and dated organisational organogram related to this project, listing all the levels of responsibility from the Chief Executive down to the supervisors responsible for the project. The diagram must list the names of appointees and their roles and responsibilities.

Provide a proposed OHS resource plan. For each position, stipulate the position titles, qualifications, and competencies.

For the duration of the contract, the *Principal Contractor* shall ensure that competent persons are appointed in writing in terms of the requirements of the OHS Act 85 of 1993 and its Regulations; and or other statutory requirements and that all their appointees are made aware of their accountabilities and responsibilities and have been suitably trained in terms of their appointment, and advice and assist these appointees in the execution of their duties. All organograms shall be updated timeously when appointments are changed and filed in the project SHE file.

### **12.2 Appointment of a *Principal Contractor***

The *Principal Contractor* will be appointed by Eskom *Project Manager* on the awarding of the contract and shall be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

*Principal Contractors* shall not commence with the project work until such times as he/she has been appointed in writing in terms of OHS Act Work Regulation 5(1)(k), by Eskom *Project Manager*.


### **12.3 Appointment of *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 appointed *Contractors* understand their roles and responsibilities.

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The *Principal Contractor* will approve and sign a checklist of their sub-contractors SHE files. The *Principal Contractor* will make an appointment with the SHE Agent/Manager/Practitioner for reviewing the sub-contractors SHE files. The *Principal Contractor* will accompany their contractor the SHE Agent/Manager/Practitioner office and the approved checklist will be handed to the SHE Agent/Manager/Practitioner. If no approved checklist can be produced the *Principal Contractor* and contractor will be asked to leave the office. If a checklist is produced the SHE Agent/Manager/Practitioner will go through the file to see if the contractor complies.

#### 12.4 Appointment and Competencies

The *Principal Contractor* shall in writing appoint as per the OHS Act , Regulations and other requirements and shall ensure that all his 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.

The *Principal Contractor* shall ensure that competent persons are appointed in writing in accordance with the applicable appointments.

Copies of all the appointments shall be kept in the SHE File. Competency certificates should be attached to the signed appointment letter.


The *Principal Contractor* shall provide and keep up to date an outline organogram and a list of names and contact telephone numbers of all appointments as required from the table below:

Reference	Description
16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)
17	Health and Safety Representative, if applicable
19	Health and Safety Committee Member (if there are 2 or more H&S reps there will be a H&S committee) , if applicable
GSR 3	First Aiders, if applicable
GSR 5(1)	Person that pronounces & certifies a confined space safe for the duration of work being conducted (applicable for confined spaces)

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DMR 17(2)	Goods Hoist Inspector
GAR 9(2)	Incident / Accident Investigator
DMR18(11)	Lifting Machinery Operator (Appointment or Permit)
DMR18(5)	Lifting Machinery Inspector
DMR18(10)(e)	Lifting Tackle Inspector
EMR 9	Portable Electrical Equipment Inspector
VUP 10	Portable Gas Container Inspector
VUP 13(1)(b)	Pressure Vessels Inspector
HCA	Hazardous Chemical Agents Co-coordinator
CR 5(1)(k)	Appointment of the Contractor by the Employer
CR 7(1)(c)(v)	Subcontractors Appointment by the Contractor, if applicable
CR 8(7)	Work Supervisor appointed by the Contractor's OH&S Act Section 16(2) assignee
CR 8(5)	Work Health and Safety Officer, part time however subject to negotiation as per relating to SHE Practitioner above.
CR 9(1)	Person to Compile Risk Assessments
CR 10(1)(a)	Competent Person to compile Fall Protection Plan
CR 19(8)(a)	Material Hoist Inspector
CR 21(2)(g)(i)	Appointed Person responsible for issuing & collection of Explosive Powered Tools cartridges & nails or studs, if applicable
CR 23(1)(k)	Work Vehicle and Mobile Plant Inspector
CR 24(e)	Competent Person for Temporary Electrical Installation Inspections
CR 28(a)	Competent Person for Stacking and Storage Supervisor
CR 29(h)	Competent Person as Fire Fighting Equipment Inspector
Eskom Requirement	Emergency Planning Co-coordinator

**Notes to the appointments listed above:**

Section 16(1) creates a legal presumption, and therefore no appointment is required. The Contractor shall provide the full names, contact telephone number and business address of the Chief Executive Officer.

**Health & Safety Representative Required Competencies:**


- General Health and Safety Training;

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- Health and Safety Representative Training;
- Hazard Identification and Risk Assessment Training;
- Incident Investigation and Root Cause Analysis Technique Training;
- Root cause analysis training (RCat);
- Occupational Health and Safety Act 85 of 1993;
- Work Regulations, GNR 84 of February 2014;
- Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- Environmental legislation training.
- Eskom PSR and ORHVS training as and when required by the contract scope of work, especially work inside switchgears.

**Note:** The appointment of Health and Safety Representative shall satisfy the minimum criteria as per the Eskom Procedure 39-11: Health and Safety Representatives and Committee Systems.

#### **Work Supervisor:**

- General Health and Safety course;
- Incident Investigation and Root Cause Analysis Technique Training;
- Hazard Identification and Risk Assessment Training;
- Job Observations Training;
- Legal Liability
- Attended an accredited supervisor's safety course;

### **13. Statutory Health and Safety Committee Meetings**

Occupational Health and Safety Act, sections 17, 18, 19, and 20.

The Contractor and its sub-contractors shall implement a statutory Health & Safety Committee, as per the OHS Act, section 19. The Contractor shall comply with the requirements as stipulated in the Eskom latest revision of the procedure for Health & Safety Representative Committee and Systems 39-11. Copies of this procedure will be provided to the Contractor on request.

Matters that are discussed include, but are not limited to the following:


- Life Saving Rules;
- SHE Culture;

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- Accident/safety incidents;
- Accident investigations (including near misses) and close-out of recommendations;
- Audit and inspection findings and close-out;
- Hazardous Agents;
- Work procedures;
- Protective clothing/equipment;
- Housekeeping;
- Work permits;
- Non-conformances;
- Emergency preparedness;
- Traffic control;
- Medicals;
- Training;
- Forthcoming high-hazard activities;
- General SHE issues;
- Matters arising from contractor's SHE meetings; and
- Action close-out status from SHE meetings.


Attendance registers for all Statutory Health and Safety forums shall be kept in the SHE file and made available on request by the Project Manager or any auditor approved by the Project Manager.

Furthermore, the Contractor shall maintain a tracking matrix for all actions forthcoming from such meetings, and action close-out forms shall be kept in the SHE file, with supporting evidence of closure, and be made available on request by the Project Manager or any auditor approved by the Project Manager.

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### 13.1 Toolbox Talks

All contractors shall have a briefing session prior to the commencement of the day's work, again directly after lunch time, as well as before and after shift work during outages 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 the back of that pre-job brief form. Toolbox talks shall be included in the pre-job brief meetings. The toolbox topics will be based on SHE issues pertaining to the Work site. The topic contents shall be in writing and defined by the Contractor.

Chairman: **Contractor's Supervisor**

Frequency: Daily, when job requirements have changed, an employee is assigned a new task and or when required by the Project Manager and or SHE Practitioner.

Required Attendees: All employees.

### 13.2 Monthly Contractors SHE Meetings

The SHE Practitioner shall host monthly contractor SHE meetings, which will be attended by the Project Manager and the Contractor (Project and Site Management teams and SHE Departments). The Project and contractor SHE performance for the previous month will be presented to the client Project Management and Work Health and Safety Agent. This meeting is mandatory and will show commitment by leadership towards supporting and enforcing compliance.

Attendance registers for all monthly SHE meetings shall be kept in the SHE file, and made available on request by the Project Manager or any auditor approved by the Project Manager.

Furthermore, the Contractor shall maintain a tracking register for all actions forthcoming from such meetings, and action close-out forms shall be kept in the SHE file, with supporting evidence of closure, and be made available on request by the Project Manager or any auditor approved by the Project Manager.

Chairman: Site Supervisor


Frequency: Monthly

Required Attendees: Client Project Management, Client SHE Department, Contractor Site Project Manager and contractor employees.

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**Note:** The Contractor shall host a monthly SHE related meeting for all contractor employees under his or her charge. The meeting shall be documented and actions arising from the meeting shall be closed-out within an agreed upon timeframe. Such minutes and actions shall be submitted within 3 days of the meeting to the Project Manager and Work Health and Safety Agent / SHE Manager for acceptance and awareness.

### 13.3 Safety Awareness Themes and Talk Topics

The Contractor shall on a monthly basis roll out safety awareness themes on the site. These themes may be in the form of posters and or talks on specific safety topics identified as pertinent to the site and safety of every employee. This must form part of the Contractor's SHE Plan.

The Contractor shall ensure that the Eskom Talk Topics for Safety, Health and Environment are discussed with all contractor employees and the attendance registers, together with the Toolbox Talk, is submitted to the Eskom Project Manager for acceptance.

The Client will send monthly SHE Themes to the Contractor for discussion with their workers. Proof of communication shall be retained by the Contractor and be made available upon request by the Client

### 13.4 General Walk-downs

The Site Management from the Contractor shall lead the site walk downs with the Eskom Project Manager, on a weekly basis, to demonstrate their commitment towards occupational health and safety matters. These site visits will be used to identify both strengths and areas for improvement regarding SHE issues. Site walk downs will be documented and relevant report submitted to the Eskom Project Manager, within 24hrs, inclusive of an action plane to close out all deviations noted during such a walk-down.

Project staff and site management of the Project Manager, including all levels of supervision, will be required to do Visual Field Leadership inspection (VFL'S and Behavioural Safety Observations). The Contractor shall ensure participation and co-operation from all employees during such interventions.


### 13.5 Safety Stand-downs/ Work Stoppage

There is an urgent need in the business to swiftly address the escalating number of safety and environmental incidents and to bring employee wellness to the fore.

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The target audience for these interventions will be employees and contractors. These engagements will focus on, amongst others, the pro-active reviews of SHEQ plans and the implementation thereof, audit findings and associated action plans, peer reviews, etc.

Furthermore, there is a need to mobilize employees and contractors around the site specific SHEQ focus areas, thus building a culture of safe work practices in line with Eskom's Zero Harm drive underpinned by the Lifesaving Rules. Discuss Gx Coal Business and SHE Culture points; and Eskom Life Saving rules.

When required, these planned work stands down /work stoppage interventions for the project will be focusing on but not limited to the following outcomes:

- Major incident recall or Unsafe conditions that have potential of impacting OHS in relation to the project.
- Creation of a ZERO TOLERANCE culture towards SHE contraventions and adherence to the Life Saving Rules;

**Note 1:** The Project Manager shall not be liable for any cost and time lost as results of such safety stoppage/stand down.

**Note 2:** The Project Manager, in consultation with the Client appointed Work Health and Safety Agent, may request additional stand-downs/Work stoppage due to an increase in incidents or any other SHE related matter. These stand-downs will be at expense of the Contractor.

#### 14. SHE/Q Policy

The contractor shall have a SHE Policy authorised and dated by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall SHE objectives and commitment to improving Safety, Health, Environment and Quality performance and must be displayed and shared with all stakeholders.


Note: The SHE Policy must, as minimum comply to section 7 of OHS Act, conform to ISO 45001:2018 and ISO 14001 policy clauses.

Eskom SHEQ Policy will be handed to the *Principal Contractor* when site establishment is completed. A toolbox talk will be done with all the employees on site and attendance register shall be scanned and send to the Client Agent/Manager/Practitioner and then filed in the SHE File.

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## 15. OHS Requirements

The Client expects the *Principal Contractor* and Contractor to engage in safety culture initiatives in line with the Eskom SHEQ Policy and value, Zero Harm.

It is required that the *Principal Contractor* and Contractor comply with the relevant applicable legislation, specifications and standards in accordance with the scope of the project.

This Project will abide by applicable legislative requirements and be aligned to Eskom OHS Policies, standards, and procedures.

A section 37(2) agreement must be signed between the Client and the *Principal Contractor* at the time of awarding the contract. A signed copy of this agreement is submitted to the Client prior to commencement of any activities on site.

The *Principal Contractor* must ensure that a section 37(2) agreement is signed between them and all their appointed *Contractors* for the contract.

The *Principal Contractor*, at all times, considers itself to be the “Employer” for the purposes of the OHS Act, and shall not consider itself under the supervision or management of the Client regarding compliance with the SHE Requirements.


The *Principal Contractor* shall furthermore not consider itself to be a subordinate or under the supervision of the Client in respect of these matters. The *Principal Contractor* is at all times responsible for the supervision of its employees and *Contractors* and assumes full responsibility and accountability for ensuring they are competent, aware of the SHE Requirements and execute the works in accordance with the SHE Requirements and legislative requirements.

The *Principal Contractor* shall ensure that all statutory appointments and appointments required by the Management system are in place, and that all appointees fully understand their responsibilities and are trained and competent to execute their duties. The *Principal Contractor* supervises the execution of their duties by all such appointees.

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The *Principal Contractor* shall prepare a suitable and sufficient site specific SHE plan in accordance with the SHE Specification requirements, submitted with tender documents that will indicate to the Employer the level of compliance to the SHE Requirements.

The *Principal Contractor* shall complete a suitable and sufficient project, scope of work and site specific SHE plan in accordance with the SHE Specification Requirements and submit to the Client before taking possessions of the works. The *Principal Contractor's* SHE Plan will be assessed for compliance so as to confirm compliance to the requirements in the Client SHE specification. The Contractor will ensure that the site specific SHE Plan is submitted prior site access, once compliance is confirmed, only then will the *Contractors* are allowed site access to start with site establishment.

The *Principal Contractor* on appointing any other contractor shall ensure that the Contractor provides and demonstrate to the *Principal Contractor* with a suitable, sufficiently documented and coherent site specific health and safety plan based on the client's documented health and safety specifications. The Sub-Contractor's SHE Plan will be assessed for compliance so as to confirm compliance to the requirements in the Client SHE specification. Once compliance is confirmed, only then will the *Contractors* SHE plans be approved by the *Principal Contractor* for implementation.

The *Principal Contractor* will make an appointment with the Client SHE Agent/Manager/ Practitioner to verify their sub-*Contractors* SHE File. The *Principal Contractor* will accompany the contractor to the SHE Agent/Manager/Practitioner office with the approved checklist.

The Client, or any person appointed by the Client, may, at any stage during the execution of this contract refuse any Employee, Subcontractor, Contractor access to the premises if such person has been found to commit an unsafe act or any unsafe working practice or is found not to be qualified or authorised in terms of the SHE Requirements;

### **Safety File**


The *Principal Contractor* provides a Health and safety File for their own works, as well as for all *contractors*.

The *Principal Contractor* ensure that all their SHE Files as well as their contractor SHE Files are handed in to the SHE Agent/Manager/Practitioner at the end of the Project. The *Principal Contractor* shall ensure that hard and soft copies of each file are submitted.

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*Principal Contractor/* appointed contractors shall not be granted access to commence with work on site unless the SHE File is approved by the Client SHE Department. Furthermore the Client will verify appointed Contractor's SHE File before access is granted to work on site.

## 16. Compliance and Non-Conformances

As legislation forms part of any country's legal system, the Client requires all of its *Contractors* to comply with legislation as part of the contract. All expenses to the Contractor, which result from compliance with this legislation as well as special requirements specific to the site, will be for the *Contractors* account.

Should the *Principal Contractor* appoint a contractor, the *Principal Contractor* would then have the same role and responsibility in relation to the *Contractors*, in a similar way as the Client has in relation to the *Principal Contractor*.

The Client/Agent's representative reserves the right to stop work and issue a non-conformance report whenever safety, health or environmental violations are observed for both *Principal Contractors* and/or their *Contractors* after engaging and making both aware of such. Expenses incurred as a result of such work stoppage and standing time shall be for the *Principal Contractors* account. Any non-conformances/findings/observations found in these audits/inspections on *Contractors* shall be raised and discussed with the relevant *Principal Contractor* (with whom the contractor is contracted with).

The requirements within this specification should not be considered to be exhaustive and the Client reserves the right to add, delete or modify conditions where it is considered to be appropriate.

**No claim will be accepted as a result of any costs or delays being incurred due to the *Principal Contractor* or his *Contractors* not complying with legislation, applicable Eskom Procedures and Standards.**

### 16.1 Legal and Other Requirements


It is required that all *Contractors* on site comply with the relevant applicable legislation, specifications and standards in accordance with the scope of the project.

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It is the duty of the *Principal Contractor* and contractor to ensure that they are familiar with the necessary SHE legislation required.

The *Principal Contractor* shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the Work project. The register shall be updated biannually.

## 16.2 Suspension of Activities under the Contract

Any person may stop an unsafe act or unsafe condition or activity that poses or may pose a threat to the health and safety of an individual, threat to plant or machinery or create a risk of degradation of the environment.

The Project Manager shall not be liable for any time and cost as a result of such work stoppage.

**Note :** A client representative who deems it necessary to stop an activity as a result of unsafe acts and/or conditions, must do so immediately and in the shortest possible timeframe, notify the Eskom Project Manager and appointed Client Supervisor.

## 16.3 Suspension or Termination of Contract due to Poor SHE Performance

The Project Manager, as defined in the contract between the Project Manager and the Contractor, will be the only authorised person to communicate the suspension or termination of the contract, as a result of continued poor SHE related performance.

**“Eskom takes a ZERO TOLERANCE stance to violation of Eskom Lifesaving Rules and will apply appropriate sanctions.”**

## 17. Enforcement of SHE Requirements and Non-compliance


The *Principal Contractor* shall submit their procedure on how they would deal with enforcement and non-compliance to SHE requirements.

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## 18. Hazardous Work by Children (Child Labour)

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

- a) *being protected from exploitative labour practices;*
- b) *not to be required or permitted to perform work or provide services that*
  - are inappropriate for a person of that child’s age; or
  - 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 efforts must be exercised to avoid it.

## 19. OHS Act

All *Contractors* shall have the latest copy of the OHS Act and Regulations at all work sites which will be available to all employees. (Reference GAR 4).

## 20. Cost allocation for SHE Compliance


The *Principal Contractor* shall ensure that the submitted tender adequately made provision for the cost of Occupational Health and Safety measures.

Note: the costing for OHS must be detailed that is itemised based on the overall contracted scope of the project (i.e.) Medical surveillance (Medicals), provision of PPE, safety equipment purchases, resources and etc. Environmental Bill of quantities must be submitted related to EMS, EMP, EA and other legal requirements.

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## 21. Training

The *Principal Contractor* and Contractor need to ensure that the resources to work on the project have the required related training, knowledge and experience specific to the scope of work/services. The scope of the training includes but is not limited to the type of work being performed and the relevant procedures. In addition to the requirements, the *Principal Contractor* and contractor employees would require the appropriate qualifications, certificates and tickets, and be under competent supervision. Records of all training and qualifications of all contractor employees must be kept. The Contractor shall maintain comprehensive records of all employees under his control (including all employees of the contractor) attending induction training. Acknowledgement of receiving and understanding the induction must be signed by all persons receiving the induction respectively.

The contractor must ensure that the training providers are accredited and registered with SETA according to the relevant unit standards.

The contractor must have proof of this on site for verification.

The contractor must develop a training matrix for all their employees.

**When there is an amendment to the Acts and/or to the regulations, the SHE plan must be reviewed, updated accordingly and changes must be communicated to all relevant employees.**

## 22. Site Induction

### 22.1 General Work site induction carried out by the *Principal Contractor*


The Principal Contractor shall ensure that all his employees and contractor employees undergo their company induction with regard to the approved SHE plan, general hazards prevalent on the Work site, Work risk assessment, rules and regulations, and other related aspects.

Prior to induction all employees must undergo a pre-employment medical examination and found fit for duty. A prerequisite for one to be inducted is a proof of attendance of company Induction, medical

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fitness certificate issued by an Occupational Health/medical Practitioner and completed Work Regulation's Annexure 3.

Furthermore, the Contractor shall ensure that induction sessions for *Contractors* are timeously booked with the client SHE Department, at least 48hrs in advance.

The Contractor may request an emergency induction, on consultation with the Work Health and Safety Agent/Manager. This induction will be at the sole discretion of the Work Health and Safety Agent/Manager and may not invoke a habit-forming process with regards to general inductions for new employees to site.

## 22.2 Visitors to Site

A contractor shall ensure that all visitors to site undergo health and safety induction.

All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any Work work, of any nature.

## 23. Access and Security Control

Access and Security control shall be done according to the Eskom Access Control Policies.

Employees, *Contractors* and visitors shall be subjected to induction training and substance abuse tests when entering Eskom sites, or as and when required whilst on Eskom sites.

It may be required that prior to access being granted that person(s) complete the required training e.g. plant access training, employee training, occupational health and safety training or any other prescribed training.


The following are prohibited items and shall not be allowed on Eskom sites unless the necessary authorisation for possession has been obtained:

- Firearms and ammunition (excludes Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces)
- Liquor/ Alcohol
- Dangerous weapons
- Drugs
- Any other items that may be declared prohibited.

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The *Principal Contractor* and contractor shall provide suitable safety signs , including traffic routes signage's (traffic & pedestrian arrangement) & warning notices/ signs to indicate restrictions or prohibited items , where authorisation is to be obtained.

The *Principal Contractor* ensures that security is considered in the contract to secure plant machinery on site (day, night and on weekends).

The *Contractor* shall ensure that no unauthorised access is gained to site laydown or Work areas by the public or farm animals. The *Contractor* is to submit a plan to the *Project Manager*, indicating how he or she intends to control access to site camps, laydown and Works areas.

The Contractor shall ensure that no inadvertent access is gained to any of the materials, chemical substances, fuel, equipment or machinery.

## 24. Contractor's Site Facilities

Site facilities shall be established and maintained by the contractor or be maintained as agreed with the Site Manager and/or in accordance with the contractual agreement. The facilities include, but are not limited to the following: (refer to OHS Act Work Regulation 30).

### Sheltered dining rooms and eating facilities

Komati dining hall will be utilised for purpose of consumption in relation to this project.

The dining room facility, and all electrical appliances utilized for the purpose of boiling water and or heating food, shall be kept in a state of good repair and hygienically clean.

**Note:** Sleeping under parked vehicles, half built walls or trees during meal breaks is strictly prohibited on site


- **Change rooms & Shower facilities**

Where required, the *Contractor* shall provide and maintain adequate and suitable changing and washing facilities appropriate to the workforce size and work duration, that conform with the requirements of all applicable legislation. The *Contractor* shall ensure that separate changing facilities are provided for both genders.

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- **Ablution facilities**

The Contractor shall provide and maintain adequate and suitable sanitized portable ablution facilities appropriate to the workforce size and work duration that conforms to the requirements of all applicable legislation. Separate ablution facilities shall be provided for both genders. These portable ablution facilities will be kept tidy and hygienic during the duration of the Project.

Where the Contractor makes use of existing facilities provided by the Komati PS, the Contractor shall ensure that his or her employees support the aim of keeping these facilities clean and hygienic.

- **Site Sheds, Offices and Amenities**

The Contractor is responsible for suitable offices, parking area, eating facilities etc. for their employees.

The Contractor will ensure that reverse parking is executed on Komati site as well as on the ash dam area.

- **Installation and Maintenance of Temporary Electrical Supply, Lighting, and Equipment**

The *Contractor* shall ensure that all temporary electrical supply, lights, and equipment are installed and used in accordance with the OHS Act, Electrical Installation Regulations, relevant South African National Standards and by-laws, Regulations of the OEM and supplier concerned, including the PSR and ORHVS regulations. Attention shall be given to the positioning of such equipment in order to minimize pollution caused by noise and fumes.


Every portable generator shall be issued with a drip tray and refueling of these generators shall be done in such a way to prevent any spillage. Each Portable generator shall be fitted with an earth and/or earth spike.

All electrical installation shall have a C.O.C issued by a competent and appointed person.

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## 25. Public Safety

Legislation requires that employers shall be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

*Contractors* shall factor in, in their safety plan, how they intend safeguarding/ controlling any members of the public against their activities during the project.

## 26. Project and Site Rules (Zero Harm to People and the Environment)

The objective of this section is to define the rules that are over and above the internal regulations and procedures of Eskom and relevant legislation which will ensure zero harm to persons and the environment. These rules will be specific to the project and site.

The *Contractor* shall comply with the requirements of Eskom's Life-saving Rules and Komati Power Station specific rules.

The *Project Manager* will take a stance of zero tolerance on transgression of these rules. Non-compliance to any one of the lifesaving rules will be considered serious misconduct and will lead to disciplinary action and dismissal. Eskom takes these rules very serious and any person violating these rules will be removed from site with immediate effect. Such a person will not be working on any Eskom site again.

These Life-saving Rules are non-negotiable health and safety rules that must not be broken under any circumstances. Where additional Life-saving Rules have been implemented as part of a site specific requirement, the Contractor will comply accordingly.

### **Eskom Life Saving Rules**


Five Life Saving rules have been developed that will apply to all Eskom Employees, agents, consultants, *Contractors* and visitors.

**The rules are:**

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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.

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#### Site Specific add-on's Lifesaving rules

RULE	DESCRIPTION OF RULE
Rule 6	<b>CELLPHONE USAGE</b> No walking, driving, lifting, rigging whilst talking, texting or listening to music on a cell phone.
Rule 7	<b>EAR PHONES</b> No earphones are allowed on the Work site. SABS approved hearing protection needs to be worn by employees.
Rule 8	<b>SPEED LIMIT</b> Exceeding the speed limit on the site will not be tolerated.
Rule 9	<b>REVERSING</b> As far as reasonably practicably possible, ensure reversing parking at all times.

Eskom will take a stance of zero tolerance if these rules are violated.

Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline/removal of person from the project site.

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.

No person shall damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site, or for the health and safety of persons.

No person under the influence of alcohol, drugs or medication (in a state of intoxication) or any other condition that may render him incapable of controlling himself or of other persons under his charge shall be allowed to enter the site. The limit is 0.0000% BAC on this site.


All safety and warning signs shall be obeyed at all times.

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Entering or leaving the Site will only take place at official access control points and may only be done via the official designated walkways.

All employees shall adhere to the SHE and other site specific rules.

The *Principal Contractor* must have a process in place to address employees that have contravened Health and Safety Requirements.

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

- **Smoking**

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy).

The contractor to ensure there are adequate smoking facilities for the workforce. It should consist of a covered area, with bench seating, and provided with:

- Fire Extinguishers.
- Sand Buckets.
- Health warning signs as required by the Tobacco Products Act, as amended.

**Note:** The contractor is expected to establish Smoking Policy for the project.

- **Cellular Phones**

Do not use Cellular phones in areas where cell phone usage is prohibited.

A contractor shall develop and implement a risk based cell phone policy for a particular Work site.

- **Fire Extinguishers**


All fire extinguishers shall be:

- Clearly labelled
- Conspicuously numbered
- Entered in a register

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- Inspected monthly by a competent person
- Tested and serviced at recommended intervals by an accredited supplier
- Results shall be entered in the register and signed by competent person.
- No open or unattended fires are allowed within the Work site.

*A Principal Contractor shall have a layout plan of a site indicating where all his firefighting equipment is located.*

#### • **Vehicles and Traffic Rules**

Ensure that all drivers and passengers wear seatbelts, where fitted, while travelling in a motor vehicle. Vehicles not fitted with seatbelts must be retrofitted according to the vehicle manufacturer's specifications.

Ensure that no employees, including contractor employees, when performing work for Eskom, are transported at the back of bakkies / vans and trucks.


**It will be the responsibility of the driver to ensure:**

- Their passengers wear seat belts whilst the vehicle is in motion.
- Comply with all traffic road rules, safety, direction, and speed signs.
- Ensure that vehicle loads are properly secured prior to moving off.
- Ensure that vehicles are not overloaded.
- No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
- All drivers of construction vehicles are to have valid medical fitness certificates.
- Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
- Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
- 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

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- 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.
- 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.

- **Substance and Drug Abuse Management**

The *Principal Contractor* shall provide a Substance Abuse management policy which is in line with the Eskom Procedure (Eskom Substance Abuse Procedure 32-37).

## 27. Hazard Identification and Risk Assessment

The *Principal Contractor* shall develop a Risk Assessment, in alignment to Eskom 32-520 procedure and ISO 45001:2018 Hazard identification, Risk Assessment and controls clause.

Emerging risks and hazards must be managed during work. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated.

Activity based risk assessments shall be conducted by an appointed competent risk assessor of the *Principal Contractor*. Risk assessment shall be developed by the team and outcome shall be shared with employees.


## 28. Pre-Task Risk Assessment / Daily Safety Task Instructions

The Contractor shall on a daily basis and for every task to be performed, conduct a pre-task risk assessment with all employees involved with the task(s). The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox talks prior to the start of work. This will highlight critical steps from the safe work procedure to ensure that work is performed in a safe manner. Proof of communication as well as confirmation that it was received and understood by all will be noted on a standard form, which will be kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the *Principal Contractor's* safety file.

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## 29. Method Statement, Safe Work Procedures and Practices

The *Principal Contractor* shall compile project / site specific method statements and safe work procedures for all the high risk activities as identified in the risk assessment and scope of work.

These shall be approved by the contractor and reviewed for acceptance by the Client.

**Note:** *The acceptance will be qualified with the statement: "Acceptance does not relieve the contractor of his responsibility for ensuring safe working procedures in terms of the Work Regulations."*

Commencement of any work activity does not take place unless a method statement and risk assessment has been produced and submitted to the Client (and permission has been received), five working days in advance of any proposed specific activity starting. They must be site and task specific, clear and signed off.

The supervisor / team leader shall ensure that all employees are trained on all applicable safe work procedures. Records of training/ awareness shall be kept on site.

## 30. Planned Task Observations (PTO)


The *Principal Contractor* shall provide the planned task observation procedure or process covering but not limited to the following:

- Persons responsible for monitoring the task and carrying out the Planned Job Observation must be the supervisor;
- Planned job observations should be conducted in such a way that the employee is observed against the actual steps (of the written safe work procedure) to be followed when performing a task and be marked against compliance with each step. This will assist in determining employee competence and compliance. Record should be kept at all times.
- Where the employee did not comply or did not follow the required steps, this should be indicated on the report and actions be taken to correct the deviation.

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Please refer to Annexure E (Safe Work Procedure and Job Observation Template); it may be used as a minimum guideline.

### 31. General Walk-downs (Visible Felt Leadership)

The Work Manager from the *Principal Contractor* shall lead the site walk downs with the Work Supervisors on a weekly basis to demonstrate their commitment towards SHE matters. These site walk downs will be used to identify both strengths and areas for improvement regarding SHE issues. Site Walk downs will be documented and a report shall be submitted to the Client within 24 hours, inclusive of an action plan to close out all deviations noted during such a walk-down. To show commitment to Visible Felt Leadership, the management representatives from the *Principal Contractors* are expected to attend the walk downs at agreed intervals.

Describe how and what measures are taken by Senior Leadership to actively drive SHE with employees and sub-*Contractors*.

Consider the following Criteria:

- Visibility on sites where operations take place.
- Interventions that leadership drive specifically on SHE matters.
- What monitoring mechanisms are in place to verify the above?

### 32. Health and Safety Behaviour Observations and Inspections

The objective of behavioural safety observations is to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, *Contractors* or their supervisors.

The *Principal Contractor* is expected to describe how their company would implement a behavioural safety programme.


### 33. Work at Elevated Positions

- The *Principal Contractor* shall ensure that all work performed in a fall risk position shall conform to the requirements of the OHS Act, the relevant SANS standards and Eskom Procedure 32-418 (Working at Height Procedure).

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- All employees working in a fall risk position shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.
- Whenever there is any potential of falling either from or into, a fall protection plan and risk assessment (which includes fall prevention) shall be compiled, implemented and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards.
- A fall protection Plan will be compiled, implemented , reviewed, communicated to all employees working at heights and shall include but not limited to the following:
  - A site and task specific risk assessment covering all work at elevated heights shall be carried out and appropriate mitigation measures to be put in place and communicated to all relevant employees.
  - Appropriate training programme (according to the relevant SAQA NQF unit standards) of all employees working at height and records thereof
  - Legal appointments
  - The process of evaluation of the employees' medical fitness for each employee working at height.
  - The procedure addressing the inspection, testing and maintenance of all fall protection equipment, the withdrawal process of damaged PPE and up to date inspection records.
  - A rescue plan detailing the necessary procedure, personnel, and suitable equipment required to affect a rescue of a person in the event of a fall.
  - Emergency drills on all developed rescue plans shall be held at least once a year, under the supervision of a competent person.
  - Emergency preparedness procedures.
- The *Principal Contractor* shall review their risk assessment and fall protection plan when changes are made to the design or Work that result in a change on the risk profile or when an incident occurs.
- The *Contractors* shall stop all persons working in elevated positions during periods of inclement weather.
- Working in elevated positions shall only be carried out under the supervision of a competent person in accordance with the appropriate unit standards for working at heights.
- Fall arrest/protection plan and equipment shall be implemented where fall prevention is not possible.

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- Please refer to Eskom Fall arrester checklist (240-43921084) contractor shall use it, as a minimum guideline.
- All fall protection equipment shall comply with SANS Standards, other recognised international standards and Eskom Procedure 240-100979499 (Personal Protective Equipment for work at Heights specification).
- Safety belts are not allowed to be used in Eskom. An appropriate full body safety harness shall be worn when working at an elevated position, refer to SANS 50361 and Eskom Procedure 240-100979499 (Personal Protective Equipment for work at Heights specification).
- The *Principal Contractor* and/or his contractor shall compile a fall protection equipment, inspection, testing and maintenance procedure (Refer to SANS 50365 and manufactures requirements for safe use and for inspections).

**Provision must be made to prevent objects and or material from falling from elevated areas and the protection of persons working below. A drop zone shall be established with barricading and necessary signs. The *Principal Contractor* will ensure that tool bags and lanyards are given to all employees when structures are installed to prevent falling objects.**

### 33.1 Working at height training


- The *Principal Contractor* shall ensure that all their employees working at height must be competent in working at height including the rescue team that will be utilised during emergencies. Training provided for working at heights should be in accordance with the relevant unit standards.
- As a minimum, individuals who will be performing work at heights and are not responsible for rescues must undergo three days FAS training (Unit Standard 229998). And the rescuers must further undergo two days rescue training in accordance with unit standard 229995. The *Principal Contractor* or contractor must identify further trainings (e.g. Advanced rescue US229999) applicable to the employees work area.
- Once these employees have successfully completed classroom theoretical and practical training provided by the training provider, each employee must undergo on the job training on every task which is going to take place when working at height. These people need to be declared competent and fit to perform each task.

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- The employee must work at least 40 hours with a mentor who has the knowledge and the experience (at least 1 year experience) to perform that specific task.
- The employee must keep a logbook of his work for the 40 hours with a mentor. The logbook will be signed of each day of mentorship, by his mentor.
- After completion of the 40 hours and the mentor is satisfied with the employee's progress, the Supervisor must conduct a planned task observation (PTO) on the employee. The Supervisor must indicate on the PTO that the employee is now fit to work on his own.
- The logbook and the planned task observation must be kept on the employee's file for the duration of the project, to prove his competency.
- A contractor shall ensure that the designated person for the development of a fall protection plan undergoes appropriate training based on unit standard 229994.

### 33.2 Ladders (Portable)

- All ladders used on the site shall comply with the OHS Act and Regulations.
- All ladders shall conform to the relevant SANS standards or other recognised international standards.
- Damaged ladders shall be marked as "DAMAGED" and removed from the project site.
- Prior to work being performed, an adequate risk assessment shall be conducted, and work shall be conducted in accordance with General Safety Regulation 6 and 13A and Work Regulation 10 of the OHS Act
- All employees using ladders must be trained on the safe use of a ladder.

## 34. Occupational Health and Hygiene

All *Contractors* are required to develop an Occupational Health and Hygiene program. The program is intended to ensure that the risks to health are identified and controlled.

### 34.1 Occupational Hygiene Management Program


*Principal Contractors* and *Contractors* shall develop, implement and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene should include, but not be limited to the following elements:

- Occupational health risk assessment as a background.

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- Occupational health risk exposure profiles.
- Occupational hygiene monitoring program and ensure that monitoring is performed by an approved Inspection Authority.
- Communication of occupational hygiene results and requirements.
- Proof of awareness training.
- Documentation and control of records (Records to be kept for 40 years).

Where there are occupational hygiene stressors, *Principal Contractors* and *Contractors* shall ensure that programs are developed and in place to address the said stressors. These programs may include but not be limited to:

- Hearing Conservation Program;
- Respiratory Protective Program;
- Hazardous Chemical Substances Program;
- Procedure for the use and management of radioactive sources;
- Heat Stress Management Program.

*Principal Contractors* and *Contractors* shall report to the Department of Labour and Department of Minerals Resources on the occupational hygiene milestones (e.g. crystalline silica). Evidence of reporting to the department of labour and department of mineral resources and copies of such reports shall be made available to SHE Manager / Practitioner(s).

Copies of all occupational hygiene surveys conducted by the *Principal Contractor* and contractor must be submitted to the Eskom SHE manager and practitioners. The SHE Manager / officer shall establish a database of contractor occupational hygiene surveys and corrective plans


The *Principal Contractor* and *Contractors* shall describe in detail how they would implement an Occupational Hygiene programme and provide an outline of the programme as well.

**Note:** Contractor is expected to establish COVID-19 risk assessment and plan, in line with legal and other requirements (Hazardous Biological Agents Regulation, Code of Practice managing SARS-COV-2 at workplace)

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### 34.2 Employee Health and Wellness Programme

*Principal Contractor* shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include a Medical Surveillance Program and an Employee Assistance Program as detailed below.

### 34.3 Medical Surveillance Programme

The *Principal Contractor* shall ensure that his employees and contractor employees are registered on a medical surveillance programme and are in possession of a valid medical fitness certificate. The certificate of fitness should be relevant to the type of work (risk based) that the employee will be exposed to. This will require each employee to have a risk based person job specification that will be used as a basis for medical examination.

The *Principal Contractor* must ensure that his employees and contractor employees have undergone pre-entry medical examination before starting work on site, ***no employee will access site without a valid medical fitness certificate.***

A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the Work work to be performed and issued by an occupational Health practitioner in the form of Annexure 3.

The fitness certificate and a copy of the risk based person job specification shall be issued before commencement of work and shall be presented at induction. If the *Principal Contractor* does not provide proof of valid certificates of fitness and person job specifications for his employees and contractor employees, then Eskom will not give those employees site induction which will result in refusal to site access.

The frequency to renew the medical fitness certificate shall be determined by the risk profile and or as per the recommendation of the medical practitioner.


On completion of the project an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.

All employees shall be issued with the required medical records to prove medical status at the time of exiting the Work project.

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The *Principal Contractor* shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

In instances where sick leave is taken for a period of one week or more, the contractor shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries which occurred in the period of absence, which may affect their ability to work on site.

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

#### 34.4 Emergency Care

A list of emergency numbers must be posted at phones and in every office. The *Principal Contractor* shall ensure that his employees and contractor employees are familiar with the emergency numbers and also are provided with stickers, with the emergency numbers printed on, to place outside their hardhats. Komati Power Station emergency number .

Emergency numbers will also be part of the SHE induction.

Eskom has established a contract with ER24 for all employees and its contractor employees for emergency medical assistance incurred whilst on duty anywhere in South Africa.

*Contractors* shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof.

More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it should be available and accessible for the treatment of injured persons at that workplace).

Minimum contents of a first aid box: (Refer to GSR 3 Annexure of the OHS Act)


Item 1: Wound cleaner/antiseptic (100ml).

Item 2: Swabs for cleaning wounds.

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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 prominent notice or sign shall be erected in a conspicuous place at a workplace (SANS1186 approved signs to indicate location of first aid boxes), 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.

The *Principal Contractor* and contractor shall ensure that alternative arrangements shall be made for possible incidents occurring after normal working hours.


### 34.5 Compensation of Occupational Injuries and Diseases Act (COIDA)

The *Principal Contractor* shall submit proof of registration and letter of good standing with the compensation fund or with a licensed compensation insurer for his company and each of his *Contractors*'; based on South African legislative requirements. This must remain valid for the duration of the contract. The Letter of Good Standing shall reflect the name of the *Principal Contractor* and/or Contractor Company.

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### 35. Emergency Preparedness and Response

The *Principal Contractor* shall provide a site specific emergency response plan.

Using the Eskom site specific emergency plan, the *Principal Contractor*, together with his *Contractors*, shall develop their own emergency response plan (as a guideline) for both site and offices and submit this plan to the Eskom *Project Manager* for review. It may be decided that one site specific emergency response plan be used for all *Contractors*. The *Principal Contractor* will ensure that his employees and his contractor employees are trained on this plan.

Periodic emergency drills shall be undertaken by Eskom; however, the *Principal Contractor* shall initiate his own emergency drills with permission from the Eskom *Project Manager*. The *Principal Contractor* will make in advance arrangements with the *Project Manager*, at least five (5) days in advance. This must be recorded and provided on request.

When doing a task that requires standby emergency response, the contractor shall provide for this and Eskom Emergency Department will supplement.

### 36. Housekeeping

The *Principal Contractor* and his contractor shall maintain a high standard of housekeeping within the site. Prompt disposal of waste materials, scrap and rubbish is essential. Stipulate as to whether waste separation and removal is for the account of the *Principal Contractor*.

The Contractor will ensure that daily housekeeping is done.

Adequate care must be taken by the Contractor to ensure that storage and stacking is correctly and safely carried out.


Before stacking any material, the Principal Contractor, contractor or their employees must consult the Eskom Project/site Manager for allocation of a stacking area.

Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.

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On completion of his work, the contractor is responsible for clearing his work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the Client Agent/Manager/Practitioner.

In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Eskom Project/Site Manager. The Eskom Project/Site Manager has the right to instruct the *Principal Contractor* and his contractor to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the Contract shall be allowed as a result of such a stoppage. Failure to comply will result in site cleaning by another cleaning contractor company at the cost of the *Principal Contractor*.

The *Principal Contractor* shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The *Principal Contractor* shall document the results of each inspection and shall maintain records for viewing.

### 37. Signage

All symbolic safety signs that the *Principal Contractor* or his /her *Contractors* are to use/display shall comply with the requirements of SANS 1186.

The display of the following signage is mandatory:


- For *Contractors* with Site Establishment: The Contractor Company sign must be posted at their site offices to reflect the name and contact details of the: Work Manager, Work Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative, Evacuation warden and the Work Woks Permit Number.
- The *Contractors* shall provide the signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers
- The *Contractors* shall provide the signage in accordance with the scope and work area.
- The contractor shall provide signage in accordance with the EMPr requirements.

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### 38. Hazardous Chemical Agent Management

HCA shall be managed in accordance with HCA Regulations of the OHS Act 85 OF 1993.

Prior to any HCA being brought onto the site or produced on the site, the *Principal Contractor*/contractor shall supply the client with the following:

- Safety Data Sheets (SDS) in accordance with the requirements of the OHS Act –
- Regulations for Hazardous Chemical Agent;
- Proposed arrangements for safe storage;
- Proposed methods for handling/usage;
- Proposed method of disposal;
- Hazard communication / training plan.

The information is to be provided prior to the expected delivery on site. The client representative shall approve the use of any hazardous substance after receiving the above information. No HCS are to be brought onto the site until the client representative approval is received.

### 39. Personal Protective Equipment (PPE)

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's* employees and his contractor employees at the Work site, including visitors, shall use the relevant internationally recognised authority approved risk based PPE at all times, as a minimum:


- Head protection hard hat (with chin straps), with a sun brim. The *Principal Contractor* to supply sun screens cream to all employees.
- Steel toe capped safety boots.
- Eye protection. Wearing of foam padded dust, sand and wind proof spectacles with side shields.
- Long pants protective clothing (with reflective strips sowed on) to be worn by all employees working on the Project.
- Hearing protection as determined by the *Contractor's* noise assessment and Health Risk Assessment; and

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- Dust masks (FFP1 or FFP2)
- Refer to Eskom Personal Protective Equipment Specification (240-44175132, latest revision). This specification applies to all activities where PPE is required. It sets out Eskom's minimum PPE requirement to be met by *Contractors* with the exclusion of the requirements stipulated with regard to the Eskom Corporate Identity.

The Contractor shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly.

Strict non-compliance measures must be administered to any employee not complying with the use of PPE and that employee shall be removed from the Site.

### 39.1 Issue, Replacement and Control of PPE

The *Principal Contractor* must provide a detailed procedure with a matrix on the issuing, maintenance and replacement of PPE for all his employees and *Contractors* on site.

The *Principal Contractor* is required to keep an updated register of all PPE issued, including that of his employees and *Contractors*.


## 40. Machinery, Tools and Equipment

- The Contractor shall ensure that all machinery, tools and equipment are identified, safe to be used and are maintained in a good condition.
- All machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded. A machine is guarded when persons cannot gain inadvertent access to the moving parts.
- The *Principal Contractor* shall ensure that all machinery, tools and equipment shall be listed on an inventory list and handed to security with a copy kept on site.
- All machinery, tools and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- All machinery, tools and equipment shall have the necessary approved test or calibration documentation where applicable prior to being brought onto the premises and the records shall form part of the SHE plan and file.

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- All fuel driven equipment shall be inspected by the Eskom SHE Practitioners prior to mobilizing it onto site.
- All fuel driven equipment shall be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- The Client reserves the right to inspect items of plant or equipment brought to site by the Contractor for use on this Contract. Should the Client find that any item 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 Client/Agent shall advise the *Principal Contractor* in writing and the *Principal Contractor* shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the *Principal Contractor* shall not be entitled to extra payments or extensions of time in respect of delay caused by the Client's instructions.
- The *Principal Contractor*/contractor shall ensure that he has all the necessary registers to record all tools and equipment kept in the SHE File.
- All employees operating or using machines and tools shall:
  - Be competent.
  - Have a valid certificate.
  - Have proof of any form of task related training.

#### 41. Hand Tools and Pneumatic Tools

All pneumatic tools shall be numbered, recorded and inspected at least monthly as well as by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications.

All hand tools should be inspected at least weekly as well as by users prior to use.

Tools with sharp points in tool boxes must be protected with a cover.

All files and similar tools must be fitted with handles.

The *Principal Contractor* shall have a policy on makeshift tools on site.


#### Records

- Check list for hand tools
- Check list for air tools including records of the measurement of revolutions on grinders
- Gas cylinder trolley checklist Register.

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## 42. Pressure Equipment

The *Principal Contractor* shall ensure that all pressure equipment's are inspected by an Approved Inspection Authority in accordance with the Pressure Equipment Regulations 7.

All pressure equipment shall be provided with at least one safety valve and such safety valve should be kept locked or sealed in accordance with the Pressure Equipment Regulations 10.

The pressure equipment shall be provided with a manufacturer's plate in accordance with the Pressure Equipment Regulations 9.

The pressure equipment should be fitted with a pressure gauge in Pascal and the maximum permissible operation pressure marked with a red line on the dial.

### **Records**

- Inspection registers for pressure vessel
- The certificate from the manufacturers
- Registration certificate of an Approved Inspection Authority.

## 43. Lifting Machines and Lifting Tackle


### **(Mobile Cranes, Crawler Cranes, Tower Cranes, Chain Blocks and Lever Hoists)**

- The *Principal Contractor* shall ensure that the use of lifting machines and tackles conform to the requirements of the OHS Act, the relevant SANS standards and Eskom Procedure 39-98 (Safe use of Lifting machines and lifting tackle).
- A risk assessment shall be conducted prior to commencing with the task to identify the risk involved and appropriate mitigation measures must be put in place, and a method statement shall accompany the risk assessment detailing the lifting or rigging procedure.

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- If it is the *Principal Contractor's* intention to use lifting machines on site, it should be indicated in the *Principal Contractor's* SHE plan as well as the inspection so that the Eskom Project/Site Manager can conduct an inspection when equipment is brought onto site. If his/her intention is to use a contractor he shall enter the name of the contractor into the notification letter to the Department of Labour. When equipment is brought onto site it shall be inspected by the contractor crane coordinator as appointed according to SANS 12840-3 clause 4.1 and clause 5.9.
- The *Principal Contractor* shall ensure that every lifting machine as listed in the National Code of Practice is operated by an operator specifically trained for a particular type of lifting machine and the operator shall be in possession of a valid permit (although the code of Practice has been withdrawn, *Contractors* shall use it as a guideline). The user shall not require or permit any person to operate such a lifting machine unless the operator is in possession of a certificate of training, issued by a service provider registered by the Department of Labour and TETA.
- The facilitator and the assessor must be registered with the TETA.
- Whenever making use of an external contractor to do lifting work the *Principal Contractor* shall ensure that the operator is competent and if the *Principal Contractor* is satisfied with the operator's competency after looking at his portfolio he/she should issue a temporary permit to the operator, and *Contractors* are required to conduct audits to ensure that the contractor complies with all safety and legal requirements.
- The *Principal Contractor* should verify if all ropes, chains, hooks and other attaching devices, sheaves, brakes and safety devices forming an integral part of lifting machines have been thoroughly examined, as prescribed by the standard to which the lifting machine was manufactured. This must be carried out by a registered LMI (Lifting Machine Inspector), appointed by a registered Lifting Machine Entity who has knowledge of the erection and maintenance of the type of lifting machine involved at intervals not exceeding six months.
- All the lifting machine and lifting tackle operators should be in a possession of a medical certificate of fitness.
- Before using any lifting machines or tackle the operator should inspect it daily, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, in accordance with SANS 19.

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- All lifting tackle should be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign of such examination, such lifting tackle shall be stored or protected so as to prevent damage or deterioration when not in use. Refer to the requirements of the Driven Machinery Regulation 18 and Work Regulation 19 and 22 of the OHS Act, SANS and ISO standards.
- All lifting tackle should be recorded on a register, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- All hooks shall be fitted with a safety latch/catch, and be in a good operational condition.
- A lock out system should be implemented to ensure that only an operator that is competent can operate lifting machines and fork lifts.
- All lifting tackle should be conspicuously and clearly marked with identification particulars and the safe working load (SWL) which it is designed for.
- No person shall be raised or supported by means of a lifting machine unless such a machine is fitted with a cradle approved for that purpose by an inspector of the Department of Labour.
- A risk assessment should be conducted prior to starting the task:
  - Account should be taken of wind forces. Lifting machines are erected taking into account a safe distance from excavations, and with the erection of tower cranes, a tower crane application accompanied by a method statement, risk assessment and geotechnical study shall be given to the engineer for approval.
  - When working in close proximity to power lines, the contractor must apply for a permit. Refer to Eskom Plant Safety Regulations and/or Operating Regulations for High Voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.
  - Every employer shall ensure that the employee is adequately and comprehensively informed of the hazards when working in close proximity to overhead power lines and electrical installations
  - Account should be taken of the bearing capacity of the ground, on which the tower crane is to stand, and the tower crane should be erected at a distance from excavations.
  - Rigging study should be conducted for all critical lifts.
  - *Principal Contractors* and their employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or excavator or barricading.
  - Guide ropes to be used to prevent loads from swinging. (Manila ropes)

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- Only loads of up to 5ton can be lifted by a person with basic rigging, depending on the complexity of the load. If it's a tandem lift or a complicated lift only a qualified rigger will do such lifts. Above 5Ton a qualified Rigger with a red seal will conduct all the lifts, and should the lift become critical a critical lift procedure will be completed accompanied by a rigging study and risk assessments.
- Hand signals will be displayed and visible on all cranes and the SANS 1029 standard must be used to ensure uniformity. All the crane operators, riggers shall be trained according to the SANS 1029.
- Permits shall be issued by an authorised appointed person when conducting maintenance and inspections.
- An illumination survey should be conducted prior to the start of work where lifting is performed at night.
- Tower Cranes should be earthed in accordance with SANS12480 and this includes crawler cranes.
- All truck mounted cranes and stringing machines shall be fitted with Equal Potential Foot plates when working in close proximity of power lines.

#### ***Record keeping***

- Record books and test certificates of lifting machined and tackle should be kept on the safety file on site.
- A copy of the Site and Task specific risk assessment should be kept on the safety file
- The *Principal Contractor* shall provide maintenance records of all Cranes (Mobile, Tower, Crawler and Overhead Gantry) to Eskom before the equipment is allowed to operate on the site.
- A certificate of approval for man cages and mobile working platforms shall be obtained from the Department of Labour Inspector.
- Register of all lifting machines and tackle on site (For inspection purposes).
- Training certificates and certificates of fitness for operators of the equipment.
- Legal appointments for riggers, supervisors, crane co-ordinators and operators.
- The *Principal Contractor* shall provide an emergency rescue plan to Eskom for all tower cranes and man-cages.


#### **44. Electrical Installations and Machinery on sites**

The *Principal Contractor* shall ensure that electrical installations and machinery on Work sites conform to the requirements of the OHS Act and the relevant SANS standards.

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Before Work commences and during the progress thereof, adequate steps are taken to ascertain the presence of, and guard against, danger to workers from any electrical cable or apparatus which is under, over or on the site;

The *Principal Contractor* shall ensure that all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on Work sites;

The control of all temporary electrical installations on the Work site is designated to a competent person who has been appointed in writing for that purpose;

All temporary electrical installations used by the contractor are inspected at least once a week. This must be done by a competent person and the inspection findings must be recorded in a register that's kept on the Work site; and a Certificate of Compliance (CoC) must be issued by a competent person for each installation.

All electrical machinery is inspected by the authorised operator or user on a daily basis.

The person inspecting the electrical machinery must use the relevant checklist when conducting the inspection. He must also record the findings and keep the register on the Work site.

#### **45. Permit to Work**

*Contractors* must adhere to the approved Eskom Permit to Work System to control identified high risk activities. There will be only one Permit to Work system (Eskom) on the Work site.

If the type of work requires a permit, then *Contractors* must be trained, competence assessed and authorised in writing to perform the duties of an authorised or responsible person as contemplated in the applicable Eskom regulations e.g.


- Operating Regulations for High Voltage Systems.
- Plant Safety Regulations.
- Pulverised Fuel firing regulations.
- Hot work.
- Radiation.

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- Confined space work.

The Client is to provide more details on the permit to work system for the specific work to be conducted by the *Principal Contractor*.

#### 46. Work Stoppage

The aim of the section is to outline the conditions under which work will be stopped and the process to be followed to ensure that the worksite is rendered safe.

The temporary stoppage of an activity/activities or task(s) may be due to SHE concerns, including the following circumstances which shall not warrant any financial compensation:

- Ad hoc safety intervention by Eskom management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant supplier shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack.
- Ad hoc safety intervention by any person, especially SHE functionaries, may be due to unsafe work or unsafe behaviour by the contractor. The conditions that gave rise to the work stoppage will determine the corrective measures to be taken urgently to protect the health and safety of employees and protect the environment and plant or equipment, etc.

#### The process to be followed is:


- The relevant activity must be stopped;
- The Eskom Site/*Project Manager* and/or *Principal Contractor* and his *Contractors* shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area that are competent to make the area safe.
- The *Principal Contractor* and his *Contractors* shall ensure that no other work is being performed during this time. Should the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area will be barricaded and a sign placed with the wording “Unsafe Area – Authorized Access Only”.
- The Eskom Site/*Project Manager* shall review the affected parts/sections of the SHE specification with the purpose of providing sufficient SHE information to the *Principal Contractor*.
- The *Principal Contractor* shall then revise the relevant sections in the SHE plan to accommodate the changes.

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- The Eskom Site/*Project Manager* must ensure that the revised provisions in the SHE plan are adequate and must approve it before the work activity commences.
- Before the workforce is allowed back in the area, *Principal Contractor* and his Subcontractors shall ensure:
  - The area is re-inspected by Contractor Safety Practitioner and supervisor and note corrective actions taken;
  - Declare the area safe for work by signing off on the “work stoppage” notice issued by the Eskom Site/*Project Manager*.

**NOTE:** *Work stoppages that are initiated because SHE related incidents shall not warrant any financial compensation claim lodged against Eskom.*

#### **46.1 Environmental Management System (EMS)**

The Contractor must provide a plan and demonstrate that they have developed, implemented, and maintained an EMS.


#### **46.2 Compliance Obligation**

The Environmental Manager is to provide external audited proof that the project is meeting legal compliance, annually or based on legal changes or as agreed with the Client. Front end planning requires supplying in line with the future compliance checks for life of Work and commissioning. The scope of work of the contractor legal compliance audit must be site applicable and approved by the owner. The compliance obligation will require approved permits, licenses, certificate, and authorisations. The contractor must submit permits and licenses related to the scope of work i.e., waste transportation, pest control certificates, and permitted landfill site in compliance with key licenses and permits etc. All external audit reports must be supplied to the owner.

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### 46.3 Fire hazard

The Contractor shall develop emergency protocols for dealing with fires, which may include a Fire Management Plan in accordance with the National Veld and Forest Fire Act (No 101 of 1998) and ensure that all staff is educated in fire prevention and will be held responsible to avoid the risk of fire. No area is to be denuded of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor shall ensure that operations always follow statutory requirements. The Contractor Environmental Officer shall ensure that in areas with a high fire danger rating, staff are made aware thereof. Smoking shall be restricted to designated areas or shall not be allowed, particularly in areas that have a high fire danger rating.

Contractor shall ensure that adequate Fire Fighting equipment is available on site, particularly near hot work.

**Note:** Areas requiring firebreaks must be confirmed with the appointed ECO and Client EO.

### 46.4 Waste Management

All waste generated shall be re-used, recycled and where not practical possible disposed of at a registered landfill site. A register of both hazardous and general waste shall be kept. A waste management plan shall be compiled before commencement of work. Records of waste disposal shall be kept and updated all the time. No waste, be it biodegradable or not, shall be left on site once work has ended.


Domestic and hazardous waste generated shall not be burned, buried, or disposed of on Eskom or Landowner property, but will be controlled and removed to a registered waste site on a regular basis (Daily / Weekly). The *Principal Contractor* and contractor working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the Work period. These materials shall be stored in a bunded area with adequate containment for potential spills and leaks.

Waste may be collected by the relevant Municipality or alternatively taken by the Contractor to a registered landfill site. Where the Municipality does not have a weighbridge, the Contractor is responsible for obtaining a formal notification to this effect.

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*Contractors* shall ensure that sufficient waste bins / containers, with lids are made available for waste control. The contractor shall comply with the requirements of NEM: Waste Act 59 of 2008, other legal requirements pertaining to waste and Eskom waste management standard. Quantities of disposed waste shall be recorded and reported monthly. Set up system for regular waste removal to an approved facility and minimize waste by sorting wastes into recyclable and non-recyclable wastes.

Equipment maintenance and storage:

- Ensure that all plant is in good working order.
- Undertake maintenance within specified area (workshop); and use drip trays for all stationary or parked plant and when servicing equipment away from designated areas.
- 

#### **46.4.1 Waste Management Plan**

The contractor will be expected to comply with the Eskom waste management standard, Komati Waste Management Plan and develop their own plan in line with the above.


The contractor must submit a plan that is related to the scope of works and the plan must consist of the following but not limited to.

- The amount of waste that will be generated (Register)
- Measures to prevent pollution or ecological degradation (Procedure/ Method statement)
- Targets for waste minimisation through waste reduction, re-use, recycling, and recovery
- Measures or programmes to minimise the generation of waste and the final disposal of waste
- Measures or actions to be taken to prevent the use of specified substances (persistent organic pollutants, Polychlorinated Biphenyls (PCB), Ozone Depletion substances (ODS) and Asbestos
- Opportunities for the reduction of waste generation through changes to packaging, product design or production processes
- Mechanisms for informing the public of the impact of waste generating products or packaging on the environment
- The extent on any financial contribution to be made to support consumer-based waste reduction programmes
- The period that is required to implement the waste management plan
- Methods for monitoring and reporting

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- The waste class and rating to determinate correct disposal method for the waste and any other best practice that may be necessary to give effect to the requirements of National Environmental Management: Waste Act and regulations passed thereunder.
- Approved/licensed waste disposal sites to be used
- Audited Records of waste quantities disposed
- Compliance obligations.

#### **46.4.2 Material requirement**

The use of any material or property belonging to any landowner shall not be permitted prior to arrangements with the relevant landowner. Written proof of such agreement shall be handed to project leader / co-coordinator for record keeping.

#### **46.5 Bees at the workplace**

The contractor will ensure that all employees allergic to bees:

Inform their managers.

Wear a medic-alert bracelet,

Always carry medication and know how to use it.

Wear protective gear on site.

The contractor will ensure regular inspections are carried out on workplaces, store, and office buildings especially where cable drums are stored.


The contractor will inform the Project Manager immediately if any beehives are noticed. The bee expert will be called. The contractor will ensure that all the people are informed, and area will be identified as a no-go area.

The contractor needs to ensure that food and cold drinks are covered during lunch breaks. Avoid leaving cold drink cans standing open during lunch breaks.

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#### 46.6 Snakes at the workplace

Snakes play an important role in the environment controlling small rodents and frogs. Generally, snakes aren't aggressive and only attacks in defence if threatened or surprised. Most snakes aren't harmful. They will sense you from afar and rather slither away.

The contractor will ensure that all employees will not try to catch, kill, or remove snakes themselves. The snake handler will be called to remove the snakes.

The contractor will ensure that all employees:

- a) Wear proper socks and boots.
- b) Look down and on both sides while walking.
- c) Use a torch at night. Many snakes are nocturnal.
- d) Avoid lifting large stones or fallen vegetation. Snakes favour these spots.
- e) Avoid sudden actions around them.

The contractor will inform the Project Manager immediately if any snakes are noticed. An eye will be kept on the snake while waiting for the snake handler.

#### 47. Signing off of the contract

No project shall be signed off before Business Unit or Department has given assurance that there is planning to address existing environmental liabilities. The responsible person, project leader or environmental advisor shall carry out a physical inspection before acceptance of work done.

No invoice shall be processed before work done is accepted.


The Contractor shall be conversant and in the course of carrying out the Works. The Contractor shall comply with the provisions of all Acts, regulations, ordinances, by-laws, Standards, Codes, Rules, and requirements of public, municipal, and other authorities.

The Project Team may, at any time, without notice to the Contractor, examine, and investigate the *Contractors'* compliance with all Applicable Legislation and the environmental management conditions.

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At all times during the execution of the Works, the Contractor shall preserve and protect the natural environment in the general area of the site and the external areas that may be affected by his operations.

#### **48. SHE Audits**

Eskom reserves the right to monitor and conduct unannounced audits to ensure compliance and provide assurance to the Client representatives and their key stakeholders.

#### **49. Compliance and Approval of Contractor SHE Plan**

The Contractor's SHE Plan / SHE File will be audited against a compliance checklist to confirm compliance to the requirements in the Eskom SHE specifications. Once compliance is confirmed, only then will the *Contractors* SHE plans be approved by the Client for implementation. Appointed contractor's SHE plans/SHE File shall be verified by a Client Representative prior to appointed contractor given access to site.

#### **50. Contractor SHE Performance Evaluation**

Eskom shall evaluate contractor SHE performance on an on-going basis against the Eskom requirements.

#### **51. Internal Audits**

*Contractors* are required to conduct internal audits on both their employees and their *Contractors* on the implementation of their SHE Plan monthly or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to the Eskom Project/Site Manager on the last day of the audit. The report shall be submitted within one week after completion of the audit.


#### **52. Third Party Legal Compliance Verification Audits**

If *Contractors* have a third-party legal compliance verification audit that is to be conducted on the site activities, then a copy of the summary of the findings and the proposed corrective actions shall be submitted to Eskom Project/Site Manager. The written report shall be submitted within one week after the completion of the audit.

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### 53. SHE Plan Audits

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 his representative.

### 54. Documentation and Records Management

The *Principal Contractor* shall establish and maintain a documentation and records management system where all project and scope SHE related documentation and records are kept and maintained.

The Client shall have access to this system.

### 55. Incident Investigation

The *Principal Contractor* and *Contractors* shall report all incidents/accidents as required in terms of the legislation.

All SHE incident reporting, classification and investigation will be done according to the requirements set out in the Eskom documents 32-95 (Occupational Health and Safety Incident Management Procedure) and 240-13307117 (Environmental Incident Management Procedure) (latest version).

### 56. SHE Performance Status Reports

The principal Contractor shall submit a weekly performance report with the following information as a minimum:


- Incidents: Lost time, medical; first aid, near misses, Property damage and environmental reported
- Manpower numbers per Principal contractor and Contractor Company
- Actual man-hours worked
- Status on incidents reported, investigated and recommendations
- Status on audits conducted and findings closed out.
- SHE Training attended

**Note:** Copies of signed time sheets shall be sent together with the SHE Report

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Reports must be submitted on Wednesday of every week.

## 57. Contractors SHE Plan

All *Contractors* must use the applicable SHE information herein to develop a suitable and sufficient SHE plan, submitted with tender documents, which will indicate to the Client/Agent the level of compliance to the SHE requirements. The safety, health and environment plan shall identify each activity to be undertaken by the Contractor, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the works proceeds safely and without risks to health or adjacent operations.

Upon discussions with the *Principal Contractor*, a final accepted SHE plan would be signed and approved. The *Principal Contractor* is thereafter required to do the same when procuring other *Contractors*. The *Principal Contractor* will not be allowed to commence work on site until the SHE plan has been approved.

When a *Principal Contractor* intends appointing a contractor, the *Principal Contractor* shall ensure that his SHE Plan is based on the Eskom SHE Specification that was issued for the project and he shall further more ensure that the activities of the contractor are included in the SHE Plan to be submitted for approval.

The plan shall demonstrate management's commitment to SHE.

The safety plan shall be reviewed to ensure that it fully addresses all the issues and complies with the requirements of the SHE Specifications and contract. If necessary the Contractor shall amend the SHE Plan as required by the Client.

## 58. Omissions of this SHE Specification


By drawing up these SHE requirements Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor in adequately addressing the health and safety management of persons on site.

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Should Eskom not have addressed all aspects pertaining to the work that is tendered for, the contractor needs to ensure that all applicable SHE requirements are identified and included in their management system.

## 59. SHE File

The Contractor must have a SHE file in which records of this specification and the SHE plan are kept. All information required in the specification and plan, for the duration of the *Principal Contractor* and *Contractors* contract, is to be recorded in the file.

- The SHE file that will be maintained will be per Work site.
- The *Principal Contractor* must also record on the file:
  - Information about removal or dismantling of installed plant and equipment
  - Hands information about equipment needing cleaning and maintenance, for future purposes
  - Nature, location and markings of services
  - As-built drawings.

The file must be kept on site and must be available on request for audit and inspection purposes. The SHE file shall be handed over to the Client at the end of the *Principal Contractor's* contract.

## 60. Hours of Work

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

The *Principal Contractor* will notify their Eskom *Project Manager/Supervisor* 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 form the Department of Labour.


## 61. 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 intensives as this will cause night blindness.

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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.

### 61.1 Overtime

The *Principal Contractor* will notify their Eskom *Project Manager/Supervisor* 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 form the Department of Labour *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.

## 62. Employees' right of refusal to work in an unsafe situation

Employees have a duty to take reasonable care of their own as well as other person's health and safety at work and to cooperate with the employer, carry out lawful orders, including reporting unsafe situations and incidents.

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 is created that promotes zero harm by empowering employees and *Contractors* to take responsibility for their own safety and that of others.

## 63. Contract Sign Off

On completion of the project, all appointed *Contractors* shall close out their project documentation and SHE Files and submit such to the *Principal Contractor*. The *Principal Contractor* shall likewise close out his/her project documentation and SHE files and handover it to the Eskom *Project Manager*.

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