

	SHE SPECIFICATION HIGH RISK WORK	NAME OF DEPARTMENT HEALTH AND WELLNESS
---	---	---

Title: **(The Provision of Pathology Services)**

Unique Identifier:

240- 73418055

Purchase Requisition
Number:

1075034084

Compiled by:

L. Gcilishe

**Senior Occupational Health
Nurse Practitioner**



Date: 31.07.2023

Reviewed by:

L. Tokwe

**SHE Officer
OH&S**



Date: 2023/07/28

Authorized by:

D. Kotze

Health and Wellness Manager



Date: 2023/07/31

[Type here]

CONTROLLED DISCLOSURE

When downloading from the EDS database this document is uncontrolled and the responsibility rest with the user to ensure it is in line with authorized version on the database

ESKOM RESPONSIBLE CONTRACT MANAGER**NAME: L Gcilishe****ESKOM HELTH AND WELLNESS MANEGER****NAME: D. Kotze****ESKOM HEALTH AND SAFETY PERSONNEL****NAME: L Tokwe****ESKOM PROCURMENT PERSONNEL****NAME: S Ligwe****CONTENTS**

1. INTRODUCTION	3
2. SUPPORTING CLAUSES	3
2.1 SCOPE	3
2.2 NORMATIVE/INFORMATIVE REFERENCES	4
2.3 ABBREVIATIONS	9
2.4 APPLICABLE PROCEDURES	10
2.5 RELATED/SUPPORTING DOCUMENTS	11
3. DOCUMENT CONTENT	11
3.1 SCOPE OF WORK	11
3.2 LEGAL COMPLIANCE	17
3.3 OHS ACT	17
3.4 LEGISLATIVE COMPLIANCE	17
3.5 ESKOM REQUIREMENTS	18
3.6 SHE POLICY	18
3.7 COID	18
3.8 COSTING FOR SHE WITHIN THE CONTRACT	19
3.9 STATUTORY APPOINTMENTS	19
3.10 ESKOM LIFE-SAVING RULES	19
3.11 SUBSTANCE ABUSE	20
3.12 CONTRACTOR ORGANISATIONAL STRUCTURE	21
3.13 ROLES AND RESPONSIBILITIES	21
3.14 FIRST AID AND EQUIPMENT	31
3.15 SHE TRAINING	33
3.16 HOUSE KEEPING AND ORDER	35
3.17 AUDITING	36
3.18 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION	36
3.19 ROLES AND RESPONSIBILITIES	36
3.20 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS	38
3.21 INCIDENT INVESTIGATION	38
3.22 EMERGENCY MANAGEMENT	39
3.23 NON COMFORMANCE AND COMPLIANCE	39
3.24 SHE FILES	40
3.25 WORK STOPAGE	40
3.26 HORSEPLAY AND ASSALT	41
3.27 RECOGNISED ROUTES TO BE FOLLOWED	41
A. OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION	41
B. CONTRACT SIGN OFF	41
3.28 APPENDICES	41

1. INTRODUCTION

Eskom-Koeberg'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-Koeberg's minimum requirements which are required to be met for the provision of pathology services 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 plans which meets these requirements as well as all the relevant applicable legislation they conform to.

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

This 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 standardized approach to the compilation of SHE specifications throughout Eskom for contracts, standards and NEC 3 contracts.

2.1.2 Applicability

This SHE specification is applicable to any contracting organization who intends tendering for the contract.

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 240-62196227 Life- saving Rules
- [7] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [8] 32-727 SHEQ Policy
- [9] 240-62946386 Vehicle and Driver Safety Management Procedure
- [10] 32-520 Risk Assessment procedure
- [11] Plant Safety Regulations
- [12] Hazardous chemical agents, 2021
- [13] Hazardous Biological Agents, 2022

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] KSA 141
- [5] MANDIR -009
- [6] KGA -073

2.2.3 Definitions

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 contract manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)

Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex. labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: <ul style="list-style-type: none"> a) the land, water, and atmosphere of the earth. b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a contract. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Ergonomics	The application of scientific information concerning humans to the design of objects, systems, and the environment for human use in order to optimise human well-being and overall system performance.
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Hazard	(OHS Act) means a source of, or exposure to, danger
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, to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, contract, 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, contract, site, and scope of work
Incident	An unplanned, undesired, or unexpected event that could result in physical harms to a person and/or damage to assets and/or have a negative impact on the environment.
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 to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large of 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 to identify the steps needed to be taken to remove, reduce, or control such hazard.
Risk Profile	A profile based on results of a risk assessment process that indicates the significance and the category (assets, people, or environment) of risks to Safety, Health, and Environment.
Safety	Includes the activities related to injury prevention, fire prevention, damage control and occupational hygiene.
Site	(34-228) means an Eskom department, unit, complex, building, specific contract, 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
Structure	<ul style="list-style-type: none"> a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels , road, drainage works, earthworks, dam, wall, mast, tower, tower crane, batching plants, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure; b) any formwork, false work, scaffold or other structure designed or used to provide support or means of access during construction work; or c) any fixed plant in respect of work which includes the installation, commissioning, decommissioning, or dismantling and where any such work involves a risk of a person falling two meters or more.

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
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.

2.2.4 Classification

- a. **Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary).

2.3 ABBREVIATIONS

Abbreviation	Description
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoEL	Department of employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
ERoW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents

Abbreviation	Description
LDV	Light Delivery Vehicle
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
LoGS	(COID) Letter of Good Standing
SACPCMP	South African Council for the Contract & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

2.4 APPLICABLE PROCEDURES

The procedures listed below must be complied with when conducting work at Koeberg Operating Unit:

- 32-520: **Occupational Health and Safety Risk Assessment Procedure**
- 32-95: **Environmental, Occupational and Health Incident Management Procedure**
- KAA-768: **SHE Risk Assessment**
- KGA-067: **SHE Risk Assessment Guide**
- KSA-148: **The Management of Incidents, Occupational Injuries and Diseases at Koeberg Nuclear Power Station**
- KGA-073: **SHE Specification Guideline**
- KSA-149: **Plant Material Condition Standard**
- KSA-141: **Occupational Hygiene process and programme**
- KAA-611: **Emergency Mustering, Accountability and Evacuation**
- MANDIR 009: **Personal Protective Equipment Code for the Koeberg Operating Unit**

2.5 RELATED/SUPPORTING DOCUMENTS

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 contract manager to ensure that the 37(2) agreement is signed, and a copy be kept in the contractor file at procurement.

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

The provision of Pathology services at Koeberg Operating Unit.

KEP-087- Medical response to a radiological accident or incident

The supplier is required to conduct the following tests to meet requirements outlined in KSA, KSV-001 and KEP-087:

i. Full blood count (FBC) and Platelets

ii. Executive health screening Tests

Cholesterol

Low density Lipoprotein

High density Lipoprotein

Triglycerides

Blood sugar(fasting)

Uric Acid

Prostate Specific Antigen (PSA)

HBA1C

Thyroid Function test

Chromosomal studies for radiation workers

Hepatitis A Antibodies test

Hepatitis B Antibodies test

iii. Biological Monitoring in accordance with table 4 substances in hazardous chemical agents below:

Methanol

Toluene

Trichloroethylene

Mercury (I) Nitrate

Mercury

Trichloroethylene

Cytogenetic analysis

iv. Drug Testing

Confirmation tests for the following Positive drug tests:

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

Table 4: BIOLOGICAL EXPOSURE INDICES (BEIs) FOR HAZARDOUS CHEMICAL AGENTS

AGENT/DETERMINANT	CAS NUMBER	SAMPLE MATRIX	SAMPLING TIME	VALUE	UNIT	NOTATION
A						
Acetone	67-64-1					
Acetone		urine	End of shift	25	mg/L	Ns
Acetylcholinesterase inhibitors						
Cholinesterase activity in red cells		blood	Discretionary	70	% of baseline	Ns
Aniline	62-53-3					
p-Aminophenol		urine	End of shift	50	mg/L	B, Ns, Sq
Arsenic, elemental and soluble inorganic compounds (excluding gallium arsenide and arsine)	7440-38-2					
Inorganic arsenic plus methylated metabolites		urine	End of workweek	35	µg/L	B
B						
Benzene	71-43-2					
S-phenylmercapturic acid (SPMA)		urine	End of shift	25	µg/g creatinine	B
t,t-Muconic acid (ttMA)		urine	End of shift	500	µg/g creatinine	B
1,3-Butadiene	106-99-0					
1,2-Dihydroxy-4-(N-acetylcysteinyl)-butane		urine	End of shift	2,5	mg/L	B, Sq
Mixture of N-1-and N-2-(hydroxybutenyl)valine haemoglobin adducts		blood	Not critical	2,5	pmol/g Hb	Sq
2-Butoxyethanol	111-76-2					
Butoxyacetic acid (BAA)		urine	End of shift	200	mg/g creatinine	-
C						
Cadmium and inorganic compounds	7440-43-9					
Cadmium		urine	Not critical	5	µg/g creatinine	B

AGENT/DETERMINANT	CAS NUMBER	SAMPLE MATRIX	SAMPLING TIME	VALUE	UNIT	NOTATION
Cadmium		blood	Not critical	5	µg/L	B
Carbon disulphide	75-15-0					
2-thiothiazolidine-4-carboxylic acid (TTCA)		urine	End of shift	0,5	mg/g creatinine	B, Ns
Carbon monoxide	630-08-0					
Carboxyhaemoglobin		blood	End of shift	3,5	% haemoglobin	B, Ns
Carbon monoxide		end exhaled	End of shift	20	ppm	B, Ns
Chlorobenzene	108-90-7					
4-Chlorocatechol		urine	End of shift at end of workweek	100	mg/g creatinine	Ns
p-Chlorophenol		urine	End of shift at end of workweek	20	mg/g creatinine	Ns
Chromium VI (water-soluble fume)	7440-47-3					
Total chromium		urine	End of shift at end of workweek	25	µg/L	-
Total chromium		urine	Increase during shift	10	µg/L	-
Cobalt and inorganic compounds, including cobalt oxides but not combined with tungsten carbide	7440-48-4					
Cobalt		urine	End of shift at end of workweek	15	µg/L	Ns
Cyclohexanone	108-94-1					
1,2-Cyclohexanediol		urine	End of shift at end of workweek	80	mg/L	Ns, Sq
Cyclohexanol		urine	End of shift	8	mg/L	Ns, Sq
D						
Dichloromethane	75-09-2					
Dichloromethane		urine	End of shift	0,3	mg/L	Sq
N,N-Dimethylacetamide	127-19-5					

AGENT/DETERMINANT	CAS NUMBER	SAMPLE MATRIX	SAMPLING TIME	VALUE	UNIT	NOTATION
N-Methylacetamide		urine	End of shift at end of workweek	30	mg/g creatinine	-
N,N-Dimethylformamide (DMF)	68-12-2					
N-methylformamide		urine	End of shift	15	mg/L	-
N-Acetyl-S-(N-methylcarbamoyl) cysteine		urine	Prior to last shift of workweek	40	mg/L	Sq
E						
2-Ethoxyethanol (EGEE) and 2-Ethoxyethyl acetate (EGEEA)	110-80-5; 111-15-9					
2-Ethoxyacetic acid		urine	End of shift at end of workweek	100	mg/g creatinine	-
Ethyl benzene	100-41-4					
Sum of mandelic acid and phenylglyoxylic acid		urine	End of shift	0,15	g/g creatinine	Ns
F						
Fluorides	16984-48-8					
Fluoride		urine	Prior to shift	2	mg/L	B, Ns
Fluoride		urine	End of shift	3	mg/L	B, Ns
Furfural	98-01-1					
Furoic acid		urine	End of shift	200	mg/L	Ns
G						
H						
1,6-Hexamethylene diisocyanate	822-06-0					
1,6-Hexamethylene diamine		urine	End of shift	15	µg/g creatinine	Ns
n-Hexane	110-54-3					
2,5-Hexanedione		urine	End of shift at end of workweek	0,4	mg/L	-
L						
Lead	7439-92-1					

AGENT/DETERMINANT	CAS NUMBER	SAMPLE MATRIX	SAMPLING TIME	VALUE	UNIT	NOTATION
Lead		blood	Not critical	See Lead Regulations		
M						
Mercury (Elemental)	7439-97-6					
Mercury		urine	Prior to shift	20	µg/g creatinine	-
Methanol	67-56-1					
Methanol		urine	End of shift	15	mg/L	B, Ns
Methemoglobin inducers						
Methemoglobin		blood	During or at end of shift	1,5	% haemoglobin	B, Ns, Sq
2-Methoxyethanol and 2-Methoxyethylacetate	109-86-4; 110-49-6					
2-Methoxyacetic acid		urine	End of shift at end of workweek	1	mg/g creatinine	-
Methyl n-butyl ketone	591-78-6					
2,5-Hexanedione		urine	End of shift at end of workweek	0,4	mg/L	-
Methyl chloroform	71-55-6					
Methyl chloroform		end exhaled	Prior to last shift of workweek	40	ppm	
Trichloroacetic acid		urine	End of workweek	10	mg/L	Ns, Sq
Total trichloroethanol		urine	End of shift at end of workweek	30	mg/L	Ns, Sq
Total trichloroethanol		blood	End of shift at end of workweek	1	mg/L	Ns
Methyl Ethyl ketone (MEK)	78-93-3					
Methyl ethyl ketone (MEK)		urine	End of shift	2	mg/L	Ns
Methyl isobutyl ketone (MIBK)	108-10-1					
Methyl isobutyl ketone (MIBK)		urine	End of shift	1	mg/L	-
N						

AGENT/DETERMINANT	CAS NUMBER	SAMPLE MATRIX	SAMPLING TIME	VALUE	UNIT	NOTATION
Nitrobenzene	98-95-3					
Methemoglobin		blood	See methemoglobin inducers BEI			
P						
Parathion	56-38-2					
Total p-nitrophenol		urine	End of shift	0,5	mg/g creatinine	Ns
Cholinesterase activity in red blood cells		blood	Discretionary	70	% of baseline	B, Ns, Sq
Phenol	108-95-2					
Phenol		urine	End of shift	250	mg/g creatinine	B, Ns
2-Propanol	67-63-0					
Acetone		urine	End of shift at end of workweek	40	mg/L	B, Ns
S						
Styrene	100-42-5					
Mandelic acid and phenylglyoxylic acid		urine	End of shift	400	mg/g creatinine	Ns
Styrene		urine	End of shift	40	µg/L	-
T						
Tetrachloroethylene (Perchloroethylene)	127-18-4					
Tetrachloroethylene		end exhaled	Prior to shift	3	ppm	-
Tetrachloroethylene		blood	Prior to shift	0,5	mg/L	-
Tetrahydrofuran	109-99-9					
Tetrahydrofuran		urine	End of shift	2	mg/L	-
Toluene	108-88-3					
Toluene		blood	Prior to last shift of workweek	0,02	mg/L	-
Toluene		urine	End of shift	0,03	mg/L	-

AGENT/DETERMINANT	CAS NUMBER	SAMPLE MATRIX	SAMPLING TIME	VALUE	UNIT	NOTATION
o-Cresol		urine	End of shift	0,3	mg/g creatinine	B
Toluene diisocyanate-2,4, or as a mixture of isomers	584-84-9					
Toluene diamine		urine	End of shift	5	µg/g creatinine	Ns
Trichloroethylene	79-01-6					
Trichloroacetic acid		urine	End of shift at end of workweek	15	mg/L	Ns
Trichloroethanol		blood	End of shift at end of workweek	0,5	mg/L	Ns
U						
Uranium	7440-61-1					
Uranium		urine	End of shift	200	µg/L	-
X						
Xylenes	95-47-6; 106-42-3; 108-38-3; 1330-20-7					
Methylhippuric acids		urine	End of shift	1,5	g/g creatinine	-

Note 2: The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor”.

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the principal contractor 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) agreements must be retained by the contractor and a copy retained by the responsible contract manager.

A copy of all the agreements must form part of the respective contractor's SHE files.

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.

3.3 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.

3.4 LEGISLATIVE COMPLIANCE

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

3.4.1 Legislative Compliance

The principal contractor and all appointed contractors will comply with all the legislation pertaining to this contract 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).
- 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 contract.

3.5 ESKOM REQUIREMENTS

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

3.6 SHE POLICY

A 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.

3.7 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.

3.8 COSTING FOR SHE WITHIN THE CONTRACT

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

3.9 STATUTORY APPOINTMENTS

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

- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- 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, Section 17 – Health and Safety Representative.
- OHS Act Construction Regulation 7(1)(V) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 10(1) - Competent Person to Compile Fall Protection Plan
- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector
- OHS Act General Safety Regulations 3(4) – First Aider/s

3.9.1.1 Non statutory appointments

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

3.10 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.

4. 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.
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.

5. Eskom will take a stance of zero tolerance on these rules.
6. Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.
7. This is to ensure that **every person** who works on or visits an Eskom **returns home safely to his or her family**.

3.11 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. Any person who is or who appears to be drunk or under the influence of drugs, will be prevented from entering or remain on site. No persons shall have in his possession or bring onto site intoxication liquor or drugs
3. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
4. The alcohol and drug permissible level is 0%.

5. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), considering that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom will be subjected to 100% alcohol testing.
6. 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.
7. Test records must be treated as "Confidential" and filed in the employees' personal file.

3.12 CONTRACTOR ORGANISATIONAL STRUCTURE

3.12.1 Principal Contractor Organogram

1. 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.
2. 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 plans. All organograms shall be updated timeously when appointments are changed.
3. This diagram must be kept up to date and filed in the contract SHE files.

3.12.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the contract, listing the reporting structure from their CE down to their contract 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 contract SHE files.
3. This diagram must be kept up to date and filed in the contract SHE files.

3.13 ROLES AND RESPONSIBILITIES

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 contract / 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.

3.13.1 Principal contractors and appointed contractors

Note 3: 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, of OH&S 85 of 1993 of the OHS Act and Regulation 7 of the Construction Regulations.
2. 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.
3. 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 Contract Manager.
4. 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.
5. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
6. Give the Eskom contract managers and line managers / responsible managers their full participation and cooperation.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The principal contractor must hand over a consolidated (to include any appointed contractors' files) health and safety file to the Eskom contract manager on completion of the contract. This is to include all drawings, designs, lists of materials used and other applicable information about the completed contract, as well as the list of appointed contractors, the agreement, and the type of work completed.
9. Contractors must hand over a consolidated (to include any appointed contractors' files) health and safety file to the principal contractor on completion of the contract. This is to include all drawings, designs, lists of materials used and other applicable information about the completed contract, as well as the list of appointed contractors, the agreement, and the type of work completed.
10. The principal contractor must provide the contract 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 contract 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 contract manager with all the valid letters of good standing from their appointed contractors.
11. 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 contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.

12. Appoint competent staff to perform the contract 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 contract.
13. 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.
14. Co-ordinate the activities of all the appointed contractors in the interests of safety and health.
15. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the contract.
16. Stop his /her employees and any appointed contractors if contract 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.
17. Take reasonable steps to ensure cooperation between all their appointed contractors.
18. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
19. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 4: *No work may commence and or continue without the presence of the appointed contract manager or contract supervisor during performance of the contracted work.*

20. 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 5: *In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.*

21. Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
22. 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.
23. 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.
24. 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.

25. 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.
26. Take prime responsibility for all aspects of environmental management associated with the contract activity for which they are responsible.
27. 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.
28. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
29. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
30. 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.
31. 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 and psychological fitness examinations.
32. Ensure, prior to the commencement of contracted work, that all persons involved in the contract 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.
33. Ensure, prior to the commencement of contracted work, that all their employees involved in the contract work, as well as the appointed contractors, have received task-specific training.
34. 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 6: *Should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.*

35. 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.
36. Respect the rights of landowners/lessors and the preservation of their registered activities.
37. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
38. Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.

Note 7: *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.*

39. 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.
40. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
41. Be involved in all their appointed contractor's investigations.
42. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
43. Chair their own health and safety committee meetings and record such meetings.
44. Appoint enough health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
45. When appointing contractors, advise the contract manager in writing timeously and obtain his/her approval prior to them commencing work.
46. Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Contract Manager.

3.13.2 Contract Managers

Note 8: *No work may commence and or continue without the appointed supervisor or manager during the performance of the contracted work.*

1. Not supervise work on any site other than the site they have been appointed to supervise.
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 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 toolbox 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 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 contract work, to the employees for whom they are responsible for.
19. Not victimise their employees by virtue of their employee's 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).
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 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.

3.13.3 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 contract 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 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 contract site.
8. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom contract manager in the second instance relating to procedure requirements, non-conformances 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.
14. Have meaningful participation in the contract statutory health and safety committee meetings.
15. Participate in all appointed contractor incident investigations.
16. Participate in the principal contractor's 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 files and relevant documentation.

3.13.4 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 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 contract 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.
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 contract 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.

3.13.5 Contractor Health and Safety officer

1. Promote a SHE cultures within the organisations involved in the contract / 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 contract SHE plans 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 contract.
7. Be involved in the organisations incident investigations when required.
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 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 behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

3.13.6 Risk assessment (refer to 32-520)

1. 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.
2. It is essentially a three-stage process:
 - a. identification of all hazards.
 - b. evaluation of the risks.
 - c. Measures to control the risks.
3. 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.
4. 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.
5. 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.
6. A contractor shall ensure that a copy of the risk assessment is available on site for inspection by an inspector, client, client's agent, contractor, employee, representative trade union, health and safety representative or any member of the health and safety committee.
7. Every contractor shall consult with the health and safety committee or, if no health and safety committee exist, with a representative group of employees, on the development, monitoring and review of the risk assessment.

8. A contractor shall ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.
9. A principal contractor shall ensure that all contractors are informed regarding any hazard as stipulated in the risk assessment before any work commences, and thereafter at such times as may be determined in the risk assessment.
10. A contractor shall ensure that as far as is reasonably practicable, ergonomic related hazards are analysed, evaluated and addressed in the risk assessment.
11. Not with-standing the requirements laid down in sub-regulation (4), no contractor shall allow or permit any employee or person to enter any site, unless such employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
12. A contractor shall ensure that all visitors to a site undergoes health and safety induction pertaining to the hazards prevalent on the site and shall be provided with the necessary personal protective equipment.
13. Every employee on site shall:
 - a. be in possession of proof of the health and safety induction training as determined in sub regulation (7), issued by a competent person prior to the commencement of work; and
 - b. carry the proof contemplated in paragraph (a) for the duration of that contract or for the period that the employee will be on the site.
14. Guidelines for actual steps involved in a job/task specific risk assessment are:
 - a. Each activity is listed.
 - b. Specific hazards are identified and listed against each activity.
 - c. The magnitude of each risk is rated as Low. Medium or High.
 - d. All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders.
 - e. The relevance, effectiveness and sufficiency of these controls are assessed.
 - f. 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.
 - g. Persons responsible for implementing and supervising the task shall be identified, nominated, and duly assigned.
 - h. Persons responsible for monitoring the task and carrying out the planned job observation must be nominated.
 - i. Completed risk assessment shall be handed to the Eskom contract manager representative for comment and approval.
 - j. 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.

3.13.7 Safe work procedures / method statements

1. Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the contract. A written safe work procedure/ method statements provide guidance how to execute the task safely and it must be aligned with the risk assessments. Appendix 1 should be used to develop the method statement.
2. A safe working procedure should be written when: -
 - a. Designing a new job or task.
 - b. Changing jobs or task.
 - c. Introducing new equipment or substances; and
3. The safe working procedure should identify:
 - a. The supervisor for the task or job and the employees who will undertake the task.
 - b. The tasks that are to be undertaken that pose risks.
 - c. The equipment and substances that are used in these tasks.
 - d. The control measures that have been built into these tasks.
 - a. Any training or qualification needed to undertake the task.
 - b. The personal protective equipment to be worn.
 - c. Actions to be undertaken to address safety issues that may arise while undertaking the task.
- 1.

3.14 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 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 considered 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.

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, considering 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.

3.14.1 Boxes and equipment

1. The following is a list of minimum contents of a first aid box:
 - a. Item 1: Wound cleaner/antiseptic (100ml).
 - b. Item 2: Swabs for cleaning wounds.
 - c. Item 3: Cotton wool for padding (100 g).
 - d. Item 4: Sterile gauze (minimum quantity 10).
 - e. Item 5: 1 Pair of forceps (for splinters).
 - f. Item 6: 1 Pair of scissors (minimum size 100 mm).
 - g. Item 7: 1 Set of safety pins.
 - h. Item 8: 4 Triangular bandages.
 - i. Item 9: 4 Roller bandages (75 mm X 5 m).
 - j. Item 10: 4 Roller bandages (100 mm X 5 m).
 - k. Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
 - l. Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
 - m. Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
 - n. Item 14: 4 First aid dressings (75 mm X 100 mm).
 - o. Item 15: 4 First aid dressings (150 mm x 200 mm).
 - p. Item 16: 2 Straight splints.
 - q. Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
 - r. 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.

3.14.2 Safety, Health and Environmental Programme

1. Contractors shall implement key elements of Koeberg's Safety, Health and Environment Programme as recommended by SHE Group.

3.15 SHE TRAINING

1. The principal contractor, when making a bid for this contract 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 files.

3.15.1 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 files on site for the duration of the contract.
4. All employees and visitors on site shall carry the proof of induction training.

3.15.2 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 contract SHE plan, general hazards prevalent on the site, 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.

3.15.3 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.

3.15.4 General training

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

3.15.5 Vehicle safety

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion, if found guilty of such offence the offender will be subject to Koeberg's MANDIR-091 concerning the enforcing of SHE Rules.
 - b. That he complies with all traffic road rules, safety, direction, and speed signs.
 - c. That vehicle loads are properly secured prior to moving off.
 - d. That vehicle is not overloaded.
 - e. That no persons are transported at the back of vehicles.
 - f. That persons and material are not transported simultaneously as such material may move in transit and injure passengers.
2. No drivers or operators may text, talk on dect phones or two-way radios whilst driving, unless a hands-free kit is used.
3. All drivers of vehicles are to have valid medical fitness certificates.
4. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be always valid.
5. 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

6. 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 contract.
7. 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 contracting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such contracting material.
8. All vehicle movements within the plant and works shall be carried out with due regard to the safety of pedestrians. A general speed restriction of 35km/h as indicated is in operation within the works area.
9. Speed limits displayed on Koeberg's property must be complied with as they are legally enforceable. The speed limit on site is 35 km/h.

3.16 HOUSEKEEPING AND ORDER AT CONTRACTORS FACILITY

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the contract in line with KSA-149.
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 contract/site manager in the second instance.
8. The Eskom Contract/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.
1. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the contract. Such tools and equipment's shall be subjected to regular inspections.

3.17 AUDITING

3.17.1 Approval and compliance of principal contractor SHE plans

1. 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 plans be approved by the contract 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.

3.17.2 Eskom, SHE audits

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

Note 12: Eskom reserves the right to conduct unannounced audits on contractors

2. 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.
3. 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.

3.17.3 Contractor audits

1. 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 contract manager within one week after completion of the audit. Where 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.

3.17.4 Smoking

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

3.18 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION

1. 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.

3.18.1 Medicals

Note 13: 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.
6. Health Services will conduct the following health surveillance:
 - a. Physical Examinations.
 - b. Random drug testing.
 - c. Biological Monitoring.
 - d. Heat stress certification.
 - e. Personal exposure monitoring.
7. Limited primary health care services are available from 13h00 to 14h00 daily in the event of staff falling sick at work. Written permission from the supervisor will be required.
8. Health services will respond to medical emergencies during normal working hours. The Fire and Rescue team will provide this function after hours.

3.18.2 Medical Notification

1. All contractor employees must notify the Medical Group of any communicable disease or illness they are suffering from immediately it becomes known to them or on commencement of work at Koeberg irrespective whether they contracted the ailment prior to employment on Koeberg site.
2. The following diseases/illnesses are noticeable:
 - a. All contagious/infectious diseases such as German Measles, Measles, Mumps

- b. Food handlers must report the following illnesses: Typhoid, hepatitis A, skin conditions, upper respiratory tract infections.
- c. Tuberculosis (this can be treated by Health Services on site).

3.19 ROLES AND RESPONSIBILITIES

- 1. All contractors are required to list employee's roles and responsibilities pertaining to the contract.

3.20 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

- 1. The principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
- 2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
- 3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- 4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.
- 5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- 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 and labelled according to **SANS 434** and the label shall bear information as given in 5.3.1.2 (see figure 6(a) and figure 6(b)) of **SANS 434**.
- 8. The garment manufacturer shall receive a certificate of compliance from the manufacturer of the fabric confirming that the fabric complies to the **SANS** and **EN** specifications.
- 9. Where deemed as a requirement, then high visibility vests shall be worn.
- 10. Once on site the contractor shall familiarise himself/herself with MANDIR-009 which details PPE requirement of the various plant areas.

3.21 INCIDENT INVESTIGATION

- 1. All injuries, illness and environmental incidents shall be reported immediately but not later than at the end of the shift. Injuries shall be reported by raising a condition report which is available from the Eskom Representative or Contracts Manager.

2. 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.
3. 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.
4. Copies of the Accident Report are to be given, within 24 hours to the following:
 - a. Contractor Representative / Manager
 - b. Occupational, Hygiene and Safety department

3.22 EMERGENCY MANAGEMENT

1. 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.
2. Telephone numbers to be used for the reporting of any emergency:
 - a. **CONTROL ROOM: PAX 4222.**

3.23 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.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off non-conformance reports shall be strictly adhered to.
4. Contractor site management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible contract manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.

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

3.24 SHE FILES

1. A SHE files means a file or other record in permanent form, containing the information about the safety and health management system during the contract.
2. All contractors are required to keep a SHE files on every contract site. If there is more than one site per contract, 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 sites and shall be available on request for audit and inspection purposes.
3. The SHE file shall consist of the requirements in terms of the contract's safety specification, the contractor's safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed in Appendix 2.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the contract, the principal contractor must hand over a consolidated health and safety file to the contract 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.
7. In case where the contract 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 contract.

3.25 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.

3.26 HORSEPLAY AND ASSAULTS

1. The contractor shall make an effort to prevent horseplay or assaults at Koeberg. Any offender will be removed from the Koeberg premises.

3.27 RECOGNISED ROUTES TO BE FOLLOWED

1. Contractors shall ascertain from Koeberg's representative the correct route along which their employees may proceed when coming on or going off shift and direct their employees accordingly.
2. No employee shall be permitted to remain on site and/or in the works at the end of his shift. The contractor shall institute effective measures enabling him/her to ensure that all persons leave the site and/or the works on completion of his/her shift.
3. Occurrence of cases of missing persons shall be reported immediately to the Koeberg representative, and the contractor shall co-operate in tracing such person(s).

A. 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 plans and inform Eskom of such issues when signing the contract.

B. CONTRACT SIGN OFF

On completion of the contract, all appointed contractors shall close out their contract documentation and SHE files and forward such to the principal contractor. The principal contractor shall likewise close out his/her contract documentation and SHE files and forward such to the Eskom contract manager.

3.28 APPENDICES


Appendix 1 – SHE Risk Register (Baseline Risk Assessment)

Appendix 2 – Method Statement

Appendix 3 - SHE File Index

APPENDIX 2

METHOD STATEMENT

	KOEBERG METHOD STATEMENT		REFERENCES:		
			KGA-073		
PROJECT:					
PROJECT START DATE:		PROJECT COMPLETION DATE:			
PRINCIPAL CONTRACTOR:					
SUB-CONTRACTOR(S):					
PROJECT SITE:					
PROJECT DESCRIPTION:					
NUMBER OF EMPLOYEES:					
EQUIPMENT TO BE USED:		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
WORK INVOLVES: PLEASE TICK (✓) FOR YES AND CROSS FOR (X) NO.					
Working at heights		Core drilling		Hot work i.e. welding, grinding	
Crane operations		Electrical work		Confine Space work	
Excavation work		Controlled Zone		Hazardous locations	
Rigging		Rope Access		Working with chemicals	
PROCEDURE (IN STEPS): Detailing the work to be performed		POSSIBLE HAZARDS:		SAFETY CONTROLS: (INSPECTIONS, SWP)	
1.					
2.					
3.					
4.					
5.					
6.					
CONTRACTOR ACKNOWLEDGEMENT OF SAFE WORK METHOD STATEMENT (to be signed by the 16.1 or 16.2):					
NAME AND SURNAME:		COMPANY:		CONTACT NUMBER:	
DESIGNATION:		SIGNATURE:			
CLIENT ACKNOWLEDGEMENT OF SAFE WORK METHOD STATEMENT (to be signed by the project manager):					
NAME AND SURNAME:		COMPANY:		CONTACT NUMBER:	
DESIGNATION:		SIGNATURE:			

APPENDIX 3
SHE FILE INDEX

1. 37 (2) Mandatary Agreement
2. Valid letter of Good Standing
3. SHEQ Policy
4. Client Baseline Risk Assessment
5. Client SHE Specification
6. Organogram as per legal appointments
7. List names of employees that will be working on the contract, copies of ID and driver's license for vehicle operators
8. Method statement and Baseline Risk Assessment
9. Safe work procedures
10. Health and Safety Plan
11. Environmental Management Plan
12. Legal appointments and competencies to support the legal appointments
13. Competencies
14. Medical Fitness Certificates
15. Fall Protection Plan (Applicable to working at heights only)
16. SDS's
17. Templates of inspection checklist i.e., portable electrical equipment, ladder inspections, personal protective equipment etc.
18. Emergency information i.e., copy of evacuation procedure, rescue plans, etc.
19. General information i.e., copy of induction training, etc.