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NOTE TO PRINCIPAL CONTRACTORS AND THEIR SUB-CONTRACTORS

This specification is National Transmission Company South Africa (NTCSA), Project Delivery (PD) minimum Health and Safety (H&S) requirements, should not be construed as all-encompassing or static in terms of this or other amendments made during the project. The principal contractor must develop a H&S plan responding to these requirements, as well as other applicable legal and other requirements.

The principal contractor shall read this document inter-alia with the mentioned below legislative documents and comply with relevant legislative requirements as well as recognised code of practice such as:

- Occupational Health and Safety Act 85 of 1993, and all applicable Regulations
- All applicable legal and other requirements applicable recognised international and national code of practices (South African National Standards – SANS)
- Eskom/NTCSA applicable procedures, standards, work instructions.

The Principal Contractor shall not commence work on site until the H&S plan has been approved by the client and or designated employer in terms of the New Engineering Contract (NEC).

PD (Client) in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the adequate execution of his H&S requirements, and that of appointed sub-contractors and suppliers.

The principal contractor must consider all information in this specification and ensure that all applicable legal appointments are submitted as part of tender documents including their competence.

This H&S specification forms an integral part of the contract, and principal contractors shall make it an integral part of their contracts with sub-contractors and suppliers.

NTCSA has endeavoured to address the most critical aspects relating to H&S issues to assist the principal contractor adequately provide for the H&S of their employees on site.

Where client has not addressed any H&S aspect pertaining to the work tendered for, the principal contractor shall include it in their H&S plan and inform client of such issues when submitting the tender.

Where the client has submitted the hardcopies and softcopies to the principal contractor, the hardcopies shall be the documents to take preference over the soft copies.

The contractor shall develop the Health & Safety plan as per the client H&S specification.

Note, no claim shall be accepted because of any costs or delays being incurred due to the principal contractor or his contractors not complying with applicable legal requirements, applicable Eskom Procedures and Standards.

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1. Introduction

The aim of the Health & Safety (H&S) specification is to provide principal contractor/s and suppliers with:

- The overarching framework within which the principal contractor is required to demonstrate compliance to legal and Eskom's/ NTCSA H&S requirements.
- Establish the way the principal contractor is to manage H&S risks in the execution of the contract.

NTCSA strives to exceed the minimum standards prevailing in the industry and requires full commitment from all parties to be pro-active to achieve best H&S business practice.

This H&S Specification is intended for principal contractor and their contractors to develop a H&S plan that meets the specified requirements.

2. Supporting Clauses

2.1 Scope

This H&S specification sets out the minimum legal and NTCSA requirements specific to the scope of work, site, and type of project.

2.2 Purpose

To indicate to principal contractor the H&S requirements on the project, upon which their planning for the management of H&S will be based on and thus produce their H&S plan.

2.3 Applicability

This specification is only applicable to the project as mentioned on the first page, title all principal contractors, contractors, service providers, suppliers and all the activities and processes carried out for and on behalf of PD.

This specification shall be implemented from the date of approval.

3. Normative/Informative References

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

3.1 Normative

- 32-727: Safety, Health, Environment and Quality Policy
- 240-62196227: Life-saving Rules Standard
- 240-62946386 Vehicle & Driver Safety Management Procedure
- 240-114967625: Operating Regulations for High Voltage Systems
- 32-37 Substance Abuse

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- 32-124: Eskom Fire Risk Management
- 32-95: Occupational Health and Safety Incident Management Procedure
- 240-43848327: Employees' right of refusal to work in an unsafe situation.
- 32-418: Working from Heights Procedure
- 32-520: Occupational Health & Safety Risk Assessment Procedure
- 32-123: Emergency Planning
- 32-407: Behaviour Safety Observation Procedure
- Occupational Health and Safety Act, No 85 of 1993 and Regulations
- 32-726: Contract and Contractor OHS Management
- 32-524: Manual, Developing a Specification
- 32-1126: Eskom Smoking Policy
- 32-1134: Physical Access Control at Eskom Premises
- Disaster Management Act, 2002: (Act No.57 of 2002)
- All relevant South African legislation-national; provincial, municipal by-laws.
- All relevant international/national recognised code of practice (such as South African National Standards – SANS)
- 240-70413865 Power Delivery Operating Assessment, Authorisation and Training Standard,

3.2 Informative

[1] ISO 45001:2018, Occupational Health and Safety Management Systems-Requirements

[2] ISO 9001:2015 Quality Management Systems- Requirements

4. Definitions

Authorised person: a competent person who has been given permission in writing to perform specific duties and responsibilities in terms of the Operating Regulations for High Voltage Systems.

Baseline risk assessment: (32-520) baseline operational risks refer to the H&S risks associated with all standard processes, as well as routine and non-routine activities in the business.

Critical Lifts: (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.

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

Hazard identification: 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 being executed or to be executed.

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Medical surveillance: 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 perform work as agreed contractually with the client.

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

Pre-Task Risk Assessment: a meeting held prior to the commencement of the day's work with relevant personnel (client representative included) associated with the task at hand.

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

H&S File: a file or other record in permanent form, containing the information on the H&S management system during work execution including all information relating to the project phase after the handover to Client.

Safe Work Procedures: 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.

5. Abbreviations

Abbreviation	Explanation
AIA	Approved Inspection Authority
COIDA	Compensation for Occupational Injuries and Diseases Act
DSTI	Daily Safety Task Instruction
EA	Environmental Authorization
ECO	Environmental Control Officer
GSR	General Safety Regulations
H&S	Health and Safety
HIRA	Hazard identification and risk assessment
HV	High Voltage
LDV	Light Delivery Vehicles
LTIR	Lost Time Incident Rate
NEC	New Engineering Contract
NEMA	National Environmental Management Act
NTCSA	National Transmission Company South Africa
NQF	National Qualifications Framework
OHNP	Occupational Health Nursing Practitioner
OHS Act	Occupational Health and Safety Act No. 85 of 1993
OHS	Occupational Health and Safety
ORHVS	Operating Regulations for High Voltage Systems
PPE	Personal Protective Equipment
PTO	Planned Task Observations
RSA	Republic of South Africa

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Abbreviation	Explanation
SANAS	South African National Accreditation System
SANS	South African National Standards
SAQA	South African Qualifications Authority.
SDS	Safety Data sheets
SHEQ	Safety, Health, Environment Quality
SETA	Skills Education Training Authorities
SWP	Safe Work Procedure
PD	Project Delivery
VFL	Visible Felt Leadership

6. Key Eskom PD Project Team

- **Eskom Project Manager: Fako Pitsi**

Manages the contract signed with the principal contractor and ensures that H&S specifications are developed and issued with tender enquiries, and that the principal contractor's H&S plan is approved prior to commencement of work. He must ensure that applicable legal and other requirements are complied with by the principal contractor and (if applicable) their contractors. The project manager thus takes the overall accountability of this project.

- **Designers: Harold Dlungwana**

Is responsible for the overall management of the project design as well as ensuring the management of the compliance of the completed works to the design during and after work on site.

- **Eskom Health and Safety Senior Advisor/ Officer: Andani Munyai**

Provides assurance, advice, and support to the project in the management of the H&S issues on the project. They will also assist in the development of project's H&S Specifications which will be issued with enquiry documents, and that the principal contractor's H&S plan is submitted; evaluated and approved. They will be responsible for auditing and ensuring compliance to legal requirements. The H&S Senior Advisor shall approve the principal contractor H&S plan in all projects that does not have a CWP.

7. Roles and Responsibilities

7.1 Visible Commitment

Visible commitment is essential in providing a safe work environment. managers, supervisors, and employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular H&S aspects of the project / contract.

A minimum of one (1) Visible Felt Leadership engagement (VFL) per month shall be conducted by the contractor's senior manager and the project manager shall be submitted to Eskom *Project Manager*.

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7.2 Principal Contractor's Accountabilities

- a. Where a principal contractor procures the services of a contractor, the principal contractor shall first inform the client. Such contractor shall also comply with relevant sections of this H&S specification.
- b. The principal contractor must demonstrate how activities of various contractors will be coordinated to mitigate the risks.
- c. The principal contractor shall ensure that his/her H&S plan is approved by the client before gaining access to site. The same principle will apply to its contractor, where he/she shall approve his/her contractors H&S plan.
- d. A comprehensive & updated list of all contractors on site, also indicating the type of work being done.
- e. The principal contractor shall coordinate, consolidate, and submit H&S performance and that of contractors on the last day of each month to the client.
- f. The principal contractor must ensure that their senior management and that of their contractors conduct VFL, at least once a month.
- g. The principal contractor must incorporate the client's induction into their induction and induct their contractors before site access. The principal contractor shall keep all induction material including registers.

8. Management and Supervision of Work

- a. The principal contractor shall comply with provisions of Sec 8 of the OHSACT.
- b. The principal contractor shall appoint one (1) competent manager. In a case where a manager is not available, one or more assistant manager shall be appointed in writing.
- c. The principal contractor shall appoint **(One) Part time** safety officer in writing. Appointment to indicate the frequent of visit.

Note: The appointed Safety officer to be available on site during high-risk activities.

- d. Supervisors and their assistance must be appointed in writing.

Note: no work must commence or continue without a competent supervisor.

9. Process for Monitoring

This document is under revision control and 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 H&S plan to be amended accordingly.

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

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9.1 Related/Supporting Documents

Annexure A – Eskom SHEQ Policy Statement 32-727
Annexure B – 20230726 SACPCMP Registration Categories
Annexure C – Contractor Manpower Sourcing and Verification
Annexure D – Pre-Task Planning Template
Annexure E – Flash Report template
Annexure F – Portable Toilet Specification
Annexure G – Contractor OHS File Handover Record Template
Annexure H – PD Loading and Offloading
Annexure I – Tender Evaluation Criteria
Annexure J – Site Readiness Evaluation Criteria
Annexure K - Health and Safety Requirements Acknowledgement

10. Project Details

10.1 Scope of Work

- Power line Carrier (PLC) Refurbishment.
- Replacing Line machining equipments (LMEs)

Detailed scope to be obtained on PTM&C Detail Design Document (NG_PLC_Ph1 - P- D87)

10.2 Location:

- Acornhoek Substation,
- Foskor Substation,
- Leseding Substation,
- Marathon Substation,
- Merensky Substation,
- Pelly Substation,
- Simplon Substation,
- Senakangwedi Substation,
- Spencer Substation,
- Warmbad Substation and
- Witkop Substation.

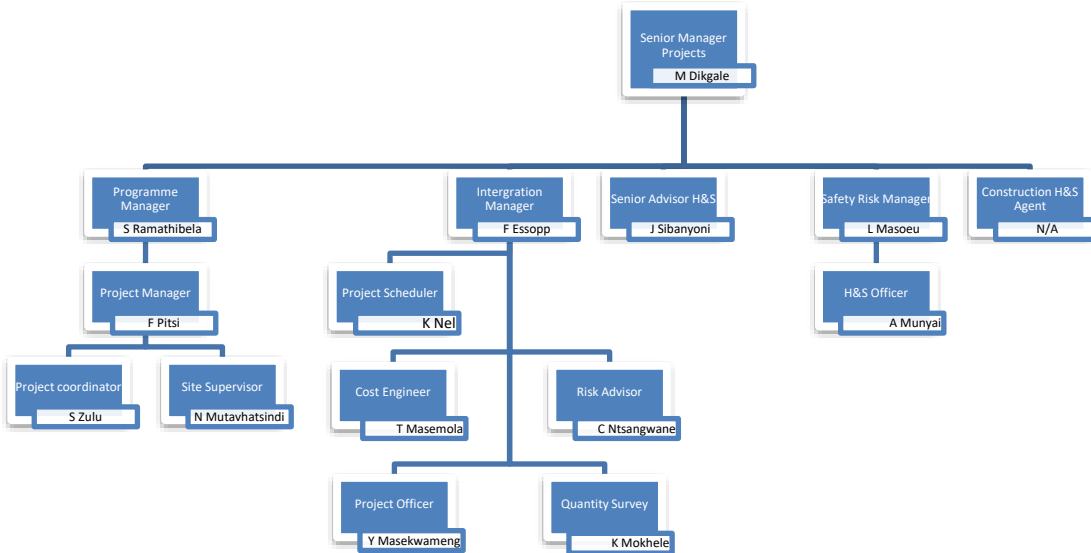
10.3 Program details:

1. Anticipated date for the commencement of work on site: **01 October 2025**
2. Project completion date or project duration: **14 December 2026**

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10.4 The Client Project Organogram:



10.5 Principal Contractor Organogram

The principal contractor shall provide an 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 organogram must list the names of appointees and their roles and responsibilities including the statutory requirements appointees. All organograms shall be updated timeously when appointments are changed and filed in the project H&S file.

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 and Eskom/ NTCSA requirements and that all their appointees are made aware of their accountabilities and responsibilities and have been suitably trained in terms of their appointment.

11. Principal Contractor Appointments and Agreements

11.1 OHS Act Section 37 (2) (Legal) Agreement

- a. An OHS section 37(2) agreement shall be signed between the client and the principal contractor at the time of contract award.
- b. The original copy of an OHS section 37(2) agreements shall be retained by the contractor and a copy retained by the client project manager.
- c. A copy of OHS section 37(2) agreement must form part of the respective contractor’s H&S file.

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11.2 Designated employer, Sec 16(2) and other competencies appointments

The principal contractor shall ensure that a designated employer is appointed in writing for the for the duration of the project.

12. Appointments and Competencies

The principal contractor shall ensure that competent persons are appointed in writing for OHS statutory and non-statutory functions in line with their organisational structure.

The principal contractor shall ensure that the appointees understand their roles, responsibilities and accountabilities. Copies of relevant appointments shall be kept on an OHS site safety file.

13. Training and Awareness

The scope of training shall include, but not limited to, the type of work being performed and the relevant procedures. Where training is provided by the external service providers, the principal contractor shall ensure that the service providers are accredited by SAQA.

The principal contractor must demonstrate how he/she intends managing training/awareness within their organisation including method of informing visitors and other persons entering the site about hazards prevalent onsite.

Persons with foreign qualifications and registrations to convert these to equivalent local registrations in that level or category (this shall be in accordance with SAQA and SETA requirements). The letter from SAQA shall form part of the tender and site readiness submissions to PD.

14. OHS Policy

The principal contractor shall develop an OHS Policy authorised by their Chief Executives that states overall OHS objectives and commitment to improving OHS performance and must be conspicuously displayed and shared with all stakeholders.

15. Compliance and Non-Compliance

The principal contractor shall comply with relevant legal and other requirements as part of the contract. Expenses to the principal contractor, which result from such compliance, as well as any site-specific requirements, will be for the principal contractors' account.

Where the principal contractor appoints another contractor(s), the same roles, and responsibilities in relation to the contractor as the client has in relation to the principal contractor shall apply.

The client reserves the right to stop work and issue a non-conformance report and/ Prohibition notice(s) whenever H&S violations are observed from the principal contractors and their contractors, after engaging and making both aware of such. Expenses incurred because of such work stoppage and standing time shall be for the principal contractor's account. Any non-conformances/findings/observations found during the audits/inspections on the contractor shall be raised and discussed with the relevant principal contractor (with whom the contractor is contracted with).

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15.1 Legal and Other Requirements

The principal contractors shall comply with the relevant applicable legislation, specifications, and standards in accordance with the scope of the project.

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 project. The register shall be updated as and when there are amendments.

16. Hazardous Work by Children (Child Labour)

The Bill of Rights in the Constitution of the Republic of South Africa is clear on the rights of children, especially when it comes to child labour. Child labour shall not be permitted in any of NTCSA, PD sites.

17. Hazard Identification and Risk Assessment

The principal contractor shall develop a Risk Assessment in line with Eskom/NTCSA, 32-520 procedure.

Detailed Risk Assessment must be conducted to ensure that all the applicable scenarios are covered and documented per site activities including practical controls. High Risk Activities

When the principal contractor and/or his/her contractors are working in an area where a high health and safety hazard exists, the principal contractor shall:

- a) Develop a SWP.
- b) Ensure that permanent and adequate supervision is available for the duration of the work performed.
- c) Work within visible earths.
- d) Ensure the use of safety standbys in areas of high-risk activities, and activities that fall within the scope of the permit to work system.
- e) Provide, erect and maintain the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner.
- f) Maintain defined access ways, which are clear of obstructions, to allow for emergency vehicle entry.
- g) Provide any temporary protective shielding required for protecting nearby operations from the activities, at their own cost.
 - i). Supervisors are trained in the Eskom ORHVS.
 - ii). Detailed risk assessment shall be conducted prior the activities and a hierarchy of control measures shall be considered before resorting to PPE. Where PPE are required, risk-specific PPE shall be identified and issued to the specific team that will be working in the close-proximity to live line/conductors.

18. Operational Regulations for High Voltage Systems

- a. To ensure the safety of workers, visitors and other persons who may be affected, the operating regulations for high voltage systems shall apply while working in live yard inside a substation.

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- b. The principal contractor shall ensure that workers in prohibited areas inside a sub-station are under supervision of an authorised person, under a work permit. When an authorised person resigns from a company and is employed by another company, his authorisation shall expire immediately.
- c. The authorised person shall be present throughout the operations.
Reference: ORHVS, 240-114967625 and Power Delivery Operating Assessment, Authorisation and Training Standard, 240-70413865.

19. Costing for H&S

The principal contractor shall ensure that the submitted tender adequately makes provision for the cost of H&S.

Note: the costing for H&S must be itemised based on the overall scope of the project eg: resources, provision of PPE, occupational hygiene, occupational health, etc.

20. Site Access

The principal contractor shall not permit any person to enter the site where their health and safety may be at risk. Notices at every entrance prohibiting the entry of unauthorised persons shall be posted:

- a. No one should enter the site without being inducted. The principal contractor shall demonstrate how site access shall be managed on site.
- b. Entering or leaving the site shall only take place at official access control points and may only be done via the official designated walkways.

21. Signage

Symbolic safety signs shall comply with the requirements of SANS 1186. The display of the following signage is mandatory:

- a. The Contractors shall provide signage in accordance with the scope and work area.
- b. All safety and warning signs shall be always obeyed.

22. Principal Contractor's Site Facilities

Site facilities shall be established and maintained by the principal contractor. The facilities include but are not limited to the following (refer to OHS Act). See also Annexure F for portable toilet specifications. The design of the toilet should not expose employees to splashes of other people's human waste.

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23. Project and Site Rules

23.1 Life Saving Rules

The Eskom Life Saving rules applies to NTCSA employees, agents, consultants, contractors, and visitors. Failure to adhere to these rules will be considered a serious transgression which will lead to serious disciplinary action, which may include dismissal. The client reserves the right to suspend the contractor's activities pending the outcome of the disciplinary processes.

These rules are implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom/ NTCSA.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<p>OPEN, ISOLATE, TEST, EARTH AND CREATE AN EQUIPOTENTIAL ZONE BEFORE TOUCH</p> <p>To ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged unless if trained, authorised, competent and supervised. The equipotential zone is only applicable for work being done on medium and high voltage apparatus.</p> <p>(That is plant, any plant operating above 1000 V)</p>
Rule 2	<p>HOOK UP AT HEIGHT</p> <p>Working at height means 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.</p> <p>Working at height is a significant part of work in NTCSA and is regarded as a high-risk activity, as a result, all precautions must be taken to prevent incidents while working at height.</p>
Rule 3	<p>BUCKLE UP</p> <p>Where required, the proper wearing of seat belts for any driver, operator and passenger is mandatory in all vehicles/equipment when driving and/or travelling for NTCSA business purposes.</p>
Rule 4	<p>BE SOBER</p> <p>No person who is under the influence or who appears to be under the influence of intoxicating liquor or drugs will be permitted to enter or remain on a NTCSA site conduct NTCSA business or drive/operate a vehicle/equipment for NTCSA business purposes.</p>

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Rule 5	<p>ENSURE THAT YOU HAVE A PERMIT TO WORK</p> <p>No person shall work without the required Permit to Work (PTW).</p>
Rule 6	<p>ENSURE SAFE LIVE WORKING</p> <p>To ensure safe live work: Each live worker shall ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard; Observe and maintain the minimum approach distance; Only perform live work and perform tasks they are authorised for and that are documented in the respective Task Manual.</p>

23.2 Smoking

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

23.3 Cellular Phones

A contractor shall develop and implement a risk-based cell phone policy for a particular site. Cellular phones shall not be used in areas where their usage is prohibited.

23.4 Fire Extinguishers

A Principal Contractor shall have a layout plan where fire-fighting equipment is located.

23.5 Vehicles Rules

- a. The principal contractor shall ensure that the driver of the vehicle has a valid driver's licence.
- b. Principal contractor shall ensure that drivers and passengers wear seatbelts while travelling in a motor vehicle.
- c. No passengers shall be permitted to be transported at the back of trucks or light delivery vehicles (LDV).
- d. Passengers shall only be permitted to be transported at the back of such vehicles if fitted with a specially designed crew cab with appropriate seating and seat belt per passenger, by the manufacturer and manufacturer appointed fitment centre. The test certificate shall be submitted for consideration to the client.
- e. Where a vehicle licence condition stipulates the number of persons to be transported on the vehicle, such number shall not be exceeded.
- f. The principal contractor shall ensure that the vehicles are inspected daily and maintained regularly as per the manufacture's specification.

23.6 Substance and Drug Abuse Management

- a. The principal contractor must develop a substance abuse management procedure to manage substance abuse on site. The procedure shall be in line with the client substance abuse management procedure were applicable. Eskom Substance Abuse Procedure 32-37.

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- b. All testing equipment shall be calibrated as per the manufacturer's recommendation and the calibration be available on the safety file.
- c. The alcohol testers must be trained and appointed in writing.

24. Pre-Task Risk Assessment

The principal contractor shall conduct a daily pre-task risk assessment with employees involved with the task, such as DSTI. This assessment will be the basis of daily pre-job briefings or toolbox talks before work begins, highlighting critical steps from the SWP to ensure safety. Proof of communication and confirmation of understanding will be recorded and kept at the job site during execution. The signed pre-task risk assessment form shall be filed in the safety file.

25. Pre-task Planning

Upon receipt of the task for the day, the principal contractor manager or his/her assignee the site supervisor, shall perform a pre-task planning in accordance with Substation Works, 559-1432317009 Rev 1, Pre-Task Planning Template, see, Annexure D.

26. Safe Work Procedures / Method Statements and Practices

The principal contractor shall compile a project/ site-specific SWP for all the high-risk activities as identified in the risk assessment and scope of work, which will be submitted to client.

27. Planned Task Observations (PTO)

The Manager / supervisor shall conduct Planned Task Observations (PTO). PTOs shall be conducted in such a way that the employee is observed against the actual steps of the safe work procedure (SWP)/ method statements and marked against compliance with each step. This will assist in determining employee competence and compliance. Record shall be kept.

The minimum items that must be in the PTO but not limited to:

- a. Project name.
- b. Title of the SWP, reference number and revision number.
- c. Specific activity.
- d. Steps.
- e. Safety Steps.
- f. Critical steps.
- g. Follow-up action.
- h. Observation conducted by (full name).
- i. Designation (e.g., supervisor).
- j. Individual/Team observed names.
- k. Date of observation.
- l. Signature.

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27.1 Ladders (Portable)

- a) Ladders used on the site shall comply with the OHS Act and Regulations, the relevant SANS standards, or other recognised international standards.
- b) Damaged ladders shall be clearly marked and quarantined and removed from the project site.
- c) Prior to work being performed, an adequate risk assessment shall be conducted, and work shall be conducted in accordance with General Safety Regulation 6 of the OHS Act

28. Occupational Health and Hygiene

The principal contractors shall identify the occupational stressors which could include exposure to chemical and biological hazards, noise, dust, vibration, heat, etc., to which any person may be exposed because of his work activities.

The principal contractor will therefore conduct an Occupational health risk assessment on the identified stressors.

28.1 Medical Surveillance Programme

The Principal Contractor and contractor shall ensure that their employees are registered on a medical surveillance programme and are in possession of a valid medical fitness for duty certificate specific to the work to be performed. The Fitness for duty certificate shall be relevant to the type of work (risk based) that the employee will be exposed to.

The principal contractor and contractors shall ensure that employees have undergone pre-entry medical examination before starting work on site. **No employee shall access site without a valid medical fitness for duty certificate.**

The principal contractor and contractors shall ensure that employees undergo a periodic medical examination as and when a need arise.

The Principal Contractor and contractors shall ensure that employees undergo an exit medical examination at the end of the project or when the service of the specific employee has been terminated or has expired.

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

28.2 Pre-Existing / Current Medical Condition

28.2.1 Disclosure of pre-existing injuries or medical conditions

A pre-existing condition as defined by the OHS Incident Management Definitions and Classification Parameters Standard (240-131838225), is a medical condition/medical impairment as a result of an incident arising out of, and in the course of employment, shall be considered:

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- a) Non-work-related if the incident arises solely because of a pre-existing medical condition/medical impairment and if a worker without such a condition/medical impairment would not have suffered such an incident; or
- b) Work-related if the incident arises where the pre-existing condition/medical impairment may have been a contributing factor.

Note 1: Principal contractors are to follow their own processes and procedures for classification. At a minimum, the decision about the impact/implication of such pre-existing medical condition/medical impairment must be confirmed by an occupational medicine practitioner (as defined in the OHS Act, section 1).

Pre-existing medical conditions can include health issues such as cancer, diabetes, lupus, depression, acne, hypertension, asthma, arthritis, ulcerative [Allergies] colitis etc or just about any other health condition such as previous medical operational condition in any part of the body.

An injury are any old injuries that existed prior to the work injury that may or may not have fully healed. Some workplace environments could aggravate pre-existing conditions even if they would not necessarily have caused a new condition in an otherwise healthy individual. Examples may include amongst others, traumatic injury worsening back pain, joint pain (condition), sore neck, knee injuries etc.

28.2.2 A prospective employer duties

A prospective employer shall:

- a) request a prospective worker to disclose all pre-existing injuries or medical conditions existing during the period of the employment process that could reasonably be expected to be aggravated by performing their employment related duties.
- b) request disclosure in writing and this request must be accompanied by details of the nature of the duties that are subject to the employment.
- c) advise prospective workers that if they knowingly supply false or misleading information, they will not be entitled to compensation or damages under the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 for any event that aggravates the non-disclosed pre-existing injury or condition.
- d) ensure that pre-existing or current condition is part of:
 - i). Individual employment contract. Because the contract defines the terms and conditions of employment
 - ii). Included in the employment induction.
 - iii). Person Job Specification shall be developed to have a portion where the individual when visiting the occupational medical practitioner, it has been completed by the employer, employee and the medical practitioner can complete the document.
 - iv). The employee shall reveal any pre-existing or current medical condition to the Occupational Medical Practitioner prior the assessment.
 - v). Part of toolbox talk at least monthly, and awareness conducted more often, and
 - vi). Records shall be kept.

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28.2.3 A prospective contractor employee duty

A prospective employee must, where requested in writing by a prospective employer, disclose all pre-existing injuries or medical conditions of which they are aware of, that could reasonably be expected to be aggravated by performing the employment related duties. If the prospective employee is engaged before making the disclosure (or being requested to make the disclosure), his or her entitlement to compensation is unaffected.

However, if the prospective employee does not disclose pre-existing medical condition or injury, this may have an impact on the future management of incidents in particular the work relatedness or not of an incident which may be attributed or not to pre-existing conditions.

28.2.4 Key considerations for employers

Employers considering implementing changes to their employment conditions and processes in relation to these amendments shall note:

- a) it is the prospective employer's duty to request disclosure of pre-existing injuries or medical conditions from prospective workers during the pre-employment, periodic and post screening process, and such information shall be kept confidential.
- b) when providing details of the nature of the duties that are subject to the employment, it is important that this information is accurate and provides specific details of the nature of the duties. The prospective employee must receive information that will enable them to make an informed decision about whether their pre-existing injury or condition might be aggravated by the duties.
- c) if the Workers' Compensation Commissioner has previously provided a copy of the employee's claims history summary the employer shall not:
 - i). disclose to anyone else the contents of or information contained in the summary.
 - ii). give access to the document to anyone else.
 - iii). use the contents of or the information contained in the summary for any purpose other than for the purposes of the employment process (penalties apply).
- d) changes to employment conditions and processes should be made in consultation with the employer's human resources or advisor and employee representative. Employers who may have queries concerning equal employment condition and processes should seek independent advice.
- e) employers shall keep accurate records relating to this disclosure as this information will be requested where applicable during the claim determination process.
- f) The employer shall follow their own disciplinary procedure and share the outcome with the client.

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- I. The employer shall ensure that the employees are not exposed or expected to execute an activity that will exacerbate the pre-existing or current medical condition. Risk assessment shall be conducted to determine the area where the individual shall be expected to execute the duties.
- II. The pre-existing or current medical condition shall be applicable to new or current employees within a specific employer.
- III. The employer shall manage all the pre-existing or current medical condition (this include referrals medical conditions) as per legal requirements as all information shall be kept private and confidential all the time.

28.3 Emergency Care

A list of emergency numbers (local emergency numbers and Eskom **ER24(084 124/010 205 3400)** numbers)) shall be posted where it is visible in the office's places such as information H&S board, eating area etc. The principal contractor and contractor(s) shall ensure that all employees are familiar with the emergency numbers. Where the principal contractor or/and contractor(s) has established their own contract with a specific service provider, those numbers must be part of the induction and be used in conjunction with local or Eskom numbers. The principal contractor must make clear to the employees that in any event one of the numbers must be used or the combination to ensure that the life of the individual is preserved.

28.4 Employee Assistance Programs (EAP)

The contractor will engage the local clinics on HIV/AIDS Awareness programme. This will include voluntary counselling and testing (VCT) of individuals, with chronic illnesses such as diabetes; hypertension; HIV/AIDS awareness training. Ensure access to ongoing support for affected individuals. The Contractor shall communicate the programme to all personnel.

28.5 Rehabilitation

The principal contractor and contractor(s) shall ensure rehabilitation of employees injured where rehabilitation is required.

The treating Doctor/Hospital will recommend and refer. The principal contractor must comply with recommendations, communicate with employee and provide transport according to the planned appointment.

The process shall continue until the rehabilitation of an employee is declared fit by the Doctor/Hospital.

28.6 Compensation of Occupational Injuries and Diseases Act (COIDA)

The principal contractor and contractor(s) shall submit a valid letter of good standing with the compensation fund or a licensed compensation insurer relevant for their sector.

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29. Emergency Preparedness and Response

- a) The principal contractor shall provide a site-specific emergency preparedness and response plan of which it shall include the specific activities being executed for site and offices and submit this plan to the client for review.
- b) The Emergency Preparedness Plans must be relevant to the scope of works and to the prevailing surrounding environmental risks.
- c) The principal contractor shall ensure that all the employees are fully conversant with this plan.
- d) The Principal Contractor shall plan, conduct emergency drills at specific intervals and identify areas for improvement. The report shall be written and action plan where applicable be developed and all the records shall be made available for inspection/audit by the client and/or authorities.
- e) When preparing worksite Emergency Preparedness Plans, cognisance must be made as to the locality of the site and the response time for the emergency services. Where sites are remote, contractor management shall ensure that enough employees are trained in the various disciplines to be able to afford prompt response attention.

30. Fire Safety

Contractors shall develop a fire safety procedure for the office/ campsite, which must meet the requirements of the local authority fire department and Section 9 of the Environmental Regulations for Workplaces.

31. Site plans

The principal contractor must develop a comprehensive site layout plan with the following as a minimum:

- a. A site plan must indicate evacuation routes and emergency assembly point locations.
- b. Zones for particular activities.
- c. Off-loading, temporary storage and storage areas (laydown areas).
- d. Signage.
- e. Temporary services

32. 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 trained / informed in fire prevention.

No area shall be denuded of vegetation to create firebreaks. Open fires are not allowed on site. The Contractor Environmental Officer shall ensure that in areas with a high fire danger rating, staff is informed of this. Smoking shall be restricted to designated areas or shall not be allowed, particularly in areas that have a high fire danger rating.

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Contractor shall ensure that adequate Fire Fighting equipment is available on site, particularly near hot work and/or where it is specifically identified as a requirement by either the landowner or during the risk assessment.

33. Signing off the contract

No project shall be signed off before the client has assessed the activities completed in relation to health & safety outstanding issues.

34. Forums for Governance and Communication

Governance and communication structures shall be established on site where project H&S matters shall be discussed. The agenda, minutes and attendance registers of H&S meetings shall be available.

NOTE: These meetings do not replace or act as a substitute for the required statutory meetings.

Statutory H&S Committees in terms of Section 19 and 20 and General Administrative Regulations 5 of the OHS Act and Eskom requirements shall be established.

35. Housekeeping

The principal contractor shall maintain a high standard of housekeeping on site. Prompt disposal of waste materials, scrap and rubbish is essential.

The principal contractor shall carry out regular safety/housekeeping inspections to ensure maintenance of satisfactory standards and document the results of the inspection.

36. 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 shall use the relevant national/international recognised (technique/model) always approved risk-based PPE, as a minimum:

- a. Head protection hard hat (with 3-point chin straps).
- b. Steel toe capped safety boots.
- c. Eye protection. Where mandatory wearing of impact Safety Spectacles with side shields.
- d. Long sleeved and long pants protective clothing (with high visibility stripe) applicable mainly to site-based employees.
- e. High visibility vests: (long sleeve vests, unless the arms are covered – the bib can be worn) applicable mainly to site office-based personnel and visitors.
- f. Refer to General Safety Regulation 2 of the OHS Act.

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37. Issue, Replacement and Control of PPE

- a. The principal contractor shall provide a detailed procedure with a matrix on the issuing, maintenance, replacement, and disposal of PPE for all his employees on site.
- b. The principal contractor shall keep an updated register of all PPE issued.

38. Tools and Equipment

- a. Tools and equipment shall be regularly inspected, as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment shall be numbered or tagged so that it can be properly monitored and inspected.
- b. Tools and equipment shall have the necessary approved test or calibration documentation, where applicable, prior to being brought onto the premises.

39. Hand Tools and Pneumatic Tools

Pneumatic tools shall be numbered, recorded and inspected as per statutory requirements, and by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications.

Users prior to use shall inspect hand tools.

The Principal Contractor/ contractor shall have a policy on makeshift tools safety on site.

40. Pressure Equipment

- a. The principal contractor shall ensure that an Approved Inspection Authority (AIA) in accordance with the Pressure Equipment Regulations 7 inspects pressure equipment.
- b. Pressure equipment shall be provided with at least one safety valve and such valve shall be kept locked or sealed in accordance with the Pressure Equipment Regulations 10.
- c. The pressure equipment shall be provided with a manufacturer's plate in accordance with the Pressure Equipment Regulations 9.
- d. The pressure equipment shall be fitted with a pressure gauge in Pascal and the maximum permissible operation pressure marked with a red line on the dial.

41. Permit to Work

The principal contractor shall adhere to the approved Permit to Work System to control identified high-risk activities. There will be only one Permit to Work system on site.

If any type of work requires a permit, principal contractor shall be trained, competence assessed and authorised in writing to perform the duties of an authorised or responsible person as contemplated in the applicable Eskom/NTCSA regulations.

42. 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.

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1. Work stands down interventions to be planned. These engagements will focus on amongst others, the pro-active reviews of programmes/plans and the implementation thereof, audit findings & associated action plans and peer reviews.
2. The temporary stoppage of an activity/activities or task(s) due to H&S concerns shall not warrant any financial compensation. For example:
 - a. Safety intervention by NTCSA management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant Principal Contractor / contractor shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack.
 - b. Safety intervention by any person, especially functionaries, due to unsafe work or unsafe behaviour by the principal contractor / 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.

Note: Work stoppage/Stand down due to Eskom request or/and authorities such as Department of Employment and Labour etc., shall not be compensated due to non-compliance with legislative/statutory requirements.

Work stoppages that are initiated due to related incidents shall not warrant any financial compensation claim lodged against Eskom.

43. Audits/Inspection

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

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

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

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

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

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

44. Non-Conformance and Compliance

Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. Similarly, appointed contractors must implement a non-conformance procedure.

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The procedure for the issuing and closing out of non-conformance reports shall be strictly adhered. Contractor project management must monitor the closeout of non-conformances issued.

Root Cause Analysis shall be carried out on the non-conformity to take appropriate action to prevent a recurrence and deal with the consequences.

45. Compliance and Approval of Contractor Health & Safety (H&S) Plan

The principal contractor shall evaluate contractor's H&S Plan against a compliance checklist to ensure compliance with the requirements of this specifications and statutory/legislative requirement. Once satisfied, the Principal Contractor shall approve the Contractor H&S Plan.

Principal Contractor shall monthly conduct audits on contractors on the implementation of the contractor's H&S Plan and compliance with statutory/legislative requirements. The report shall be submitted to the client with the action plan that include the findings, root causes, corrective action actions, preventive actions, responsible person, targeted due date, status of each item (open or closed) and the proof of closure must be available on site.

The above information shall form part of the H&S committee standard items.

46. Contractor Performance Evaluation

The client shall evaluate principal contractor performance on an ongoing basis against the Eskom requirements and statutory/legislative requirements.

47. Investigation of Fatalities / Injuries / Diseases / Near Misses (Principal Contractor and Contractors)

- a. The Principal Contractor/contractor shall report all incidents/accidents as required in terms of legislation including near miss incidents, first aid, medical treatment, lost time incidents (lost time injuries and fatalities); Section 24 and 25 incidents; electrical contact; major equipment damage; chemical spillage and other environmental incidents within 24 hours or before the end of the work shift.
- b. All incident-reporting, recording, classification and investigation will be done according to the requirements set out in the Eskom document 32-95 (latest revision).

See Annexure E for Initial Notification Report

48. Behavioural Safety Observations and Inspections

The Principal Contractor must ensure that Behavioural Safety Observations and Inspections are conducted in order 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. (Refer to Eskom/NTCSA Behavioural Safety Observations procedure 32-407)

49. Monthly Statistical and Non-Statistical Reports

The aim of this section is to outline all the incidents the Contractors must report to NTCSA – PD. Reporting must not be later than the client stipulated date, monthly (Refer to Annexure C)

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50. Contractors Health & Safety (H&S) Plan

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

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

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

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

The Principal Contractor / contractor H&S plan shall demonstrate management's commitment to H&S as per the minimum requirement of this specification.

51. H&S File

The H&S file shall be in accordance with the client requirements.

The H&S file shall be kept on site and available on request for audit and inspection purposes and shall be handed over to the Client at the end of the contract in accordance with client requirements.

The contractor shall prepare the records to be handed over and save them on the USB (the records/documents shall be categorised as per checklist items) in accordance with PD Handover Checklist, see Annexure G for Project handover check sheet. Soft copies may be submitted as per the project handover checklist where stipulated.

52. Hours of Work

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

The Principal Contractor shall notify the client of any work that needs to be performed after hours according to the agreed arrangements. (The notification shall be submitted timeously).

Where applicable, the notification shall include proof of application for overtime to The Department of Employment and Labour and/or the letter of approval from the same department.

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

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

54. Contract Sign Off

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

See Annexure G for Project Handover check sheet.

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55. Omissions of this H&S Specification












NTCSA has endeavoured to address the most critical aspects relating to Health & Safety specification issues to assist the contractor to adequately provide for the health and safety of employees on site.

Where NTCSA has not addressed some aspects pertaining to the work tendered for, the contractor shall include it in the H&S plan and inform NTCSA of such issues when submitting the tender.

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Appendix A – Eskom Document Hierarchy

Annexure A	Annexure B	Annexure C
 Eskom's (SHEQ) Policy poster (32-727)	 20241010_Projects Delivery_SACPMP Reg	 February 2023_Tx Contractor Manpower
Annexure D	Annexure E	Annexure F
 20240812_Pre-Task Planning Checklist for	 NOTIFICATION REPORT TO BE SUBM	 20241010_Portable Toilets Specification_5
Annexure G	Annexure H	Annexure I
 20240820_Contractor OHS File Handover Re	 20241106_Project Delivery>Loading and	 Annexure I_Tender Evaluation Criteria.doc
Annexure J	Annexure K	
 20241010_Health & Safety Site Readiness	 Annexure k_Annexure B_Acknowledgement F	

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