

	Specification	Group Capital
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Title: The Provision of Catering Functions and Event Management Services for Group Capital Division employees at Medupi Power Station SHE Specification

Document Identifier: 348-10137148

Alternative Reference Number: Not Applicable

Area of Applicability: Medupi Power Station Project



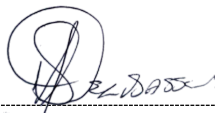
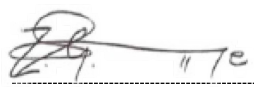
Functional Area: Health, Safety and Environmental

Revision: 1

Total Pages: 60

Next Review Date: April 2029

Disclosure Classification: **Controlled Disclosure**

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Date: 01.04.2026	Date: 01.04.2026	Date: 07/04/2026	Date: 2026/04/09

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1. Introduction

Eskom Group Capital is committed to achieving and demonstrating sound Safety, Health and Environmental (SHE) management by controlling SHE risks/impacts consistent with the Eskom SHEQ Policy and Values.

Zero Harm is one of ESKOM values. The aim of Eskom's adoption of Zero Harm as one of its values is to strive to, and achieve world class safety, health, and environmental performance, where all Guardians (employees and contractors) return home safely every day and without harm done to the environment we operate in.

The aim of this Occupational Health and Safety (OHS) Specification is to provide Contractor/s with:

- The overarching framework within which the Contractor is required to demonstrate compliance with certain high-level requirements for OHS.
- The mandatory high-level project & scope of work specific OHS requirements that the contractor needs to adhere to align & demonstrate commitment towards the zero harm of the persons for the duration of the contract.

This OHS Specification shall be included with the tender enquiry documentation to ensure that the tenderer is timeously made aware of:

- Eskom's requirements, including.
- Eskom's compliance obligations (including Funders OHS requirements).
- Information that might affect the health and safety of any person at work whether directly or indirectly.
- Activities that may have an impact on the direct and surrounding environment.

The Principal Contractor is expected to develop an OHS plan which meets these requirements as well as the applicable legislation.

This Specification may not thoroughly address all hazards and aspects associated with any of their specialised activities or operations. In such situations, the contractor shall be responsible for developing their own health and safety plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

2. Supporting Clauses

2.1 Scope

This Specification sets out the minimum legislative and organisational requirements for all works in relation to the applicable scope of work at Medupi Power Station Project.

2.1.1 Purpose

To indicate to the Contractor the SHE requirements in the project, upon which their planning for the management of SHE shall be based and thus produce SHE plan and related Procedures.

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The Principal Contractor is required to execute their works in accordance with this document as well as other applicable legal documents.

2.1.2 Applicability

This Specification shall be applicable to all Principal Contractors, Contractors, Service Providers, and Consultants in all the activities and processes carried out for and on behalf of Medupi Power Station Project.

For best practice reasons, where the work scope does not fall within the definition of the Construction Regulations 2014, then this Specification shall also apply as a minimum.

2.1.3 Effective date

This Specification shall be implemented from date of authorisation.

2.2 Normative/Informative References

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

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.

2.2.1 Normative

- [1] ISO 9001: Quality Management Systems – Requirements.
- [2] ISO 45001: Health and Safety Management systems – Requirements.
- [3] ISO 14001: Environmental Management Systems – Requirements.
- [4] ISO 22000: Food Safety Management Systems.
- [5] HACCP Principles and Application Guidelines.
- [6] Basic Conditions of Employment Act No 75 of 1997.
- [7] Occupational Health and Safety Act No 85 of 1993 and Regulations.
- [8] National Environmental Management Act 107 of 1998 and Regulations.
- [9] National Environmental Management Waste Act 59 of 2008 and associated Regulations, Norms & Standards and Guidelines.
- [10] Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA).
- [11] Food stuffs, Cosmetics and Disinfectants Act 54 and 1972
- [12] National Road Traffic Act 93 of 1996.

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- [13] National Water Act 36 of 1998.
- [14] 32-37 Eskom Substance Abuse Procedure.
- [15] 240-62196227 Life- saving Rules.
- [16] 32-726 Contract and Contractor OHS Management Standard
- [17] 32-95 Occupational Health and Safety Incident Management Procedure.
- [18] 32-727 SHEQ Policy.
- [19] 240-43848327 Employees' right of refusal to work in an unsafe situation.
- [20] Disaster Management Act 2022
- [21] 32-520 Risk Assessment procedure.
- [22] 32-124 Eskom Fire Risk Management.
- [23] 32-123 Emergency Planning.
- [24] 32-1126 Eskom Smoking Policy.
- [25] Regulations Governing General Hygiene Requirements for Food Premises, the Transport of Food and Related Matters, R638 of 2018
- [26] 348-631731 Medupi Power Station Record of Decision

2.2.2 Informative

- [1] Constitution of the Republic of South Africa No 108 of 1996.
- [2] SANS 1186 Symbolic Safety Signs.
- [3] Tobacco Products Control Act 83 of 1993.
- [4] All relevant South African legislation-provincial, municipal by-laws.
- [5] 240-82410629 Eskom Holdings SOC Ltd Environmental Management Strategy

2.3 Definitions

Term	Explanation
Agent	Means a competent person who acts as a representative for a client.
Aspect	An element of an organisation's activity, product and service that can have a beneficial or adverse impact on 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
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any

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Term	Explanation
	reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	Any person for whom construction work is being performed.
Client Representative	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Construction site	Means a workplace where construction work is being performed
Consultant	Means a person providing professional advice
Contract	Is an agreement with conditions between the Client and a Contractor where an adjudication authority has approved a scope of work to be completed in a specific time frame and within a specified value
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs construction work and includes <i>Principal Contractors</i> . In relation to this document, where the word “ <i>Contractor</i> ” is used, it shall mean all or some of the following: <i>Principal Contractors</i> , appointed <i>Contractors</i> , vendors, service providers and consultants
Controlled disclosure	Controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment shall take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person shall minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works

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Term	Explanation
	under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a labour broker as defined in section 1(1) of the Labour Relations Act, 1956 (Act No. 28 of 1956)
Employer Health and Safety Representative	Competent person who acts as a representative for a client.
Environment	(NEMA) means: <ul style="list-style-type: none"> a. the land, water, and atmosphere of the earth. b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan shall preferably form part of Eskom's Environmental Management System
Environmental Risk Assessment	Means a systematic process of evaluating the potential risks that may be involved in projected activity or undertaking.
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
HACCP	HACCP stands for Hazard Analysis and Critical Control Points, a systematic preventive approach to food safety that identifies, evaluates, and controls hazards in food production
Hazard	(OHS Act) means a source of, or exposure to danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.
Impacts	Any changes to the environment whether adverse or beneficial, wholly or partial resulting from environmental aspects.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.

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Term	Explanation
Medical Certificate of fitness	Means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	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 the key activities to be performed, work procedures and sequences of operations to reduce, as reasonably as practicable, the hazards identified in any risk assessment.
On Site/Site	Any workplace where the contractor or his employees performs contract related work.
Organisation	May be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-Task Risk Assessment/Daily Safe Task Instruction (DSTI)	Means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task.
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act.
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk	The probability that injury or damage shall occur.
Risk assessment	Means a programme to determine any risk associated with any hazard at a construction site 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 construction including all information relating to construction phase after the handover to Client.

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Term	Explanation
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 shall typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the Principal Contractor or contractor and approved by the Client/Agent for which contracting work shall 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 construction site, which a competent and resourced Principal Contractor or contractor shall 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 construction project.
Safety, Health and Environmental (SHE) Requirements	Means comprehensive safety, health and environmental requirements for a contract, project, site, and scope of work. These requirements are intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The requirements shall be specific to each contract, project, site, and scope of work.
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.
Service provider	Any private person or legal entity that provides any service(s) to Eskom for compensation
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, vendors, and service providers provide a service to Eskom, directly or indirectly
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion

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Term	Explanation
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 Abbreviations

Abbreviation	Explanation
AIA	Approved Inspection Authority
AP	Authorised Person
CoC	Certificate of Competence
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations 2014
DoEL	Department of Employment and Labour
DSTI	Daily Safety Task Instruction
EA	Environmental Authorisation
ECO	Environmental Control Officer
EMP	Environmental Management Plan
EMS	Environmental Management System
EO	Environmental Officer
GC	Group Capital
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
HIRA	Hazard identification and risk assessment
IT	Information Technology
JSA	Job Safety Analysis
LTIR	Lost Time Incident Rate
LV	Low Voltage
NEMA	National Environmental Management Act 107 of 1998
NWA	National Water Act (Act No. 36 of 1996), as amended
OHNP	Occupational Health Nursing Practitioner
OHS Act	Occupational Health and Safety Act No. 83 of 1993
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
RoD	Record of Decision
RP	Responsible Person
SAQA	South African Qualifications Authority.
SHE	Safety, Health and Environment

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Abbreviation	Explanation
SHEQ	Safety, Health, Environment and Quality
TETA	Transport Education Training Authority

2.5 Roles and Responsibilities

a) Responsible

Those who do the work to achieve the task. There is at least one role with a type of participation, although others can be delegated to assist in the work required.

b) Accountable (also approver or final approving authority)

The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible. In other words, an accountable must sign off (approve) work that responsible provides. There **must** be only one accountable specified for each task or deliverable.

c) Consulted (sometimes counsel)

Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication.

d) Informed

Those who are kept up to date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

Table 1: RACI Matrix

Process Step	Eskom Medupi Project GM	Eskom Contract Manager	Eskom HSE Personnel	Principal Contractor Personnel
Approval of the Principal Contractor contract HSE specification	A	R	C	I
Submission of specification to tender enquiry	A	R	C	I
Tender response incorporating SHE requirements	A	R	C	R
Compliance to Approved SHE Specification	A	R	C	R

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Process Step	Eskom Medupi Project GM	Eskom Contract Manager	Eskom HSE Personnel	Principal Contractor Personnel
Principal Contractor and its Contractors implementation of the Medupi PS HSE requirements	A	R	C	R

2.5.1 Client:

2.5.1.1 Eskom General Manager:

The General Manager shall be responsible for the overall management of the project, including assurance that all duties of the employer as per OHS Act 85 of 1993, Medupi Power Station Project's Record of Decision (SPO No. 348-631731) and Construction Environmental Management Plan Rev 2, 2010 (SPO No. 348 - 681011) are properly discharged.

2.5.1.2 Eskom Contract Manager:

The contract manager shall be responsible for managing the contract with the Principal Contractor and ensures that the SHE specifications are developed and issued with tender enquiries and that the Principal Contractor's SHE Plan is approved prior to commencement of work. He shall ensure that all the statutory requirements, Eskom and SHE specification and SHE plan requirements are always adhered to by Principal Contractor and (if applicable) their Contractors.

2.5.1.3 Eskom Health and Safety Manager/ Practitioner:

The responsibility of the Health and Safety Manager/Practitioner shall be to provide assurance, as well as advice, assist and support to the Contract Manager in the management of the health and safety issues on the project. The SHE Manager/Practitioner shall also be responsible for assisting in the development of site and project specific SHE Specifications and ensuring that SHE specification are issued with enquiry documents and that the Contractors SHE plans are submitted; evaluated and approved. She/he shall be responsible for inspections, auditing and ensuring compliance to legal requirements.

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2.5.1.4 Eskom Environmental Practitioner:

The responsibility of the Environmental Manager/Officer shall provide assurance, advice, assistance and support to the Eskom Contract Manager in the management of the environmental issues on the project which includes ensuring compliance to the Record of Decision (RoD), the Environmental Management Plan (EMP) and Environmental Management Systems.

Note: This position may be a permanent position on the Project Organogram, or it might be a service rendered by a line Division (which may be managed by a Service Level Agreement).

2.5.1.5 Independent Environmental Control Officer:

The Lead Environmental Control Officer (ECO) shall be appointed by the Environmental Monitoring Committee (EMC), in conjunction with Eskom, and acts on the behalf of the authorities to monitor environmental compliance and performance. The Project is answerable to the ECO for non-compliance with National Legislation, the Record of Decision, the Environmental Management Plan (EMP), and Environmental Performance Specifications.

2.5.2 Principal Contractor:

The Principal Contractor carries primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act No. 85 of 1993 and Regulations as well as all the Environmental Management requirements as per NEMA 107, of 1998 and related legislation. None of the additional safety requirements specified by the Client reduces the Principal Contractor's accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

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 shall provide a list of names and contact numbers of all his employees as well as the contractor employees on site. This list shall be updated as and when new employees commence on site.

The Principal Contractor 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 OHS File.

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Every employee shall undergo site induction provided by the Client before commencement of the contracted work. Only once this induction has been received, shall each employee receive a site access permit.

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 the following:

- 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.

The Principal Contractor shall take note of the following regarding works:

- The risk assessment conducted for food preparation
- The work area is hygienically clean
- HACCP system is applied when preparing food to avoid food contamination
- SHE awareness topics are discussed
- Proper PPE is used by all employees
- Equipment's are continuously cleaned
- The work area must be controlled for access
- No animals should be allowed to enter the food preparation area
- Supervisors to strongly enforce expected safety behaviours to the workforce. Supervisors and Safety.
- Supervisors and Safety Officers (Principal Contractor's and Eskom) shall monitor to ensure compliance and where applicable Safety Officer's to coach supervision accordingly.
- All employees have a right to stop any work or refuse to work if the risks and hazards are not properly identified and/or controlled effectively.

Employees shall 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.

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- 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.
- Use the protective clothing and equipment prescribed for your job, in a proper manner. This shall be addressed during the daily safety task instruction.
- Follow the instructions given by your Supervisor/Manager or inform him/her of the reason if it is not possible to do so.
- Before attempting something new or different discuss it with your Supervisor/Manager to avoid causing an incident.
- Maintain the tools in safe condition and turn in defective tools to the Supervisor/manager.
- Refrain from engaging in teasing, jostling, mock sparring or throwing objects, even playful as such actions could lead to injury to you and/or others.
- Keep the work area reasonably clean and orderly and immediately clean up any spills or tripping hazards.
- Familiarize yourself with the Safe Work Procedures and Method Statements prior to starting with a task.
- Place waste in the waste receptacles provided for it.
- Report any pollution or spillage to your supervisor – including leaking water taps.
- Refrain from wasting energy or any resources to promote environmental sound practices.
- Support all health and safety programs, and safety and environmental policy including the lifesaving rules.
- If an employee has a reasonable belief that the work to be undertaken is likely to endanger him/her or any other person/s due to sub-standard acts or conditions, inadequate precautions or a lack of protective equipment or clothing, he/she has the right to refuse to work and shall report such situation to the employer.
- An employee does have the right not to work in any area or perform any task where that employee has reasonable justification to believe that the work situation presents a danger to his/her health and safety, organizational assets, or the environment.

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- It shall 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 Principal Contractor Supervisor/ Construction Manager and the Eskom Contract/Project Manager immediately.

2.5.2.1 Health and Safety Professionals (Manager/Officer)

Health and Safety Professional (Manager and/or Officer) must be appointed on consultations to assist when there is a need for inductions, incident investigations, audits and shall be responsible for the SHE of the employees. Responsibilities shall be to provide the SHE Plan, Risk Assessment, Incident investigations, Induction for task specific, arrange and monitor the occupational health and hygiene, conduct audits and report SHE data as shall be stipulated by the client during the kick off meeting.

The Health and Safety Practitioners shall have a minimum qualification of a National Diploma in Safety/Environmental with a minimum of 2 years' experience in Construction related work.

2.5.2.2 Environmental Personnel

The appointed Health and Safety Officer shall perform both health, Safety and Environmental duties. The appointed Safety personnel must have the background and understanding knowledge and experience in Environmental matters particularly Environmental law and ISO14001.

2.5.3 Appointment of a Principal Contractor

The Principal Contractor shall be appointed by Eskom responsible 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.

2.5.4 Appointment of Contractors

The Principal Contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and shall form part of the SHE File. Adequate training and instruction shall be given to the appointees, and the Principal Contractor shall ensure that all appointed contractors understand their roles and responsibilities.

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The Principal Contractor shall when selecting contractors to assist on the project carry out a selection process, and vet potential contractors. Once the selection process is completed, then such contractors shall be appointed in writing for a specific scope and for the relevant period as required.

Contractors shall not commence with any part of scope of work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation 37,2 by Client.

2.5.5 Principal Contractor Accountability to their Contractors

The accountability of the Principal Contractor to their contractors are as follows:

- If the Principal Contractor needs to introduce a new contractor, the Principal Contractor shall first inform the Client. Such contractors shall, in every respect, meet the Client's SHE requirements.
- Should the Principal Contractor appoint a contractor, the Principal Contractor shall 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 shall provide any contractor who is making a bid or appointed to perform this scope of work, with the relevant sections of the documented SHE specification, who shall in turn provide the client/agent with a SHE Plan for review.
- The Principal Contractor shall carry out audits on the contractor at least monthly to ensure that their SHE Plan is being implemented and maintained.
- The Client/Agent and/or the Principal Contractor shall stop any contractor from executing 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 plans.

2.5.6 Commitment

Visible commitment is essential in providing a safe environment for the operation of process. Managers, supervisors, and employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular HSE aspects of the project/contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management down to the lowest employee level.

2.6 Related/Supporting Documents

- 32-726 Contract and Contractor OHS Management Standard

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3. Safety Health and Environmental (SHE) Specification

3.1 Scope of work

Location: Medupi Power Station Project, Lephalale, Limpopo Province.

Project description/detailed scope of work: Medupi Power Station Project is a construction site for a coal-fired power station with six units which shall generate a total capacity of 4800MW of electricity.

- The Employer seeks the provision of professional catering and event management services to support the Medupi Power Station Project. These services shall be rendered on an ad-hoc basis, with the understanding that all meals and refreshments shall be prepared at the contractor's premises and transported to designated delivery points as specified by the Employer.
- Providing a variety of first-class catering experiences across a range of events is a huge part of creating memorable moments. This arrangement is being put in place on an "as and when required" basis to support operational flexibility for special events and other ad hoc needs. The intent is to ensure that service can be promptly and efficiently rendered.
- Catering Services
- On-Site Catering Setup

3.2 Legislative Compliance

The Principal Contractor and all appointed contractors shall comply with all relevant legislation pertaining to this project.

The applicable legislation shall include (where applicable), but not limited to the following:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- The Basic Conditions of employment Act 75 OF 1997.
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- National Environmental Management: Waste Act (Act No. 59 of 2008) and associated Regulations.
- National Water Act 1998 (Act 36 of 1998).
- National Road Traffic Act 1996 (Act 93 of 1996).
- Compensation for Occupational Injuries and Diseases Act 1993 (Act 130 of 1993) (COIDA).
- Any other applicable South African legislation.
- Applicable South African National Standards (SANS) - Contractor shall use the relative standards applicable to the project.

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- Local Authority by Laws.

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 construction project. The register shall be updated biannually or as and when required.

All Principal contractors and contractors shall have an up-to-date copy of the OHS Act and Regulations at all work sites which shall be available to all employees (GAR 4).

Note: When there is an amendment to the Acts and/or to the Regulations, the SHE Plan shall be reviewed, updated accordingly and sent through to the client. Changes shall be communicated to all relevant employees.

3.3 Section 37(2) (Legal) Agreement

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

The original copy of the section 37(2) Agreement shall be retained by the Principal Contractor and a copy retained by the responsible project manager.

A signed copy of all the agreements shall form part of the respective Principal Contractor SHE File.

3.4 OHS Act

The Principal Contractor and appointed contractors shall have an up-to-date copy of the OHS Act and Regulations at all work sites which shall be available to all employees (GAR 4).

3.5 Compensation of Occupational Injuries and Diseases Act (COIDA)

The Principal Contractor shall be registered with an appropriate employment compensation commissioner or a licensed mutual company or an equivalent of it (for international bidders). This cover shall remain in force during the contract and shall be the responsibility of the Contractor to ensure validity. Principal contractor and contractor shall submit proof of a valid registration through a certificate of good standing with the compensation fund or a licensed compensation insurer and

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ensure that all payments due to the Commissioner are discharged. The Letter of Good Standing shall reflect the name of the principal contractor or contractor.

Note: For international Principal Contractor, the equivalent from the country of origin of the service provider. For a service whose country does not issue such certificate equivalent to COID, the relevant legislation shall be submitted. However, if the service provider has offices in South Africa and has employed South African citizens, a COID certificate shall be submitted.)

3.6 Health and Safety Environment and Quality Policy/SHEQ policy

A health and safety, environment and quality policy /SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant health and safety, environmental and quality roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

Eskom has a SHEQ Policy (32-727, Appendix A) that clearly states the policy principles by which Eskom operates and the commitment to SHEQ excellence and is authorized by the Chief Executive.

Principal Contractor and the contractors shall support Eskom SHEQ policy as specified in this Specification and 348-389557 Medupi/Matimba Contractor Quality Specification.

Eskom SHEQ Policy shall be handed to the Principal Contractor when site establishment is completed. A toolbox talk shall be done once monthly with all the employees on site and attendance register shall be sent to the Contracts Manager and then filed in the SHE and Quality Files.

The Principal Contractor and the contractor companies shall each have a -SHEQ Policy duly signed and authorized by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall SHEQ objectives and commitment to improving Safety, Health, Environment and Quality performance and shall be displayed and shared with all stakeholders. It shall also include the description of the organization scope and the arrangements for carrying out and reviewing such policy.

3.7 Costing

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

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Note: the costing for SHE shall be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases, medical surveillance (medicals), occupational health programmes and occupational hygiene surveys etc.

3.8 Eskom Requirements

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

3.9 Eskom Life-saving Rules

Eskom views health and safety in high esteem and encourages that any organisation which performs work for Eskom in Eskom adopts the same view.

Six Life-saving rules have been developed that shall apply to all Eskom Employees, agents, consultants, and contractors. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor shall be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

If any contractual work shall be performed on any Eskom premises (**including delivery of any product and service**), then the rules shall be obeyed by any contractor and their employees.

The rules are:

Rule 1	<p>OPEN, ISOLATE, TEST, EARTH, BOND AND/OR INSULATE BEFORE TOUCH</p> <p>Any person who performs work on an electrical installation shall ensure that it is isolated, tested and earthed before starting any work.</p> <p>(That is plant, any plant operating above 1000 V)</p> <p>With the aim 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:</p> <ul style="list-style-type: none">a) He/she is trained and authorised as competent for the task to be done.b) There is a valid permit to work, where required.c) A pre-task risk assessment to identify all risks and hazards has been conducted prior to any work commencing.
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	<p>d) He/she follows the requirements on OPEN, ISOLATE, TEST, EARTH, BOND and/or INSULATE BEFORE TOUCH, correctly based on applicable/related standards, procedures and outcome of risk assessment fit for the type of work or task to be performed.</p> <p>e) The authorised person (team leader) has certified and physically shown all team members that the apparatus is safe to work on.</p> <p>f) He/she makes the specific electrical environment safe prior to performing the work; and</p> <p>All the appropriate PPE (including face shield and insulated gloves for low voltage work) are worn.</p>
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Rule 2	<p>HOOK UP AT HEIGHTS</p> <p>Working at height is a significant part of work in Eskom Holdings and is regarded as a high-risk activity, and as a result all precautions must be taken to prevent incidents while working at height. Wherever reasonably practicable, preference must be given to the performance of work at ground level as opposed to work in an elevated position. Where work in an elevated position is necessary, the requirements below shall apply.</p> <p>No person may work at height where there is a risk of falling unless:</p> <ul style="list-style-type: none">a) He/she is medically fit to work at height.b) A pre-task risk assessment to identify all risks and hazards has been conducted prior to commencing any work of this nature.c) He/she is appropriately trained as determined by the risk assessment.d) He/she is appropriately secured during ascending and descending; ande) He/she is using an Eskom approved fall arrest system where applicable.
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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 Eskom business purposes. The driver is obligated to ensure that he/she as well as all passengers are properly seated and wearing their seatbelts always while being transported in the vehicle, as per Eskom specifications.</p> <p>No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts (Seatbelts shall be always used whilst driving).</p> <p>Note: This rule is applicable on any road or parking lot, irrespective of the speed, and when the vehicle moves in a forward or backward direction.</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 shall be permitted to enter or remain on an Eskom site or conduct Eskom business or drive/operate a vehicle/equipment for Eskom business purposes.</p> <p>This includes any level of alcohol or the presence of any drugs, controlled substances, and/or illegal substances in the body that impairs or could impair mental and physical functioning, irrespective of when the substance was used.</p>
Rule 5	<p>PERMIT TO WORK</p> <p>Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by for example the:</p> <ul style="list-style-type: none">a) Plant Safety Regulations; orb) Operating Regulations for High Voltage Systems (ORHVS); orc) Any other activity where a permit is required. <p>No plant is to be returned to service without the cancellation of all permits on that plant in accordance with procedure, unless permission is granted for a particular plant to be returned to service with permits still open, like in the case of redundant systems.</p> <p>Note: In the case of live work, a “live work declaration form” is to be completed by the authorised person, who is the person responsible for the safe execution of work according to relevant standards and procedures. Outline the key principles or rules to support the implementation of the standard statement.</p>

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Rule 6	<p>ENSURE SAFE LIVE WORKING</p> <p>To ensure safe live work, each live worker shall:</p> <ul style="list-style-type: none">a) Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division.b) Observe and maintain the minimum approach distance (MAD).c) Only perform live work (never mix live and dead work on the same site at the same time – Refer to ORHVS Section 7 and 5 handouts respectively).d) Perform tasks they are authorised for and only undertake tasks that are documented in the respective Task Manual (TM). Only work on one potential (voltage) at a time.
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Eskom shall take a stance of zero tolerance on these rules.

Non-compliance to a Life Saving rule shall be considered serious misconduct and shall lead to serious disciplinary action, which may include dismissal.

The first attempt -full Investigation should be conducted within seven days by the organisation HR with final warning issued and where second attempt shall be dismissal. Prof of investigation should be submitted to the Client safety officer

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

3.10 Appointments, Competencies and Training

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who shall meet the requirements of the OHS Act, Medupi Power Station's environmental approvals/ authorizations and all applicable environmental legislations. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and/or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person to be appointed in the relevant roles.

The Principal Contractor shall 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 competency/training shall include, but not limited to the following:

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- Project/Construction Manager Competencies/Training:
 - Technical experience/ relevant competency in the related field
 - Accredited supervisor’s safety course (Safety for supervisor training)
 - Legal liability (OH&S Act and Regulations course - latest version of the Act and Regulations)
 - Hazard Identification and Risk Assessment Training
 - Incident Investigation and Root Cause Analysis Technique Training
 - Job Observations Training or equivalent (e.g. planned task observation)

The appointments shall include (where applicable), but not limited to the following:

Statutory appointments	
Reference	Description
OHS Act, Section 16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)
OHS Act, Section 17	Health and Safety Representative
OHS Act, Section 19	Health and Safety Committee Member - Chairperson appointment (if there are 2 or more H&S reps there shall be a H&S committee).
OHS Act, Section 19(6)(a)	Co-opted Health and Safety Committee member
OHS Act, General Administrative Regulation 9(2)	Incident / Accident Investigator
OHS Act General Safety Regulations 3(4)	First Aider/s
OHS Act Construction Regulation 8(5)	Health Safety and Environmental Officer
OHS Act Construction Regulation 9(1)	Person to Compile Risk Assessments

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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.

3.11 Principal Contractor organisational Structure

3.11.1 Principal Contractor Organogram

The Principal Contractor shall be required to compile their organisational organogram for the contract, with a proposed OHS resource plan, highlighting the reporting structure from their Senior Management (Chief Executive) down to their project employees. For each position, stipulate the position titles, names of appointees, qualifications, and competencies. The principal contractor shall ensure that all appointed contractors comply with this requirement.

All organograms shall be updated timeously when appointments are changed and filed in the project, SHE File. The organogram shall be kept up to date, a copy of which shall be given to the client and copy filled in the relevant project SHE Files. The Principal Contractor is responsible for submitting updated copies of all of the organograms' as well as those of their appointed Contractors service providers, to the Client.

3.11.2 Appointed Principal contractor Organogram

Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram shall list the names, positions held, and any appointments made.

This diagram shall be kept up to date, a copy of which shall be given to the principal contractor and a copy filed in the relevant project SHE Files.

3.12 Safety Culture

Eskom drives a safety culture of Zero harm. Zero harm means ensuring that the Eskom operational activities do not inflict harm on Eskom assets, its employees, contractors, and members of the public affected by its operations, environment in terms of its environmental obligation. Zero harm is a value which Eskom shall strive towards operating within its compliance obligation, continual improvement against set intended outcomes and reduction of its environmental footprint by avoiding incidents

Zero harm is the first of our Eskom values, and a top priority in our business.

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Eskom thrives to ensure that zero harm befalls its employees, contractors, the public and the natural environment:

- Zero Fatalities
- Zero Injuries
- Zero environmental incidents
- Zero Tolerance
- Zero Defects

Principal Contractors shall demonstrate in health and safety plan compliance to Eskom drive to Zero harm.

3.13 Substance Abuse

Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.

General Safety Regulation 2A is clear on the legal stance regarding intoxication.

The alcohol and drug permissible level is 0%.

All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: (BE SOBER"), this means anyone entering the Eskom site shall be subjected to ad hoc alcohol testing.

Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. Test records shall be treated as "Confidential" and filed in the employees' personal file.

3.14 Smoking

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy). Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with Eskom Policy and legislation requirements.

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3.15 Cellular Phones

A Principal Contractor shall develop and implement a risk-based cell phone policy for their works areas. Do not use Cellular phones in areas where cell phone usage is prohibited. Texting and talking on the cell phone whilst driving and walking is prohibited. When taking calls or texting, stop and find a safer area. Disciplinary action shall be followed in case of any non-compliance.

3.16 Occupational Health and Hygiene

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

3.16.1 Occupational Hygiene Management Program

Principal Contractor 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 shall include, but not be limited to the following elements:

- Occupational health risk assessment as a background.
- Occupational health risk exposure profiles.
- 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:

- Hazardous Chemical Agents Program.
- Heat Stress Management Program.

Identification: The Principal Contractor 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.

Risk assessment: Once the occupational stressors have been identified the risk shall be assessed in accordance with statutory requirements including manual handling, including the nature of the stressor, the work process, the exposure severity and duration, possible adverse effects etc.

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Control measures: Principal Contractor shall provide details of all control measures that shall be implemented to eliminate or reduce exposure to occupational stressors. Where mechanical means are employed, he shall provide details of how these shall be maintained to ensure that they operated at maximum efficiency.

Monitoring: The Principal Contractor shall provide and adhere to effective monitoring procedures. These procedures shall include the planning, carrying out and recording of the results of the measurement programme. This is to confirm the effectiveness of the implemented control measures, and the results shall be made available to the Engineer on request.

Principal Contractor and contractors shall report to the Department of Employment and Labour on the occupational hygiene milestones (e.g. crystalline silica). Evidence of reporting to the department of Employment and labour and copies of such reports shall be made available to Eskom Health and Safety Manager / Occupational Hygiene Practitioners.

Copies of all occupational hygiene surveys conducted by the Service provider and contractor shall be submitted to the Eskom Health and Safety manager and Occupational Hygiene practitioners. The SHE Manager / Practitioner shall establish a database of contractor occupational hygiene surveys and corrective plans.

3.16.2 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 shall include a Medical Surveillance Program, and an Employee Assistance Program as detailed below.

3.16.3 Medical Surveillance Programme

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

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 in annexure 3 format. The certificate of fitness shall be relevant to the type of work (risk based) that the employee shall be exposed to. This shall require each employee to have a risk-based person job specification that shall be used as a basis for medical examination.

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

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 shall not give those employees site induction which shall result in refusal to site access.

The certificate shall be renewed as required by the risk profile. On completion of the project an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.

Contractors to take note of the following:

- Principal Contractor shall ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
- For the appropriate medical examinations to be conducted, each employee shall have a man job specification, which shall indicate the description of work (**food contact**), list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- The Principal Contractor shall ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
- The Principal Contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.
- 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.

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3.16.4 Employee Assistance Programs (EAP)

Where Principal Contractor and contractors must arrange EAP service in case of need. All costs shall be borne by the Principal Contractor or contractors.

3.16.5 Health Pandemics and Disaster Management

The Principal Contractor shall ensure proper management and control of any disaster and or pandemics that may come forth during the contract. Principal Contractor to develop a health pandemic and disaster Management plan/procedure and conduct risk assessment to ensure that appropriate measures are in place.

3.17 Emergency Care (First Aid)

A list of emergency numbers shall be displayed at notice boards and public areas for ease of access to all employees and visitors. The Service provider shall ensure that his employees are familiar with the emergency numbers. Emergency numbers shall also be part of the OHS induction.

Principal Contractor shall have one first aid box for the first five (5) persons and thereafter one for every 50 or team of workers on site or part thereof. There shall be a trained and appointed person to render first aid service when required. The first aider(s) shall be in possession of a first aid level two (2) training as minimum requirement as per Eskom Emergency planning procedure 32-123.

More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it shall 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). A content check list shall be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

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.

Principal Contractor to take note of the following:

- The requirements of the OHS Act GSR 3 shall be observed.

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- First aid appointments shall be made to meet the requirements; this includes construction sites. Appointees shall be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work sites, cognisance shall be considered the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency shall arise.
- For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
- The Service provider and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.18 Emergency Preparedness and Response

3.18.1 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The Principal Contractor shall develop his own emergency response plan for both work areas and office areas. The Contractor shall ensure that all Contractors' Personnel are aware of and trained in the execution of the emergency plan.

Periodic emergency drills shall be undertaken to test the effectiveness of the plan. The Contractor shall initiate his own emergency drills, with the co-operation, and subject to the approval of the Contracts Manager. Details of such drills shall be recorded, and such records shall be made available on request.

The Principal Contractor shall be responsible for ensuring that his emergency plan is reviewed annually, and after every incident which caused the emergency plan to be activated. Any changes made shall be briefed to all persons affected and the information provided to the Contracts Manager.

3.18.2 Fire safety

The Principal Contractor shall develop fire safety and evacuation procedures for any area under his control prior to the commencement of work. The procedure shall take into consideration the size of the building, area types of work being done number of combustible materials present etc. It shall. All Contractor's Personnel entering and working on the Project Site, and other places, if any, as may be

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specified under the Contract as forming part of the Site, shall be trained in fire safety and emergency evacuation and any other duties they are required to perform e.g. Fire Warden.

Existing fire management systems in buildings shall be maintained during construction whenever possible. Any changes shall be approved by the Engineer before implementation.

3.19 Fire Equipment and maintenance

All firefighting equipment's that have been provided shall:

- Be clearly labelled
- Conspicuously numbered
- Entered in a register
- Inspected monthly by a competent person
- Tested and serviced at recommended intervals by an accredited service provider
- Results entered in the register and signed by competent person.

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

3.20 SHE Training

The Principal Contractor, when making a bid for this project shall provide a breakdown list of the SHE Training requirements and the costing of such requirements. Similarly, appointed contractor shall provide the same requirements when bidding with the principal contractor.

The scope of work acquire the contractor to give food handling training and human and space hygiene.

Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.

When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.

Appropriate time shall be set aside for training (induction and other) of all employees. Records of all training and qualifications of all contractor employees shall be kept on the SHE File.

The Service provider shall ensure that the training providers are accredited and registered with SETA according to the relevant unit standards. The contractor shall have proof of this on site for verification.

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3.20.1 Induction training

On annual basis or as when required, the Client shall provide Principal Contractor with Site Induction which the Principal Contractor shall ensure communication to his employees and visitors as well as contractor employees/visitors.

The Principal Contractor shall ensure that all his / her employees, to undergo the Medupi Client induction before entering the site to provide services. Attendance registers shall be completed of any induction training given, which shall indicate that they have received and understood the induction training.

3.20.2 Visitors to site induction

Visitors to the site shall be required to undergo and comply with the Principal Contractor site-specific safety induction prior to being allowed access to site. All visitors shall remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work onsite, of any nature.

Visitors who have completed site induction shall be provided with a record of proof of Induction training.

3.21 Access and Security Control

Principal Contractor, 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 (exclude Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces).
- Liquor/ Alcohol.
- Dangerous weapons.

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- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription).
- Any other items that may be declared prohibited.
- Ablution facilities, sanitary waste bins shall be provided and serviced.
- Site Sheds, Offices and Amenities.
- Lay down and Storage Areas.
- Temporary Site Services.
- Waste Storage Facilities & Receptacles.
- Designated smoking areas.

3.22 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).

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

3.23 Hazard Identification and Risk Assessment (HIRA)

Regulations R638 of 2018, Governing General Hygiene Requirements for Food Premises, the Transport of Food and Related Matters, should be applied and complied to the contractor.

The Principal Contractor shall prepare and provide to the Client a Baseline Risk Assessment as well as activity- based Risk Assessments for an intended work.

A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, considering whatever precautions are already being taken.

It is essentially a three-stage process:

- Identification of all hazards.
- Evaluation of the risks.
- Measures to control the risks.

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Risk assessments shall be maintained. This means that significant changes to a process or activity, or any new process or activity shall be subjected to a risk assessment and that if new hazards come to light during the work process, then these shall also be subjected to risk assessments. Risk assessments for long term processes shall be periodically reviewed and updated. Baseline risk assessment shall be reviewed at least every six months, or as when required (i.e. changes to scope, incidents occurring, legislation etc.).

3.24 Safe work procedures / method statements

A written safe work procedure/ method statements provide guidance how to execute the task safely. The method statements / written safe work procedure that amongst other include control measures that will be used to prevent food contamination. The building where the food will be prepared should be registered with Lephalale municipal Environmental Health practitioners department, approved and issued a Certificate.

The ISO Food Safety Standards: ISO 22000 provides a globally recognised framework for managing food safety risks across entire supply chain. The Standard integrates the principles of the Hazard Analysis and Critical Control Points (HACCP) with the ISO 9001 quality management framework providing a comprehensive system to identify and manage food safety risks, compliance with legal requirements and build consumer confidence. The Contractor is not required to be ISO 22000 certified but is hereby required to align and/or conform to the requirements stipulated in the ISO 22000 Standards.

The HACCP Plan should be developed hat outline food business potential biological, chemical and physical hazards and implements preventive measures to control them throughout the preparation process. The goal for this plan is to prevent food borne illness and ensure compliance with food regulations.

- a. The equipment and substances that are used in these tasks.
- b. The control measures that have been built into these tasks.
- c. Any training or qualification needed to undertake the task.
- d. The personal protective equipment to be worn.
- e. Actions to be undertaken to address safety issues that may arise while undertaking the task.

The plan should be submitted and reviewed by the client for acceptance.

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

3.25 Personal Protective Equipment Requirements

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

Principal Contract's employees on site, including visitors, shall use SANS approved risk-based PPE, as a minimum:

The HAACP plan will indicate the PPE that must be worn for the specific task or area of work task. When entering site, the standard mandatory PPE must be work be employees and also look at the site-specific area requirement.

- Head protection hard hat (with chin straps);
- Steel toe capped safety boots.
- Eye protection. Wearing of impact Safety Spectacles with side shields. Prescription glasses shall comply with the same standard or cover impact safety spectacles shall be worn over them.
- Long sleeved and long pants protective clothing.
- Cloth masks where dust mask is not compulsory; and
- Refer to General Safety Regulation 2 of the OHS Act.

The Principal Contractor shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly. Training shall be provided to employees on the use, care, replacement, and limitation of the provided PPE. Records of training to be kept and made available to the Client or inspector upon request.

3.25.1 Issue, Replacement and Control of PPE

The Principal Contractor shall 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. PPE inspector shall be appointed in writing.

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Contractors to take note of the following:

- All Principal Contractor shall comply with the requirements of GSR 2 of the OHS Act.
- The risk-based PPE matrix shall be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment shall be conducted where such PPE requirements shall be identified, and the issuing be carried out.
- All PPE purchased and used by all contractor employees including visitors shall comply with the relevant SANS standards; and
- Where deemed as a requirement, then high visibility vests shall be worn.

3.26 Private Vehicle safety

All construction vehicles shall meet the legislative requirements pertaining to the OHS Act No. 85 of 1993, Construction Regulations 23, the National Road Traffic Act, National Environmental Act and Eskom Vehicle and Driver Safety Management Procedure 240-62946386. In case of transportation of food substances, requirements for food transportation must be complied with.

- All drivers transporting food shall have medical certificates of fitness to operate those construction vehicle and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- All drivers to have a file with appointment letter, medical fitness certificate and proof of competency always in the plant or vehicle; and
- No drivers may text, talk on cell phones or two-way radios whilst driving under any circumstances. This includes the use of hands-free kits. Cell phone calls by drivers shall only be made when the vehicle is stationary, in a place of safety, and with the engine switched off.

It is the responsibility of the driver to ensure that:

- He/she and their passengers wear seat belts whilst the vehicle is in motion.
- He/she comply with all traffic road rules, safety, direction and speed signs.
- Vehicles are not overloaded and are within their safe working load limit.

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The Principal Contractor shall ensure that his employees and those of his service providers do not:

- Ride on back of bakkie, crane or other mobile plant equipment.
- Leave vehicles unattended with the engine running. Ignition keys shall be removed in all cases when the vehicle is left unattended.
- Park vehicles in unauthorised zones/areas or where parking shall obscure other vehicle or pedestrian visibility.

Requirements for vehicles entering site for service delivery

- Vehicles shall be provided with fixed & firmly secured seats and seat belts - adequate for the number of passengers being transported. Passengers in vehicles shall only be transported according to the number of seat belts present.
- Drivers of all vehicles shall allow appropriate travel distance between vehicles travelling in front of them and at no time shall "tailgating" be permitted.
- The Service provider shall submit a detail list of all vehicles that shall require site access to the Contracts/Project Manager.
- Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- The Principal Contractor shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises.
- The Principal Contractor shall maintain his vehicles in roadworthy condition and hold a valid vehicle license (DISC). These vehicles shall be subject to inspection by the Client representative on random basis. Vehicles which are not roadworthy shall not be allowed onto the Project site.
- In the event where the Principal Contractor do not own the equipment, the Principal Contractor is still responsible for ensuring all conditions are complied with by all his service providers or hire companies.

3.27 Housekeeping and Order

The Principal Contractor and his contractors shall maintain a high standard of housekeeping within the area of work site.

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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 Service provider in the first instance and the Eskom project/site manager in the second instance.

The Eskom Project/Site Manager has the right to instruct the Principal 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 because of such a stoppage. Failure to comply with this requirement shall result into site cleaning by another cleaning contractor company at the cost of the Principal Contractor.

3.28 Record keeping:

- A register shall be used which indicates the name, number of the machine or tool and the number of guards and
- The register shall be kept in a safe place for record purposes.

3.29 Incident Management

The Contractor shall report all incidents/accidents that are encountered while executing service to site as required in terms of the legislation.

All incidents/accidents including near miss incidents, first aid, medical treatment, lost time incidents (disabling injuries & fatalities); OH&S Act Section 24 and 25 incidents; electrical contact; and major equipment damage Incidents shall be reported to the Contracts/Project Manager within 24 hours of them occurring or, before the end of the work shift. The contractor shall ensure that all incident reporting classifications, recording, and investigation requirements are done according to the requirements set out in the Eskom document 32-95 (Occupational Health and Safety Incident Management Procedure - latest revision). This may include investigation format or documentation requirements.

The objective of incident investigation shall not only be a legal requirement but shall establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

For any lost-time incident (LTI), section 24 or major environmental incident, Principal contractor Chief executive officer (CEO) shall be asked to do a presentation to Eskom project director on site. Note,

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this is not for site manager to present, CEO of Principal Contractor shall also on behalf of his contractor do presentations. All Incidents shall be presented to Eskom Management within seven days (counting from the day incident occurred).

If it is found that the Contractor or their contractors are not reporting incidents, steps (which may include disciplinary action) shall be taken against the line management of the Contractor and /or Subcontractors.

The Contractor shall ensure that all accidents / incidents are investigated by a competent person.

Investigations shall begin as soon as practicable after the incident / accident has occurred. Where applicable and with appropriate authorisation (when required), photographs shall be taken of the scene of the incident as well as any equipment involved. Interviews with witnesses shall be conducted as soon as possible after the incident occurred whilst it is still fresh in their memory and if necessary, followed up later to determine if further information was recalled.

The Employer reserves the right to conduct an independent investigation of any accident/incident reported by the Contractor or Subcontractors over and above their own investigations. The Contractor and Subcontractors shall co-operate fully with the investigation and implement any additional improvement measures.

The Contractor shall investigate all incidents immediately and supply to the Contracts/Project manager, which shall include:

- Date, time and place of incident.
- Description of incident.
- Root causes of incident/accident.
- Type of injury and/or (if any).
- Medical treatment provided (if any).
- Persons involved.
- Loss or damage sustained (if any).
- Names and contact details of witness/s.
- Description of corrective action to prevent a recurrence (with clear deadlines and persons identified for taking remedial action).
- All corrective actions shall be closed out within 14 days of the date of the incident, unless otherwise agreed by the Project Manager.

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3.30 Environmental Management

The Principal Contractor shall comply with the Projects' Environmental Approvals which include Construction Environmental Management Plan Rev 2, 2010 (SPO No. 348-681011), Record of Decision (SPO No. 348-631731) and Water Use Licence (SPO No. 348-31313). Refer to the Register of EA RoD License Permits Certificates and Servitudes for Medupi PS (348-687483) for full list Environmental Approvals for Medupi Power Station Project.

Medupi Power Station Project is ISO 14001:2015 certified, and Principal Contractor is expected to conform to requirements applicable to their scope of works. The Medupi Power Station Project's Environmental Management System is governed by several procedures/protocols (for full details refer to Register of EMS Procedures Records Master List (SPO No. 348-646829) which shall be made available to the Principal Contractor for implementation.

Minimum requirements for compliance by contractors:

- Ensure that the Method Statements and/or Daily Safety Task Instruction (DSTI) are submitted to the TM/ECO for approval before any work is undertaken. Any lack of adherence to this shall be considered as non-compliance to the specifications.
- Ensure that any instructions issued by the Contract Manager, on the advice of the ECO, are adhered to.
- Contractor shall maintain environmental registers (legal, Incident, Nonconformity, public complaints, objectives and actions to achieve them, Risk and opportunities, Environmental aspect and impact, Training Matrix etc.).
- Ensure that all employees receive appropriate training before the commencement of work in order that they can constructively contribute towards the successful implementation of the environmental requirements of the Contract.
- Ensure compliance with the environmental requirements, relating to the provision of adequate resources for the implementation and monitoring of the requisite environmental controls.
- Ensure that the project pricing makes provision for environmental costs.
- Include environmental considerations as an item on the agenda of the monthly site meetings.
- Parking areas shall be kept clean, tidy, and free of waster/rubbish. Waste shall be placed inside clearly labelled designated bins with locking mechanism.
- Refuelling of vehicles shall be done at approved or authorised areas.

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3.30.1 Spillage of Hazardous Chemical Agents/Substances

- Any spillages that occur shall be managed using project procedures and legal requirements and as indicated on the safety data sheet (SDS).
- Identify appropriate storage areas for stockpiling of materials, storage of hydrocarbons and storage of hazardous substances and ensure that these areas are appropriately prepared for their purpose.
- Disposal of hazardous substances shall be done in terms of the relevant legal requirements.
- Limit spillage of hazardous substances or substances with the potential to cause contamination of the environment.
- Develop emergency protocols for dealing with spillages particularly where these pose a pollution risk or involve hazardous substances.

3.30.2 Fire hazard

The Principal 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 shall be held responsible to avoid the risk of fire. No open fires are allowed on site. Principal contractor shall ensure that operations always comply with statutory requirements. The Principal Contractor Safety practitioner/Officer shall ensure that in areas with a high fire danger rating, staff are made aware thereof. Smoking shall be restricted to designated areas.

Principal Contractor shall ensure that adequate Fire Fighting equipment is available where required. For areas falling under Eskom's responsibility that should be checked as part of the pre-inspection.

3.30.3 Waste

The contractor shall comply with the requirements of NEM: Waste Act 59 of 2008 and associated National Norms and Standards, Regulations and Guidelines and undertake environmental awareness of all staff.

Waste stream analysis must be conducted as part of planning phase of the service to be rendered. The outcome should be used to guide type of waste bins to be required to ensure segregation of waste at source. Removal of any waste streams from is prohibited unless written approval is issued by Eskom upon request. No waste, be it biodegradable or not, shall be left at the point or area where

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service was rendered. All waste generated onsite shall be sorted at source and taken to the designated waste storage area.

Waste generated shall not be burned, buried, or disposed of on unauthorised Eskom or Landowner property, but instead be controlled and removed to the designated area.

Contractor must take note that disposal of waste at the landfill site is the last resort (implementation of waste hierarchy) and must take all reasonable steps or measures to:

- Avoid the generation of waste and where such generation cannot be avoided to minimise the toxicity and amounts of waste generated.
- Any container or storage impoundment holding waste is clearly labelled.
- Reduce, re-use, recycle and recover waste.
- Manage waste in such a manner that it does not endanger health or the environment or cause a nuisance through odour or visual impacts.

Principal Contractor to make use of Eskom ablution facilities. The use of bush/veld as ablution facility is prohibited.

Quantities of waste handled shall be recorded and reported as part of post service report.

3.30.4 Vehicles maintenance

Principal Contractor shall ensure that vehicles are maintained or service as per the service plan. Maintenance or servicing and washing of vehicles on site is prohibited.

3.30.5 Dust and Noise

The Principal Contractor shall use existing roads to and from the Medupi Site. Driving offroad or in the bush/veld is prohibited.

Principal Contractor shall ensure no driving or parking on a rehabilitated area.

3.30.6 Environmental Incidents

All environmental incidents such as pollution (air, water, land, noise, etc.), bird kills, and animals killed, plants destroyed, public complaints etc. shall be reported to TM and/or ECO before the end of the shift.

All environmental incidents occurring on site shall be recorded according to current Eskom Environmental Incident Management Procedure (SPO No. 348–693723) detailing how each incident was dealt with. Proof thereof shall be kept in an incident register.

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The Principal Contractor shall be held liable for any infringement of any environmental statutory requirements.

3.30.7 Water

Principal Contractor and Contractors shall always adhere to Medupi PS Project Water Use Licence conditions. Principal Contractor shall ensure that water is used sparingly and that there is no Water wastage.

Water usage on site shall be verified with the substations/power stations responsible person, the project leader / environmental advisor to ensure compliance with legislation. Borehole water shall be verified as suitable for human consumption. All incidents related to water contamination shall be reported as per the requirements stipulated under Eskom Environmental Incident Management Procedure (SPO No. 348–693723).

3.30.8 Environmental file

Environmental file including the following but not limited to shall be approved by the client. Contractor to ensure that all requirements stipulated on the Environmental File for Contractors Template (SPO No. 348-10082055) are covered and the file is reviewed and updated regularly. The requirements amongst others include:

- Comprehensive aspect and Impact register specific to the scope of works.
- SHE policy recently signed.
- Objectives and Targets covering environmental aspects signed by management
- Environmental management plan that addresses all the potential environmental risks as per aspect and impact register.
- Environmental Legal Register.
- Declaration Letter of Compliance to Eskom Environmental Requirements.
- Environmental procedures or plans which include Waste Management Plan, Non-Conformance and Incident Management Plans and Internal Auditing Procedure etc.
- Method statements that include environmental impact and mitigations measures. Include all activities in sequence as per the project scope and aspect and impact register.

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3.30.9 Environmental legislations and other requirements

Principal Contractor and Contractors shall comply with all relevant environmental legislations and other requirements.

Principal Contractor and Contractors shall comply to the project available licences, authorisations and permits.

The Principal Contractor and Contractors shall ensure that the environmental legal register is updated continuously and maintained.

3.31 Contractor's, SHE Plan

The Principal Contractor shall prepare a suitable and sufficient site specific SHE plans in accordance with the SHE Specification requirements, submitted with tender documents that shall indicate to the Employer the level of compliance to the SHE Requirements. The *Principal Contractor's* SHE Plan shall be assessed for compliance to confirm compliance to the requirements in the *Client* SHE specification. The *Contractor* shall ensure that the site specific SHE Plan is submitted at least one-month prior site establishment, for the works permit application. Once compliance is confirmed and works permit obtained, only then shall the *Contractors* be allowed site access to start with site establishment.

The Contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this Specification and other contract documents requirements. The SHE plans shall identify each construction 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 shall be signed and approved. The *Principal Contractor* is thereafter required to do the same when procuring other *Contractors*. The *Principal Contractor* shall 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 furthermore ensure that the activities of the *Contractor* are included in the SHE Plan to be submitted for approval.

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The SHE Plan shall further demonstrate the Contractor's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:

- a. Compliance to this Specification
- b. The Contractor SHE Policy. (OH&S Act section 7)
- c. Indication of Competent Supervision (CV's to be included). (Construction Regulation 8(7))
- d. Documented proof of assessment of competencies of appointed persons (e.g.: scaffold erectors, riggers etc.)
- e. Duties and safety responsibilities of all appointed persons.
- f. Selection, placement and training procedures, including induction and ongoing training in 'Basic Safe Work' and Occupational Health & Safety training for newly hired or promoted supervisors. (OH&S Act section 8(2)(i))
- g. Occupational Health & Safety communications and meetings, including daily safe task instructions and project SHE meetings.
- h. Assessment and management procedure for their contractors, including audit requirements for SHE Plans.
- i. Safety awareness promotions.
- j. Occupational Health and Safety Workplace Environment controls, including provision for monitoring employee exposures to noise, dust, etc. (Hazardous Chemical Agents Regulation 5 – 'Assessment of Exposures')
- k. Personal Protective Equipment procedure and rules. (OH&S Act section 8, General Safety Regulation 2)
- l. Control of dangerous and hazardous substances. (Hazardous Chemical Agents Regulations 2021, Section 43 of OH&S Act, 1993)
- m. System of hazard identification and risk control, such as Risk Assessments, Daily Safe Task Instructions and Communications. (OH&S Act section 8, Construction Regulation 9)
- n. Inspection and maintenance of plant, tools and equipment prior to introduction to the Project Site (and to other places, if any, as may be specified under the Contract as forming part of the Site) and regularly thereafter. (Construction Regulation 23)
- o. Accident and incident reporting, recording, investigation and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators. (General Administrative Regulations 8 & 9)

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- p. Evacuation and emergency planning arrangements; (Construction Regulation 29) Environmental Regulations for Workplaces 9)
- q. Substance abuse policy and procedure and programme. (General Safety Regulation 2A)
- r. Worker's welfare facilities. (Construction Regulation (30)
- s. Daily site safety inspections and audits processes.
- t. Letter of good standing with a compensation insurer
- u. Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.

The Contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the Engineer) to ensure that it fully addresses all the issues and complies with requirements of the SHE Specifications and contract.

3.32 SHE File

A SHE File means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.

All contractors are required to keep a SHE File on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE File shall be maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.

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

On completion of the construction work/project, the principal contractor shall hand over a consolidated health and safety file to the Contracts/Project manager. The principal contractor shall also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of contractors, the agreement, and the type of work completed.

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

The Principal Contractor shall also record on the file:

- Information about removal or dismantling of installed plant and equipment.
- Information about equipment needing cleaning and maintenance, for future purposes.
- Nature, location and markings of services, and,
- As-built drawings

3.33 Auditing

3.33.1 Approval and compliance of principal contractor SHE Plan

The Contractor's SHE Plan shall be audited against compliance checklist to verify compliance to the requirements of the Eskom SHE specifications. Once there is compliance only then shall the principal contractors, SHE Plan be approved by the Contracts/Project manager or Client safety representative. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis. This shall include physical conditions evaluation.

3.33.2 Eskom, SHE audits

Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification, the contractors SHE plans and any other applicable requirements.

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

There shall be monthly audits conducted by Eskom on the principal contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative and the contractor's safety/environmental team. Non-compliance raised during these audits shall be closed by the Contractor within 30 days. Audit shall be conducted on specific audit criteria and sampling of different site areas. The Safety Manager and Safety Officer/Environmental Officer shall always be available when these audits are conducted.

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Ad hoc audits shall be conducted when a need arises and the Contractor's safety manager and safety officer to avail themselves for such audits.

If there are any findings / non-compliance identified as serious in these audits, an activity shall be stopped for that specific Principal Contractor and appointed contractor. Refer to section on "Work Stoppage" in this SHE Specification and requirements stipulated under section 2.4.1 of the Medupi PS Construction Environmental Management Plan, Rev 2, 2010 (SPO. No. 348-651011)..

3.34 Non-Conformance and Compliance

Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.

Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors shall implement a non-conformance procedure.

The procedure for the issuing and closing off non-conformance reports shall be strictly adhered to.

Contractor project management shall monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.

Action plan with proposed corrective actions, target dates and a responsible person for the action shall be submitted for all non-conformance raised.

Shall the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE shall be viewed as a transgression of the legislative and Eskom requirements.

3.34.1 OHS Performance Status Reports

The Contractor shall provide OHS statistical and non-statistical reports as per the Client requirements on monthly basis.

3.34.2 Environmental Monthly Inspection Reporting

Contractor to submit post service report within seven days post provision of service the report includes environmental aspect, lowlights and highlights..

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3.34.3 Contractors Meetings

Contractors adhoc SHE Meetings will be arranged when there is a need and the contractor SHE officer will be expected to attend.

3.34.4 Statutory Health and Safety Committees

The principal contractor shall establish statutory health and safety committee when the number of employees meet the terms of Section 19 of the OHS Act, Act and ensure that they comply to section 19 requirements.

A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.

The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson shall be competent to chair meetings and be able to make informed decisions.

Minutes and record of action items shall be kept of all health and safety committee meetings.

3.34.5 Toolbox talks / Daily team talks / pre job meetings

Should the contractor be require to conduct his task on site above meeting should be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they understand the tasks, risks and control measures required.

Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, then weekly toolbox talks shall be conducted. The toolbox talk topics shall be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.35 Contractor OHS Performance Evaluation

Eskom shall evaluate Contractor's OHS performance on an on-going basis against the Eskom requirements.

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A post-contract review evaluation shall be conducted and shall be supported by the objective evidence documented during the term of the contract.

The following criteria (but not limited to) shall be considered for the review:

- Accident and injury data for the contract.
- OHS non-conformances.
- Duration and effectiveness in addressing and closing out OHS deficiencies/corrective actions.
- Legal compliance with OHS requirements.
- Number of behavioural safety observations conducted by contract manager and the contractor supervisors.
- Close-out of Incident Investigations.
- No. of staff members (incl. contractors and service providers) who contravened the Eskom Lifesaving rules.
- Prohibition and contravention notices issued by Department of Labour/Dept. of Mineral Resources notices, Department of Environmental affairs etc.
- Contributions and effort made to improve OHS performance.
- Contractor /Service Provider total number of incidents:
 - Fatalities.
 - Lost time injuries.
 - Reportable incidents (Department of Labour/Department of Mineral Resources/Department Environmental affairs).

3.36 Employee's 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.

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3.37 Hours of Work

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

3.37.1 Normal work

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

3.37.2 Night work

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

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

3.37.3 Overtime

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

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3.38 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification, Eskom has endeavoured to address the most critical aspects relating to SHE issues to assist the Contractor in adequately addressing the health and safety management of persons on site.

Should Eskom not have addressed all SHE aspects pertaining to the work that is tendered for, the Contractor needs to include it in the SHE plans and inform Eskom of such issues when submitting the tender. The Contractor needs to ensure that all applicable SHE requirements are identified and included in their management system.

3.39 Project Close-out/Contract Sign-Off

On completion of the project, all appointed contractors shall close out their project documentation, SHE Files and site demobilisation plan and forward such to the principal contractor. The principal contractor shall likewise close out his/her project documentation and SHE Files and forward such to the Eskom Contracts manager. All required documentation shall be submitted and handed over using relevant medium (hard copy files as well as soft copies in hard drives/USB) as per Project procedure (Project Closeout and H&S documentation (SPO No. 348-9942695). Taking note that the Contractor will not establish and have a laydown area onsite requirement for disestablishment are not applicable however Environmental Close-out Requirements (SPO No. 348-10081756) must be fulfilled. A checklist shall accompany the submission to verify that all documents are submitted/or handed in to the client. The ECO shall sign off the contractor documents and site handover from the environmental side.

No project shall be signed off before Business Unit or Department has given assurance that no environmental liabilities exist. 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.

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4. Process for Monitoring

4.1 Key Performance Areas and Indicators

Key Performance Area	Key Performance Indicator	Measure Frequency	Responsible	Record
Approval of the specification	SHE specification to comply with minimum document control and Safety, Health, Environmental and Quality requirements.	In line with document management process	OHS/Environmental Officer	Signed SHE Specification

4.2 Document Review and Self-Assessment

4.2.1 Document Self-Assessment

The “Process Owner” identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a “self-check” review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

- a) the process / procedure operational integrity
- b) process efficiency
- c) the level of stakeholder knowledge and implementation.

Participants and results of the “self-check” review shall be documented by the Process Owner in the “Self-Assessment Checklist” (**Template No. 348-655890**) included as an Appendix to this document which shall be submitted via SharePoint to Medupi Documentation Department Help Desk by the Process Owner once completed.

Process Owner shall proceed with any revision requirements in line with Medupi Procedures, **348-653867** “Development and Change of Medupi QMS Documents” and **348-883808** “Document and Record Management”.

4.2.2 Review Period

All QMS Documents shall undergo a 3 yearly compulsory review.

4.3 Training Requirements

No project specific training required to implement the process documented in this document beyond normal job function.

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5. Acceptance

This document has been seen and accepted by:

Name	Designation
Ernie Basson	Contracts Manager
Louis Ndlovu	Quality Assurance Manager
Zandi Shange	General Manager

6. Revisions

Date	Rev.	Compiler	Remarks
April 2026	1	Pauline Malindi	First SHE specification for new scope of work.

7. Development Team

The following people were involved in the development of this document:











- Ntali Khuzwayo
- Sakutanya Mamabolo
- Pauline Malindi

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Table 2: MEDUPI DOCUMENT HIERARCHY

<p>Annexure A: SHEQ Policy</p>  <p>Eskom's (SHEQ) Policy poster (32-727)</p>	<p>Annexure B: Acknowledgement form for Eskom SHE Rules</p>  <p>Annexure B - Acknowledgement of</p>	<p>Annexure C: Contract & Contractor OHS Management</p>  <p>32-726 Contract & Contractor OHS Manag</p>
<p>Annexure D: Life Saving Rules Standard</p>  <p>240-62196227 - Life-Saving Rules Star</p>	<p>Annexure E: OHS Incident Management Procedure</p>  <p>32-95 OHS Incident Management Procedur</p>	<p>Annexure F: Eskom PPE Standard</p>  <p>Eskom Personal Protective Equipment</p>
<p>Annexure G: Smoking Policy</p>  <p>32-1126_Smoking_Policy.pdf</p>	<p>Annexure H: Substance Abuse Procedure</p>  <p>32-37 Management of Substance Abuse p</p>	<p>Annexure I: Employee's Right of refusal to work</p>  <p>Employees' Rights of Refusal to Work in an</p>
<p>Annexure J: OHS Risk Assessment Procedure</p>  <p>32-520 OHS Risk assessment procedur</p>	<p>Annexure K: Project Closeout and HS Documentation</p>  <p>348-9942695 - Project Closeout and I</p>	<p>Annexure M: Handling of H&S Non-conformities and Corrective and Preventative Action Work Instruction</p> <p>Action Work Instruction</p>  <p>348-880771 Handling of H&S Non</p>

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Table 3 : Process Self-Assessment Checklist

Discipline: Health, Safety and Environmental		Applicable Document No.:				Self-Assessment Date: DD / MM /YYYY	
Item No	Ref Section	Self-Assessment Question	Compliant			Comment	
			Yes	Part	No		
1	2.5.1.2 & 2.5.1.4	Was the SHE Specification issued with the enquiry for the project?					
2	3.3	Is the 37(2)-agreement entered & signed between Eskom and the Contractor?					
3	3.6	Did the Principal Contractor notify the relevant Provincial Director of employment and labour of the intention to carry out construction works?					
4	3.7	Does the Contractor have a valid letter of Good Standing?					
5	3.28	Did the Contractor prepare and provide a Baseline Risk Assessment?					
6	3.63	Did the Contractor prepare and submit a SHE plans, and is the plan approved?					
Comments:							
Self-Assessment by:		Name:	Position:		Revision Required? (Yes / No)		Planned Revision Date:
Attendees:							

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