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		Document Identifier	DXSHEQSF0036	Rev	2
		Effective Date	15 June 2018		
		Review Date	February 2021		

Project Name: Pole Inspections

Scope of the project: The Inspection and Treatment of wooden poles on an “as and when” require basis in the Cape Coastal Cluster-Eastern Cape for a period of four years.

Name Eskom’s Safety Officer

Khayakazi Tshantshane:
16/08/2023

Signature:

K Tshantshane

Name Eskom’s Designer

Eskom’s Project Manager

Lucky Tembe

18.08.2023

Signature


Signature



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1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

This SHE specification is Eskom the minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

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

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

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

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

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

2. Supporting Clauses

2.1 Scope

This SHE specification lists the legislative and Eskom requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.


2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom for contracts, standards and NEC 3 contracts.

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2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract or to perform any construction work in the Eastern Cape Operating Unit (ECOU).

2.2 Normative/Informative References

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 32- 418 Working at Heights Procedure
- [11] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure
- [13] Plant Safety Regulations
- [14] Operating Regulations for High Voltage Systems (ORHVS).


2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane

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[5] DMN 34-1981 Excavations.

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2.3 Definition

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Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with <ul style="list-style-type: none"> a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
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 must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person

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Definition	Explanation
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
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
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work

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Definition	Explanation
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock

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Definition	Explanation
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.


2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoEL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
ECOU	Eastern Cape Operating Unit
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances

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Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating Regulations for High Voltage Systems
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

2.6 Roles and Responsibilities

2.6.1 Commitment

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

2.6.2 Principal contractors and appointed contractors


Note 1: Most of the roles and responsibilities listed apply to both principal contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.

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2. The principal contractor must notify the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations (if this has not been arranged and or done by the client/agent);
3. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
4. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
5. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
6. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites, Including


REVIEW OF THE COVID-19 CONTINGENCY (EMERGENCY RESPONSE) PLANS AT ALL ESKOM SITES

- 6.1 In addition to the COVID-19 return to work requirements, the need to prepare for employees returning to work also necessitates the review of all Eskom sites' COVID-19 emergency response plans.
- 6.2 The review and updates should include, but are not limited to the following:
 1. Netcare911 and its designated service providers or any nearby ambulance service, to transport any employee who may be infected while at work to the nearest identified COVID-19 medical facility.
 2. Employees that form part of the Emergency Preparedness structures e.g. First Aiders, Fire Wardens and Evacuation Wardens are to be prioritised in terms of employees who are required to return to work.
 3. In support of the social distancing requirement at assembly points, sites are to ensure that the requirement of 1, 5 to 2 m is complied with, through their respective evacuation coordinators/wardens.

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4. Public address or morning meeting announcements on adherence to the COVID-19 requirements such as wearing cloth masks, washing hands frequently, sanitising with a 70% alcohol-based sanitiser, and not leaving hand sanitisers in vehicles as it is a fire risk, are to be communicated as often as the respective site deems it necessary.

5. Ensure that emergency route handrails are sanitised as part of the onsite cleaning regime.

6. All employees returning from an onsite emergency evacuation are to be sanitised before entering the workplace.

1. **NB:** One of the objectives of an evacuation is to ensure the speedy removal of employees from eminent danger. This process should not be compromised in any way, and the focus for sanitising and social distancing should be observed when employees return to the

7 Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.

8 Compile a SHE (health and safety) file that will include COVID 19 where all relevant health and safety records must be kept for each work site.

9 The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.


10 Contractors must hand over a consolidated (to include any appointed contractors files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.

11 The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.

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12 Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.

13 **Appoint competent staff including appointment of COVID-19 Compliance Officers in monitoring and reporting on the level of compliance with the COVID-19 Regulations. All Eskom sites are required to complete their COVID-19 Compliance feedback and submit their feedback to their divisional COVID-19 Compliance Officers.**

14 to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.

15 Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.

16 Co-ordinate the activities of all the appointed contractors in the interests of safety and health;

17 Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.

18 Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.

19 Take reasonable steps to ensure cooperation between all their appointed contractors.

20 Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.


21 Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 2: No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.

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- 22 Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.

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


Note 4: If a sufficient number of competent employee(s) have been appointed to assist the construction supervisor, the construction supervisor may supervise more than one site.

- 23 Appoint a full or part time safety officer or construction safety officer (registered with SACPCMP) in writing.
- 24 Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
- 25 Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- 26 Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- 27 Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- 28 Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- 29 Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- 30 Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
- 31 Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.

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- 32 Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- 33 Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
- 34 Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical fitness examinations
- 35 Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
- 36 Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
- 37 Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;


Note 5: should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

- 38 Establish their own site camp, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom project manager and the relevant site safety and fire prevention requirements;
- 39 On completion of the work remove all structures erected by them, and where required by law and Eskom Environmental Management plan rehabilitate the environment.
- 40 Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.

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- 41 Respect the rights of land owners/lessors and the preservation of their registered activities;
- 42 Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- 43 Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

Note 6: Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site. Screening and testing shall take precedence over all other/planned activities.

- 44 Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
- 45 Ensure that all incidents are reported to Eskom within 24 hours and investigated timeously by competent incident investigators.
- 46 Eskom reserves the right to be involved in all of their appointed contractor's investigations.
- 47 Establish health and safety committees (where applicable) hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
- 48 Chair their own health and safety meetings and record such meetings.
- 49 Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
- 50 When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

2.6.3 Construction Managers/ Contract Managers


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

1. Not supervise construction work on any construction site other than the site they have been appointed to supervise;

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

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20. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
21. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.
22. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.

2.6.4 Contractor site supervisor or Contract Supervisor


Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;
3. Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors for adhere to statutory requirements and safety standards.
6. Monitor contractors overall SHE performance on site in order to achieve excellent results
7. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
8. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
9. Ensuring that quality records are maintained in accordance with legislative and Eskom requirements;
10. Continual liaison between the principal contractor, appointed contractors and employees.
11. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
12. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
13. Submit the observation reports to the relevant management.

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14. Have meaningful participation in the project statutory health and safety committee meetings.
15. Participate in all appointed contractor incident investigations.
16. Participate in the principal contractors emergency preparedness planning.
17. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
18. Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
19. Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.
20. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.

2.6.5 Employees


Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - a. familiarising themselves with their workplaces and safety and health procedures;
 - b. working in a manner that does not endanger them or cause harm to others;
 - c. ensuring that the work area is kept tidy;
 - d. reporting all incidents and near misses;
 - e. protecting fellow workers against injury by performing job observations;
 - f. reporting unsafe acts and unsafe conditions;
 - g. reporting any situation that may become dangerous; and
 - h. carrying out lawful orders and obeying safety and health rules;
4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
6. Obey any safety signs and adhere to any site demarcation at all times.

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


2.6.6 Contractor Health and Safety officer

1. Promote a SHE culture within the organisations involved in the project / contract.
2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project SHE plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
5. Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
6. Conduct audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.

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8. Participate in the organisation's statutory and non-statutory health and safety committees meetings.
9. Conduct organisational, site and visitor induction training.
10. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.
11. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
12. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
13. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
14. Carry out frequent Planned Task Observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

2.5 Related/Supporting Documents.(Tender phase)

Eskom OHS Act section 37 (2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement. Signed by contractor only at this stage.

3. Specification


3.1 Project and Scope of work Details:

- a) To identify unserviceable poles in the system.
- b) To identify poles where fungal and termite attack has occurred.
- c) To apply remedial treatment, on a cyclic basis, internally (or externally if required) to the pole to extend the life of the pole.

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d) To identify poles that must be replaced with new poles.

Inspection of wooden poles

a) A qualified inspector shall inspect all poles, even if they appear to be in a good condition.

b) The first inspection of a new line shall be done not later than 10 years after the line was first commissioned.

d) The length of the cycle may not be longer than 10 years. The following are taken into account to

determine the length of the cycle: previous inspection record, the pole species used, nearby farming

activities, remedial chemical used and pole failures in the area.

e) All poles in a line shall be inspected; an internal chemical shall be applied to all serviceable poles.

f) An approved external chemical shall be applied to the pole below the groundline when shell rot is

present, if the pole is not deemed to be rejected and replaced.

As per clause 3.1.7.1.5 of 240-133791951, all rejected poles need to be replaced within a period of six months

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


3.2 The following high risk activities have been identified:

The risks identified below are not exhaustive and the contractor must ensure that all risks are identified.

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- Excavations
- Working at Heights
- Driving
- Stacking of Material
- Environmental management
- Testing of Pole
- Weather conditions
- Use of ladders

3.3 Program details: **TBC**

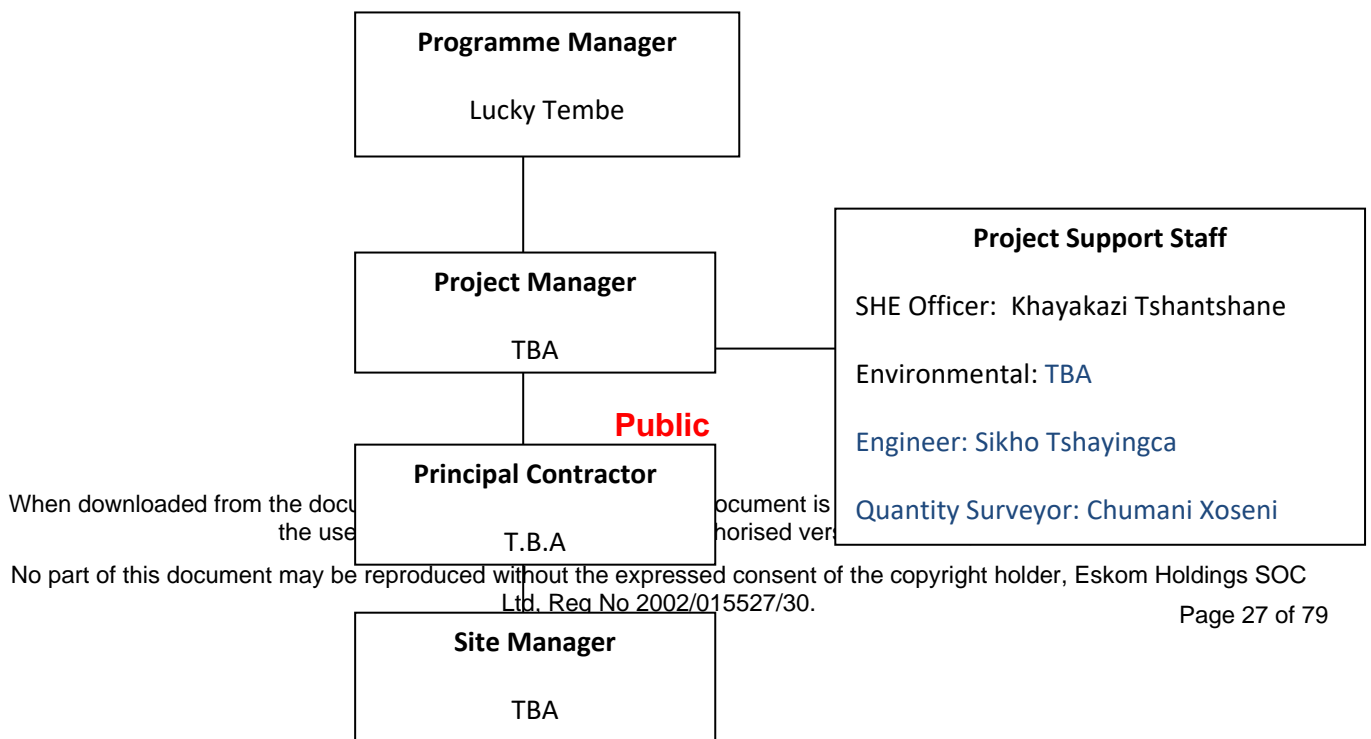
For Evaluation and Assessment of the Cycle: SHE plan at least 1 month prior to commencement of work.


3.3.1 Turn around for evaluation: **1 week**

3.3.2 Anticipated date for the commencement of work on site: **TBA**

3.3.3 Project completion date or project duration: **TBA**

3.4 The Project Organogram: Complete



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3.5 ACCOUNTABILITIES AND RESPONSIBILITIES:

Client Representative: ESKOM PROGRAM MANAGER NAME: Lucky Tembe

3.5.1 ESKOM CONTRACT PROJECT MANAGER NAME : TBA

3.5.2 DESIGNER: NAME: TBA

3.5.3 PROJECT ENGINEER NAME: Sikho Tshayingca

3.5.4 ESKOM PROJECT HEALTH AND SAFETY PRACTITIONER NAME: Khayakazi Tshantshane

3.5.5 ESKOM ENVIRONMENTAL OFFICER: NAME:

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

3.2 Legal Compliance

3.2.1(a) Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the principal contractor (using the Eskom template-Annexure A) at the time of awarding the contract.

The principal contractor must 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 must be retained by the contractor and a copy retained by the responsible project manager.

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

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3.2.1(b) Principal contractor Construction Regulation 5(1)(k) appointment

A CR 5(1)(k) appointment letter must be signed between Eskom and the principal contractor (using the Eskom template-Annexure B) at the time of awarding the contract.

The principal contractor must ensure that a CR 5(1)(k) appointment letter is compiled between the principal contractor and all their appointed contractors for the contract.

The original copy of the appointment letter must be retained by the contractor and a copy retained by the responsible project manager.

A copy of all the appointment letters must form part of the respective contractor's SHE file.

3.2.2 Hazardous work by children (Child Labour)

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

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that
 - i. are inappropriate for a person of that child's age; or
 - ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

and the Basic Conditions of Employment Act, Chapter six Section 43 "Prohibition of employment of children".

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act "Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2 Purpose and Interpretation. Eskom does not condone the use of child labour and therefore all effort must be exercised and child labour should not be used.


3.1.3 OHS Act

The principal contractor and appointed contractors shall have an up to date copy of the OHS Act and regulations which will be available to all employees.

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3.2.4 Legislative compliance

All contractors will comply with all the legislation pertaining to this contract being:

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

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

3.2 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.

3.3 Construction Professional Registration

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


The SACPCMP web address is <http://www.sacpcmp.org.za>

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

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3.4 Notification of Construction Work

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

3.5 SHE Policy (Including COVID 19 Policy Statement)

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

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

3.6 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.


3.7 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes

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the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to the following:

- OHS Act Construction Regulation 8(1) - Construction Manager (Full time)|
- OHS Act Construction Regulation 8(7) – Assistant Construction Supervisor
- OHS Act Construction Regulation 8(5) – Construction Health and Safety Officer
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act Hazardous Chemical Substances Regulation 3(3) Hazardous Chemical Substances Co-coordinator
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act General Machinery Regulation 2(1) – Supervision of Machinery
- OHS Act Construction Regulation 7(1)(V) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act Construction Regulation 10(1) - Competent Person to Compile Fall Protection Plan
- OHS Act: Pressure Equipment Regulations 11 & 12 Portable Gas Container Inspector
- OHS Act: Construction Regulations 11(1) Person to Supervise Excavation Work
- OHS Act: Construction Regulations 16(1) Scaffolding Supervisor
- OHS Act: Construction Regulations 23(1)(d)(i) Construction Vehicle and Mobile Plant Operator
- OHS Act: Construction Regulations 24(c) Electrical Installations and Machinery on construction sites
- OHS Act: Construction Regulations 28(a) Stacking and Storage Supervisor on Construction sites

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- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector
- OHS Act General Safety Regulations 3(4) – First Aider/s

3.9.1 Non-statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement - Chairperson of Health and Safety Committee

3.8 Eskom Life-saving Rules

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


The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.

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Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.

Eskom will take a stance of zero tolerance on these rules.

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

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

3.9 Substance Abuse

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


3.10 Contractor organisational Structure

3.12.1 Principal Contractor Organogram

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The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.

This diagram must be kept up to date and filed in the project SHE files.

3.12.2 Appointed Contractor/s Organogram

1. 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 must list the names, positions held and any appointments made.
2. This diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.
3. This diagram must be kept up to date and filed in the project SHE files.

3.11 Risk assessment (refer to 32-520)

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


It is essentially a three stage process:

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

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

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


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

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

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3.12 Safe work procedures / method statements

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

- a. Designing a new job or task;
- b. Changing a job or task;
- c. Introducing new equipment or substances; and

The safe working procedure should identify:

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


3.13 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.

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6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. 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.
9. The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.
 - Item 18: 2 CPR mouth pieces or similar devices.

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

3.14 SHE Communication Systems

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

3.20.2 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee


3.20.3 Agenda

1. The following serves as the guideline for the SHE Committee meeting agenda.

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- List of agenda items:
- Matters arising from previous minutes
- Matters arising from Contractor's SHE meetings.
- Audit results and feedback
- Review Health and Safety Representative Inspection Reports
- Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)
 - Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
 - Planned Job Observations
 - SHE Training
 - Protective clothing and equipment
 - Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions

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- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

3.20.4 Minutes and action items for all health and safety committee meetings

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


3.20.5 Tool box talks / Daily team talks / pre job meetings

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

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based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.15 SHE Training

1. The principal contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the SHE file.

3.21.1 Induction training

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

3.21.2 Site specific induction training


The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan

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including COVID 19 Response plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

3.21.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the principal contractor's site-specific safety induction prior to being allowed access to site.
2. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.21.4 General training

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

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

(Note: If there are any appointments that are not applicable, then a brief explanation as to why they are not applicable should be made, but should an appointment become applicable during the duration of the contract work, then these appointments are to be made available)

- a. OHS Act, Section 16(2) – Assistant to Chief Executive Officer.


Training

- COID Act Training
- OHS Act Training

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b. Construction Supervisor 8(1)

c. OHS Act, Section 17 – Health and Safety Representative.

Staffing

- At least One trained Health and Safety Representative for every site, one for every 20 or part thereof:
- To be elected and appointed per work area and discipline and comply with OHS Act Section 17 and 18 and GAR Section 6.

Competencies/Training

- General Health and Safety Training
- Health and Safety Representative Training
- Hazard Identification and Risk Assessment Training
- Incident Investigation and Root Cause Analysis Training

Competencies for Short Term Contractors (working on site for less than 30 days)


Indicate which competent person will perform these duties:

- General Health and Safety monitoring
 - Health and Safety Representative duties
 - Hazard Identification and Risk Assessment duties
 - Incident Investigation and root cause analysis duties
- d. OHS Act, Section 19 – Health and Safety Committee Member (if there are 2 or more Health and Safety Representatives then there will be a Health and Safety committee)
- e. Chairperson of Health and Safety Committee
- f. OHS Act, GSR 3 – First Aiders

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Staffing

One first-aiders trained to Level 2 per team (as per OHS Act or project risk profile of workers.)

Competencies/Training

In possession of a valid level 2 first aid certificates issued by any one of the following: The SA Red Cross Society; the St John's Ambulance; the SA First Aid League; or a person or organisation approved by the Chief Inspector for this purpose.

- g. OHS Act, GSR 5(1) – Person that pronounces and certifies a confined space safe for the duration of work being conducted (applicable for confined spaces).
- h. OHS Act, DMR 17(2) Goods Hoist Inspector
- i. **Section 27(2) of Disaster Management Act Compliance Officer**
- j. **COVID 19 OHS Measures (C19 OHS 2020) Manager**
- k. OHS Act, GAR 9 (2) Incident/Accident Investigator

Training


HIRA

- l. OHS Act, DMR18 (11) Lifting Machinery Operator (Appointment or Permit)
- m. OHS Act, DMR18 (5) Lifting Machinery Inspector
- n. OHS Act, DMR 18 (10) (e) Lifting Tackle Inspector

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- o. OHS Act, EMR 9 Portable Electrical Equipment Inspector
- p. OHS Act, HCS Regulations 3 (3) Hazardous Chemical Substances Co-coordinator
- q. OHS Act, CR 5(1)(k) Appointment of the Principal Contractor by the Eskom Client/Agent (to be done when contract is awarded)
- r. OHS Act, CR 7(1) (c) Sub-Contractor Appointment by the Principal Contractor (If appointing Sub-Contractors)
- s. OHS Act, CR 8 (7) Construction Supervisor (appointed by the Contractor OHS Act Section 16(2) appointee)

Competencies/Training

- General and Health and Safety course
- Legal Liability course
- OHS Act and Construction Regulations course (latest version of the Act and regulations)
- Incident Investigation and Root Cause Analysis Training
- Hazard Identification and Risk Assessment Training
- Job Observations Training
- Attended an accredited supervisors safety course
- ORHVS
- Environmental Law


For existing contracted contractors: For appointees that do not meet the minimum competencies: full compliance to the above competencies would be expected within 6 months after the contract is placed. A weekly status report on meeting 100% compliance shall be submitted to the SHE Manager/Practitioner for tracking.

For new contracts: To meet all requirements prior to commencement of work.

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- t. OHS Act, CR 8(8) – Assistant Construction Supervisor (appointed by the Contractor OHS Act Section 16(2) appointee).

Competencies/Training

- General and Health and Safety course
- OHS Act and Regulations course (latest version of the Act and regulations)
- Incident Investigation and Root Cause Analysis
- Hazard Identification and Risk Assessment Training
- Job Observations training
- Attended an accredited supervisors safety course ORHVS
- ORHVS
- Environmental Law

For those contractors that do not meet the minimum competencies: full compliance to the above competencies would be expected within 6 months after the contract is placed. A weekly status report on meeting 100% compliance shall be submitted to the SHE Manager/Practitioner for tracking.

- u. OHS Act, CR 8(6) - Construction Health and Safety Practitioner

Staffing

In determining the number of appointed competent Health and Safety practitioners to the number of employees, the nature and scope of work being performed shall be taken into consideration.


Competencies/Training

- National Diploma in Safety Management or Environmental Health
- A recognised safety certification (minimum: of 2 weeks training) (e.g. SAMTRAC / Modern SHEQ Management course)
- Registration and accreditation from a recognised Health and safety professional body (SACPMP is a must)
- OHS Act and Regulations (latest version of the Act and regulations)
- COID Act (latest version of the Act)
- Incident Investigation and Root Cause Analysis
- Hazard Identification and Risk Assessment Training
- Health, Safety and Environmental Auditing

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- Environmental recognised course
- Emergency Preparedness co-ordination training

The Contractor is to appoint a suitably qualified experienced person to co-ordinate the organisations safety effort on the site.

For those contractors that do not meet the minimum competencies: full compliance to the above competencies would be expected within 6 months after the contract is placed. A weekly status report on meeting 100% compliance shall be submitted to the SHE Manager/Practitioner for tracking.

- v. OHS Act, CR 9 (1) Person to Compile Risk Assessments
 - HIRA

- w. OHS Act, CR 10 (1) (a) Competent person to Compile Fall Protection Plan

Training

- Fall Arrest System training
- HIRA
- Fall Rescue training
- Fall Protection Developer Course

- x. OHS Act, CR 12(2) Temporally Works

- y. OHS Act, CR 13(1)(a) Person to supervise Excavation Work


- z. OHS Act, CR 14 (1) Demolition Work Supervisor

- aa. OHS Act, ER 12(1) Responsible Person in the Use of Explosives and development of the method statements

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- bb. OHS Act, CR 16 (1) Scaffolding Supervisor
- cc. OHS Act, CR 19(8)(a) Material Hoist Inspector
- dd. OHS Act, CR 20(1) Bulk Mixing Plant Supervisor
- ee. OHS Act, CR 21 (2) (b) Explosive Powered Tool Inspector
- ff. OHS Act, CR 21 (2)(g) (i) Person responsible for issuing and collection of Explosive Powered Tools cartridges and nails or studs
- gg. OHS Act, CR 23(1) (d)(i) Construction Vehicle and Mobile Plant Inspector
- hh. OHS Act, CR 24 (e) Temporary Electrical Installation Controller
- ii. OHS Act, CR 28 (a) Stacking and Storage Supervisor
- jj. OHS Act, CR 29 (h) Fire Fighting Equipment Inspector
- kk. Eskom requirement Emergency Planning Co-ordinator
- ll. Eskom requirement Fire Official

Training

Basic firefighting training


3.22 Contractor Site Establishment

1. Principal contractor's site facilities should be managed at all times.
2. Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
3. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.

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4. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.

3.22.1 Site roads

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


3.22.2 Construction vehicle safety

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

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vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

3.23 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. 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 principal contractor in the first instance and the Eskom project/site manager in the second instance.
8. The Eskom Project/Site Manager has the right to instruct the principal contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.
9. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.


3.23.1 Stacking

1. Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
2. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
3. Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

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3.16 Workplace Signage and Colour Coding

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be clear at all times and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
7. Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
8. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
9. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.


3.17 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

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5. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom's instructions.

7. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
8. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.25.1 Hand tools

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


3.18 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.

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7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
11. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

3.19 Auditing

3.24.1 Approval and compliance of principal contractor SHE plan

The Contractor's SHE Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom SHE specifications. Once there is compliance only then will the principal contractors SHE plan be approved by the project manager or an appointed Eskom contract custodian. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

3.24.2 Eskom SHE audits

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

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

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

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


3.24.3 Contractor audits

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

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appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.20 Smoking

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

3.21 Cellular Phones

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

3.22 Occupational Health, Hygiene and Rehabilitation

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

3.27.1 Medicals


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

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

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3.23 Working at Heights

3.28.1 General Requirements

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position. Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.
2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
5. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.


Every employer shall ensure that work at height is:

1. properly planned;
2. appropriately supervised; and

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- Carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

3.24 Risk Assessments

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

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

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

3.25 Safe Work Procedures and Practices / Safe Operating

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


3.26 Personal Protective Equipment Requirements

- The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
- All contractors shall comply with the requirements of GSR 2 of the OHS Act.

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

3.27 Incident Investigation

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports. The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

3.28 Emergency Management

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


3.29 Non-Conformance and Compliance

1. 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.

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- Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
- The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
- Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.


3.30 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 and health plans.
- The sequence of filing the documentation must 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 must be labelled.
- On completion of the construction work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.

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

3.31 Work Stoppage

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

3.32 Hours of Work

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

3.37.1 Normal work

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


3.37.2 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 will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

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

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 must be reviewed to include the management of overtime work.

3.33 Omissions from Safety and Health Requirements Specification

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

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

3.34 Contract Sign-Off

On completion of the project, all appointed contractors shall close out their project documentation; SHE files 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 project manager.

4 Acceptance

Nil.


Below is a market risk factor that impact on the service

Risk	Impact	Mitigating factor
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<u>Legal Risk:</u>	Non- adherence to statutory requirements- work will be given to contractors who are fully trained and competent	work will only be allocated to contractors who are fully trained and competent
<u>Social Risk</u>	Public safety in respect of trips and electrical hazards, reputational risks	Contractor to adhere to the ZERO Harm safety rules and instructions with the following (but not limited to) as critical: <ul style="list-style-type: none"> • Direct Supervision • Valid authorizations • Safe work procedures for all activities Proper Risk Assessments

5 Revisions

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Date	Rev.	Compiler	Remarks
August 2015	0	F Poee	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.
	1		

1. SUPPORTING DOCUMENTS


Annexure 1: SHE Plan Evaluation Checklist

Annexure 2: SHE File Approval Checklist

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Contractor					
Contact Person					
Contact Details					
Project Duration					
Brief Description of work / activity					
No:	Criteria	Yes	No	N/A	Comments
1.	Letter of good standing				
2.	Annexure B				
3.	Site based company organogram				
4.	SHE Plan				
5.	Valid Medical Certificates including Person Job Specs (OHS Act Annexure 3) Inclusive of Accreditation details of Occupational Health Practitioner				
6.	Section 37.2 Agreement (Signed Eskom template)				
7.	Signed Legal Appointments and Training records <ul style="list-style-type: none"> • Principal Contractor appointment 5(1)(k) (Eskom template) • 16.2 appointee (Assistant to Chief Executive Officer) • Inspectors – Valid Inspection Certificate (Using Latest Version of Task Manual. 2. Have Minimum of 2 years) • GSR 3 first Aider <ul style="list-style-type: none"> ○ Eskom Requires at least Level 2 competency • GAR 9 Incident/Accident Investigator <ul style="list-style-type: none"> ○ Incident Investigation/Root Cause Analysis Training • Risk Assessor CR 9(1) <ul style="list-style-type: none"> ○ HIRA 				

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	<ul style="list-style-type: none"> • OHS Act, HCS Regulations 3 (3) Hazardous Chemical Substances Co-coordinator <ul style="list-style-type: none"> ○ HCS Training certificate • Eskom requirement Fire Official <ul style="list-style-type: none"> ○ Basic Firefighting Certificate 				
8.	Incident reporting and Investigation				
9.	COVID 19 Workplace Plan				
10.	Monthly Health and Safety agenda				
11.	Site Induction Manual				
12.	Vehicles and Traffic Rules/ policy				
13.	Smoking Policy				
14.	Self -Audit Programme (Not Eskom RAS template)				
15.	Baseline risk assessment				
16.	SWP relevant to the Risk Assessment				
17.	Inspection Registers/ Hand Tools/Fire Fighting Equipment/First Aid Box, PPE.				

NB!! All non –Eskom Safety certificates should be having at least the following information on for it to be accepted:

SETA NO, UNIT STANDARD NO. & ASSESSORS NO.

All appointment letters to be signed by appointers and appointees


Comments :

Accepted	Not Accepted	SHE Officer Name and Signature	Date
Collected By (Name and Signature)		Contact Details	Date
Approved By Eskom Project Manager (Name and Signature)		Contact Details	Date

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Contractor name:..... Project:.....


1. Site and Surroundings Specific Risk Assessment

<u>Risk</u>	<u>Mitigation</u>
Access: Substation is restricted area and public and visitors should not be allowed to enter without approval.	Induction training of both staff and visitors required.

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Insects: Existing cabinets are often inhabited by bees, wasps and hornets.	Induction training of both staff and visitors required.
Gates: The substation is a restricted area and gates must be closed at all times.	Observe status of gates at all times.
Oil Spill: Some equipment is oil filled and extreme care must be taken when handling the same since the risk of an oil spill is high	Induction training of staff to include oil spill risk and action if a spill should occur.
Snake: Since the construction will take place during the summer the risk of encountering snakes is high.	Staff should be educated regarding the types of local snakes that may be encountered.

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Porcelain: The equipment has in most instances porcelain insulators and extreme care must be taken when handling the equipment not to chip and/or break the insulators. Chipped insulators could render equipment unfit for use or injury.	Staff must be made aware of the risk and the correct lifting equipment must be used when lifting the equipment.
Close proximity: Should works be undertaken in an operational yard care must be taken when handling/erecting conductive components such as steelwork.	Induction training of staff to include risk associated with working in close proximity.

2. Tasks, Hazards, Preventative Measures to be implemented and Safe Operating Procedures:

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ESTABLISHMENT OF CONSTRUCTION SITE			
Issue, use and maintenance of PPE	Injuries to staff due to improper, lack of use of PPE	1. The following requirements to be complied with: <ul style="list-style-type: none"> a. Risk assessment to be conducted b. Copy of risk assessment to be kept on site c. Staff to be issued with and trained on appropriate use of PPE d. PPE to be maintained in good working conditions e. Disciplinary action to be maintained against transgressions. 	TA-16-05 Use a fall arrest system PPE Matrix

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CONSTRUCTION WORK RELATED TO THE INSTALLATION OF ELECTRICAL SYSTEMS			
Making and breaking of jumpers	Electrocution as result of potential differences	1. Work only to be executed within equipotential earthing zone	TA-35-05 Breaking and Making of Jumpers Cardinal Rule 1
USE OF TOOLS AND EQUIPMENT			
Hand tools	Possible injury due to the use of unsafe hand tools, or due to tools falling from a height.	All hand tools used in elevated positions to be properly secured.	TA-1-05 WORK WITH CHAINSAW TA-2-05 WORK WITH PRUNERS

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Construction vehicles (Driving)	Possible injury to persons due to the use of construction vehicles.	<p>The following requirements to be complied with:</p> <ol style="list-style-type: none"> 1. All construction vehicles to be inspected on a daily basis by a competent persons appointed for this purpose in writing; 2. The outcome of all inspections to be recorded in a register kept for this purpose; 3. Only trained, competent and properly licensed persons to be allowed to operate construction vehicles; 4. All construction vehicles are to be <ol style="list-style-type: none"> a. Maintained in a safe working condition; b. Fitted with signaling equipment; c. Fitted with structures that will prevent items from falling onto the operator; d. Fitted with an acoustic signaling device and a reversing alarm; 	<p>Eskom Vehicle and Driver Safety Management EPC 32-93 (Specifically refer to 2.2.11 and 2.2.12)</p> <p>CR21</p> <p>CR1</p> <p>32-93</p>

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		<ul style="list-style-type: none"> e. Fitted with a seat which is securely affixed into position; 5. All operators of construction vehicles must be in possession of a medical certificate of fitness which was issued by an Occupational Health Practitioner after evaluating employees physical and psychological fitness; 6. All tools and equipment transported on vehicles are to be secured as to prevent items from moving; 7. The operator of the vehicle must take care as to ensure that vehicles are not overloaded; 8. Employees who perform work in close proximity of public roads are to be provided and be required to wear reflective indicators; 9. Ensure that all employees, including contractor employees will not be transported in the back of vehicles closed by 	

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		<p>means of canopies, unless provided with proper seating and safety belts.</p> <p>10. The safety signs, speed limits and rules of the road or rules as specified for the premises are to be complied with at all times.</p>	
Use of portable gas containers	<p>Possible dangers include:</p> <ol style="list-style-type: none"> 1. Falling gas containers; 2. The uncontrolled release of high concentrations of gas; and or 3. Explosions due to the unsafe storage of these containers. 	<p>The following requirements to be complied with:</p> <ol style="list-style-type: none"> 1. All portable gas containers to be stored in well ventilated area; 2. Gas bottles used will always be stored in: <ol style="list-style-type: none"> a. An upright position; and / or b. In a trolley or in a position where it cannot fall or roll and must be chained; c. Away from open flames or other sources of ignition; and 	<p>VUR12</p> <p>VUR12</p>

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		3. Staff to be trained in the emergency procedure to be followed when portable gas containers leak or are damaged.	
Use of Auger	Prolonged exposure to noise may result in noise induced hearing loss. Some dust is also generated during the use of the machine resulting in possible ill health effects due to the exposure to dust.	<p>The following requirements to be complied with:</p> <ol style="list-style-type: none"> 1. Only competent persons to be allowed to operate equipment; 2. The operator to inspect the equipment before use as to ensure that where possible moving machine parts (Excluding the drill bit) are properly guarded; 3. All requirements pertaining to excavation work as per this Health and Safety and Fall Protection Plan to be complied with; 	

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		4. The vehicle and drilling machine to be inspected, tested and maintained as per the requirements stated in this Health and Safety and Fall Protection Plan; 5. Vehicle to be stabilized and earthed prior to use; 6. Operator to stand on earth / foot plate at all times while operating the equipment from ground level; 7. All staff except for the operator to be instructed to stand clear of the machine while in use; and 8. The operator to be provided with and wear required PPE	
OCCUPATIONAL HEALTH AND HYGIENE			
HOUSEKEEPING AND FIRE PRECAUTIONARY MEASURES			
GENERAL			

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Working over or in close proximity to water environments	Drowning of employees.	The following requirements to be complied with as to ensure the safety of staff when performing work over water bodies: 1. All possible measures will be taken as to prevent staff from falling into the water; 2. Lifejackets to be provided to staff; and 3. Rescue equipment to be available as to prevent employees from drowning.	DR
Staff performing work while intoxicated.	Possible injuries to staff due to the operation of equipment while under the influence of alcohol or drugs. Intoxicated employees could also pose a danger to others.	Staff members who are or who appear to be under the influence of alcohol or drugs are not to be allowed on site.	DPC_34-367: Management of substance abuse GSR 2A

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Poor ergonomics.	Possible injuries due to staff: <ol style="list-style-type: none"> 1. Taking an awkward position; and / or 2. Having to move or carry heavy objects. 	The following requirements to be complied with as to minimize ergonomical risks: <ol style="list-style-type: none"> 1. Where possible manual handling will be limited and lifting machines be used; and 2. Staff will be encouraged to use the correct method when lifting and / or carrying items. 	
Review of document and general compliance	Possible non-compliance with the provisions of the OHSA due to the Health and Safety Plan not being revised regularly.	All health and safety documents to be evaluated and amended as and when required. Where possible the provisions as per the Clients Work Instructions to be complied with.	

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6 Acceptance

Nil.


7 Revisions

Date	Rev.	Compiler	Remarks
August 2015	0	F Poee	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been

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Date	Rev.	Compiler	Remarks
			awarded a contract for the work to be performed for Eskom.
	1		

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