	SHEQ Specification	Logistics Services
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Title **Provision of Recycling Facility for Used Oil and Oil Filters SHEQ Specification** **Document Identifier:** **240-639T**

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1. INTRODUCTION

- 1.1 This document outlines the client's requirements for the provision of a recycling facility for used oil and oil filters.
- 1.2 This SHEQ specification is Logistic Services' minimum requirements which shall be met by the service provider including subservice provider under his/her control for the duration of the contract. The service provider shall develop a SHEQ Plan in line with this specification including applicable legislation they comply to.
- 1.3 Logistics Services in no way assume the service provider legal responsibilities. The service provider is and remains accountable for the quality and the execution of his/her SHEQ programme/plan, for his employees and appointed service provider's employees.
- 1.4 Where a service provider appoints a subservice provider/s, the subservice provider/s shall develop a SHEQ plan in line with this specification including applicable legislation they conform to.
- 1.5 This SHEQ specification reflects minimum requirements and should not be construed as all encompassing.

NOTE: All the requirements listed hereunder are in relation to the contract and project and do not supersede or replace any organisational SHEQ requirements.

2. SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

To provide a detailed SHEQ Specification for the provision of a recycling facility for used oil and oil filters.

2.1.2 Applicability

This SHEQ specification is applicable to service provider and their appointed subservice provider.

2.1.3 Effective Date

This document shall be effective once authorised.

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

- a) ISO 9001 - Quality Management System.
- b) ISO 14001 - Environmental Management System.
- c) ISO 45001 - Occupational Health & Safety Management System.
- d) Occupational Health and Safety Act 85 of 1993 and all applicable Regulations.
- e) National Environmental Management Act 107 of 1998.

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- f) National Road Traffic Act.
- g) Eskom Safety, Health, Environment and Quality Policy 32-727.
- h) Applicable South African National Standards (SANS).

2.2.2 Informative

- a) Control of Documents and Records Work Instruction (240-94027247).
- b) Coding of Business Management System Documentation Work Instruction (240-94027233).
- c) Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment (240-94027465).
- d) Baseline Hazard Identification Risk Assessment (Form No.: 240-94026665).
- e) Issue Based (task specific) Risk Assessment (Form No.: 240-161309269).
- f) Environmental incident Management Procedure (240-133087117).
- g) Initial Notification of Occurrence (240-94026713).
- h) Safety Health & Environment Strategy – Strategy Plan (240-94027547).
- i) Compliance Obligations and Evaluation of Compliance for Safety, health and Environmental Procedure (240-94027489).
- j) SHEQ Communication, Participation and Consultation (240-111519336).
- k) Management Review (240-94027491).
- l) Eskom Procurement and Supply Management Procedure (32-1034).
- m) Emergency Evacuation Procedure (240-94027449).
- n) Business Management System Audit Work Instruction (240-94027195).
- o) Control of Non-Conforming Product Corrective and Preventive Action Work Instruction (240-103649507).
- p) SHEQ Statement of Commitment (240-56178527).
- q) Disciplinary Code and Procedure (240-96255981).
- r) SHEQ Policy (32-727).
- s) Supplier Contract Quality Requirements Specification (QM-58).
- t) SHEQ Recognition Guideline (240-94027171).

2.3 Definitions

Definition	Explanation
Duty of care to the environment	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	Means a 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	Means any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her but excludes a labour broker
Environment	Environment means: <ul style="list-style-type: none"> • The land, water, and atmosphere of the earth. • Micro-organisms, plant and animal life Any part or combination of (i) and (ii) 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
ERI Logistics Services requirements	Means requirements flowing from directives, policies, standards, specifications, work instructions & procedures
Hazard	Means a source of or exposure to danger.
Hazard identification	Means the identification and documenting of existing or expected hazards to the safety and health of persons, which hazards are normally associated with the type of activity/task being/to be executed
Occupational Health and Safety Act 85 of 1993 including regulations	To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery, the protection of persons other than persons at work against hazards to health and safety and safety arising out of or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety; and to provide for matters connected therewith
Pollution	Refers to <ul style="list-style-type: none"> • Substances radioactive or other waves; or • Noise, odours, dust, or heat, Emitted from any activity, including the storage or treatment of waste or substances, construction, and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being or on the composition, resilience, and productivity of natural or managed ecosystems or on materials useful to people, or will have such an effect in the future.
Recycle	Means a process where waste is reclaimed for further use, which process involves the separation of waste from a waste stream for further use and the processing of that separated material as a product or raw material
Risk assessment	Means a programme to determine any hazard at a site and to identify the steps needed to remove, reduce, or control such hazard.

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Definition	Explanation
Safety, Health, and Environmental Plan	Means a site, activity, or project specific document plan in accordance with the client 's health and safety specification. This plan must include any required method statements, safe work procedures to mitigate, reduce, or control the hazards identified, SHE rules, and monitoring procedures. It is specific to each project undertaken and site where work is done, is compiled by the service provider or subservice provider, and must be approved by the client or agent prior to the commencement of any activities. The service provider and the client (or agent, where applicable) must both be signatories to the SHE plan once negotiated, agreed, and accepted. This plan has to be regularly updated to take account of any changes in project scope and unanticipated conditions.
Safety, health, and environmental (SHE) specification	Means a site, activity, or project specific document prepared by the client pertaining to all health and safety requirement.
Safety, health, and environmental file	Means a permanent record containing information about the SHE management system in writing during the contract and all information relating to the post-contract phase after the handover to the client, so that the client can maintain the works in a healthy and safe way.
Service provider	Means an employer who performs work on behalf of ERI Logistics Services.
SHE Officer	Safety Health and Environmental Officer
Site	Means a specific project site, or the site where the service provider does the work.

2.4 Abbreviations

Abbreviation	Explanation
GAR	General Admin Regulations
GSR	General Safety Regulations
HIRA	Hazard Identification and Risk Assessment
ISO	International Standards Organisation
OHS Act	Occupational Health and Safety Act
PPE	Personal Protective Equipment
SANAS	South African National Accreditation System
SDR	System Deficiencies Report
SHEQ	Safety Health Environment and Quality

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2.5 Roles and Responsibilities

2.5.1 Operations

It is the responsibility of the applicable Branch Manager to ensure that the requirements of this SHEQ specification are implemented, monitored, and continuously improved to remain relevant to the scope.

2.5.2 SHEQ Department: Logistics Services

It is the responsibility of the Logistics Services SHEQ department to audit/evaluate the facilities SHEQ file to ensure compliance as set out under this specification before the facility will be considered.

2.5.3 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 SHEQ of any contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it management down to the lowest level employee.

2.5.4 Appointed Service provider

- a) Carry out applicable duties as listed in section 8, 9 and 10 of the OHS Act.
- b) Carry accountability and responsibility for the safety and health of their employees and their appointed subservice provider within their working area, as contemplated by Section 37(2) of the OHS Act.

2.5.5 Employees

All service providers are required to list employee's roles and responsibilities pertaining to the contract.

2.6 Process for Monitoring

Monitoring of compliance will be done via evaluation of SHEQ files and site inspections.

2.7 Related/Supporting Document

Not Applicable.

3. PROCESSES AND ACTIVITIES

3.1 Agreements

3.1.1 Section 37(2) Agreement

- a) Section 37(2) agreement will be issued to the facility upon approval of their SHEQ file and will be signed by the client and the facility.
- b) 5.1.2 The original copy of the Section 37(2) agreement shall be kept by the client on file.
- c) 5.1.3 A copy of the section 37(2) agreement must be kept by the facility on the SHEQ file.

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3.1.2 Letter of Good Standing

The Letter of Good Standing ensures that a supplier is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the facility. A valid copy of the Letter of Good Standing shall be placed in the SHEQ file.

NOTE: No proof of payment or deposit slips will be accepted as confirmation of having a valid Letter of Good Standing.

3.2 Legislative Compliance/Health and Safety Regulations

The following legislation is applicable for LS service providers but not limited to:

- 3.2.1 The Constitution of the Republic of South Africa.
- 3.2.2 Occupational Health and Safety Act 85 of 1993 and Regulations.
- 3.2.3 National Environmental Management Act 1998 (Act 107 of 1998).
- 3.2.4 Compensation for Occupational Injuries and Diseases Act.
- 3.2.5 Applicable South African National Standards (SANS).
- 3.2.6 Applicable International Standards.

3.3 Act and Policy Statement

3.3.1 OHS Act Book

The selected facility shall have the latest copy of the OHS Act and Regulations which should be made available to all employees.

3.3.2 SHEQ Policy

- a) A SHEQ policy is a statement of intent and a commitment by the organisation's Chief Executive Officer and senior management in relation to the relevant SHEQ roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.
- b) The service provider shall have an approved SHEQ policy signed by the Chief Executive Officer and the policy shall be displayed in prominent areas within the workplace and be kept in SHEQ files.
- c) The service provider shall ensure that their company SHEQ policy is communicated to all employee and proof of communication available on the SHEQ file.

3.4 Appointments

3.4.1 Dedicated Employer Section (16)(1)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. The appointment is for the Chief Executive Officer of the company.

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3.4.2 Dedicated Employer Section (16)(2)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. A 16(2) Appointment does not alleviate the 16(1) from his/her responsibilities with regards to Occupational Health and Safety issues but allows a 16(2) to assist the 16(1) in his/her responsibilities.

3.4.3 Service provider Appointment

This appointment shall be signed by the client and the service provider.

3.4.4 Incident Investigator GAR 9(2)

This appointment shall be made in terms of General Administrative Regulation 9. The appointed person shall have a Root Cause Analysis (RCAT) or Incident Investigation competency training certificate to support the appointment.

3.5 Organogram

3.5.1 Service provider organogram

- a) The service provider shall provide an organisational organogram related to this contract, listing all the levels of responsibility from the employer Section 16(1) down to the supervisors responsible for the contract.
- b) The service provider must ensure that all appointed subservice provider comply with this requirement. The service provider is responsible for keeping copies of all the organograms. All organograms shall be updated timeously when appointments are changed and filed in the SHEQ files.
- c) All appointees shall be made conversant of their roles and responsibilities, through training and awareness. In addition, copies of the role profiles shall be made available in the SHEQ file for review - the role profile provides a detailed list of responsibilities for the contract team.

3.6 Compliance Requirements

3.6.1 Induction Training

- a) Every service provider shall provide Logistics Services SHEQ with proof of their company induction.
- b) Where the service provider will have visitors on site, ensure every visitor is inducted prior to entering the site.
- c) Every service provider shall attend the Logistics Services SHEQ Induction prior to the commencement of the contract.

NOTE: Logistics Services SHEQ shall induct suppliers upon approval of the SHEQ file.

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3.6.2 Reporting of Incidents

All incidents occurring at work must be reported immediately or within twenty-four (24) hours on an Initial Notification or similar document to the Logistics Services SHEQ department. In addition, the supplier shall immediately report incidents by telephone/personally to the Logistics Services responsible manager and SHEQ Department. The incident must be investigated by the supplier's incident investigator and the investigation report shall be handed to Logistics Services SHEQ Department within seven (7) working days of the incident occurring. The investigation report shall cover the following aspects:

- a) Scope of Work.
- b) Contract Reporting Structure.
- c) Investigation Team.
- d) Interviewees and Statements.
- e) Dates when Investigation took Place.
- f) Sequence of Initial Events.
- g) Root and Contributory Causes.
- h) Management and System Shortcomings.
- i) Immediate Corrective Action.
- j) Preventive Action.
- k) Conclusion.
- l) Appendices.
- m) Photographs of Incident.

NOTE: Please ensure the Occupational Health and Safety Incident Management Procedure (32-95) is followed for incident management.

3.6.3 Risk Assessments

- a) Every service provider shall conduct a baseline risk assessment before the work is to be performed. Thereafter a task specific risk assessment shall be conducted and discussed daily or when there is a change in the task/risk/mitigation with all affected employees.
- b) Every risk assessment conducted shall be discussed with employees performing the work and a register signed for verification purposes.
- c) Environmental aspects and impacts shall be recorded as part of the baseline and task specific risk assessment.
- d) Where any other person, other than the team performing the actual work may be impacted by the hazards and risks of the activity being performed, those other persons must also be aware of and sign the risk assessment.

3.6.4 Inspection and Audit Reports

Logistics Services SHEQ can at any such time inspect and audit any service provider under their control. Findings from the inspection or audit shall be closed out as per the report close out date. Where any deviations are found, a System Deficiency Report (SDR) will be issued to the service provider. A copy of the inspection or audit report must be kept in the SHEQ File together with a copy of any

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SDR's that were issued.

3.6.5 Emergency Preparedness

The facility shall ensure that all ERI employees undergo an induction before conducting any work onsite. The induction must outline what step to be taken during the different emergency situations that may be experienced onsite.

3.6.6 Environmental Management

The supplier shall ensure that vehicles are maintained and serviced; a maintenance plan shall be submitted upon contract award.

3.6.7 Eskom Life Saving Rules

- a) Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom adopt the same view.
- b) Five Life Saving rules have been developed that will apply to all Eskom employees, agents, consultants, visitors, and service provider. Failure to adhere to these rules will be considered a serious transgression which will lead to serious disciplinary action, which may include dismissal.
- c) These rules are implemented to prevent serious injuries or death of any person in any area within the ERI. This is to ensure that every person who works on or visits ERI returns home safely to his or her family.
- d) Compliance and adherence to Eskom Life Saving Rules, which consist of the following:

Rule	Description of Rule
Rule 1	<p>Open, Isolate, Test, Bond and/or Insulate Before Touch</p> <p>No person may work on any electrical network unless</p> <ul style="list-style-type: none"> • He/she is trained and authorised as competent for the task to be done • A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to any work commencing • An equipotential zone is created for each worker on the job site by earthing, bonding and/or insulating according to approved procedures • He/she follows the applicable Operating Regulations for High Voltage Systems (ORHVS) or Plant Safety Regulations (PSR) requirement or any other related standard, procedure and outcome of Risk Assessment fit for the type of work or task to be performed • The authorised person (Team Leader) has certified and shown all Team Members that the apparatus is safe to work on
Rule 2	<p>Hook Up at Heights</p> <ul style="list-style-type: none"> • Working at height is 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. • No person may work at height where there is a risk of falling unless <ul style="list-style-type: none"> ○ A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to commencing any work at height. ○ You are appropriately trained
Rule 3	<p>Buckle Up</p> <ul style="list-style-type: none"> • No person may drive any vehicle on Eskom business and/or on Eskom

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Rule	Description of Rule
	<ul style="list-style-type: none"> o Unless the driver and all passengers are wearing seat belts
Rule 4	<p>Be Sober</p> <ul style="list-style-type: none"> • No person is allowed to work under the influence of drugs and/or alcohol
Rule 5	<p>Ensure you have a Permit to Work</p> <ul style="list-style-type: none"> • Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by Plant Safety Regulations, Operating Regulations for High Voltage Systems (ORHVS), etc • No plant is to be returned to service without the cancellation of all permits on the plant in accordance with procedure.

Table 1: Life Saving Rules

3.7 Non-Compliance

- 3.7.1 Any non-compliance to any health and safety requirements in the SHEQ specification is subjected to disciplinary action in terms of the Eskom Procurement and Supply Management Procedure.
- 3.7.2 The service provider is required to implement a non-conformance procedure for issuing to subservice provider for transgressions. Similarly, appointed subservice provider must implement a non-conformance procedure.
- 3.7.3 The procedure for the issuing of non-conformance reports shall be strictly adhered to.
- 3.7.4 The service provider shall close out non-conformances issued; this will ensure that recommendations have been implemented to address the non-conformance.

3.8 Unlawful Orders

The OHS Act Section 14(c), specifies that an employee shall at work carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorised thereto by his/her employer in the interest of health or safety.

3.9 Security

Site Access and Departure

All suppliers entering any ERI site shall adhere to the instructions and protocols of the security teams (vehicles search and thermal screening).

3.10 Quality Management System

3.10.1 Leadership

The service provider shall demonstrate its commitment to the development and implementation of the business management system by:

- a) Communicating the importance of meeting customer as well as statutory and regulatory requirements.
- b) Ensuring there is a project plan in place with stipulated time frames to complete specific task.

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3.13 Continual Improvements

The service provider shall ensure that a continual improvement is driven by the analysis of the SHEQ policy, objectives and targets, audit results, corrective and preventive action management.

4. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Celeste Healy	Branch Manager-Logistics Waste Management
Daphney Modise	Regional SHEQ Manager (Acting)-Logistics Waste

5. REVISIONS

Date	Rev.	Compiler	Remarks

6. DEVELOPMENT TEAM

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

- Gerhard Spykerman
- Ntombifuthi Vilakazi

7. ACKNOWLEDGEMENTS

Not Applicable.

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Not applicable. 14 of 19

**Appendix A:
 SHEQ Check Sheet**

Name of Service provider\Supplier		
Name of Supplier's Representative		
Signature of Supplier's Representative		
Contract No.		
Scope of Work		
Date of Submission		
File Approved	Y	N
Name of Logistics Services SHE Officer		
Signature of Logistics Services SHE Officer		

No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
1	AGREEMENTS		
1.1	Section 37(2) Agreement		
1.2	Copy of service provider agreement		
1.3	Valid Letter of Good Standing		
2	LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS		
2.1	Policies and Procedures listed received		
2.2	Signed SHEQ Policy		
2.3	Copy of OHS Act		
3	APPOINTMENTS		
3.1	Employer Section16(1)		
3.2	Dedicated Employer Section16(2)		
3.3	Service provider Appointment		
3.4	Responsible Manager		
3.5	Site Supervisor / Controller		

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**Provision of Recycling Facility for Used Oil and Oil Filters
SHEQ Specification**

Unique Identifier **240-639T**

Revision **1**

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
3.6	Assistant Site Supervisor / Assistant Controller		
3.7	SHE Officer		
3.8	Risk Assessor		
3.9	Competent Person for Vehicle and Mobile Plant		
3.10	Competent Person for Fire Fighting		
3.11	Incident Investigator GAR 9(2)		
3.12	Competent Person for First Aid GSR 3(4)		
3.13	SHE Representative Section 17		
4	ORGANISATIONAL STRUCTURE		
4.1	Service provider Organogram		
4.2	Appointed Subservice provider's Organogram		
5	COMPLIANCE REQUIREMENTS		
5.1	Induction training (Service provider induction)		
5.2	Medical Surveillance		
5.3	Toolbox Talk		
5.4	Monthly Reporting		
5.5	Issuing of PPE GSR 2		
5.6	Fire Extinguisher Inspections/Certificate		
5.7	First Aid Box Inspections		
5.8	Reporting of Incidents Document		
5.9	Certificates of Competency for Service provider		
5.10	Lifting Activities and Associated Equipment		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
5.11	Risk Assessments - Baseline risk assessment - Task specific risk assessment		
5.12	Inventory list of HCS on site		
5.13	MSDS / SDS for chemicals listed on inventory list		
5.14	Service provider Facilities		
5.15	Portable Electrical Equipment Inventory List and Inspections		
5.16	Electrical Protection (PTW issued)		
5.17	Earth Leakage Relays Inspections		
5.18	Pressure Equipment Certificate/s		
5.19	Ladder Inspections		
5.20	Scaffolding Inspections		
5.21	Compressed Gas Cylinders Storage		
5.22	Notices and Sign GSR 2B		
5.23	Health and Safety Meeting (Minutes)		
5.24	Safe Work Procedure (SWP)		
5.25	Planned Job Observations - Previous Projects		
5.26	Behavioural Based Safety Observations - Previous Projects		
5.27	Inspections and Audit Reports - ERI		
5.28	Permit to Work, Lock-Out, Procedures, Safe Work Procedures - Supplier Access Form (SAF) - Permit To Work (PTW)		
5.29	Walkways and Storage Demarcation		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
	Area designated		
5.30	Fire Alarm - Emergency Evacuation Procedure		
5.31	Occupational Hygiene Monitoring Programme		
5.32	Dust/Asbestos - SWP - PPE		
5.33	Environmental Management		
5.34	Life Saving Rules Acknowledgment		
5.35	SHE Plan submitted		
5.36	SHE/Q File submitted		
6	QUALITY MANAGEMENT		
6.1	Valid copy of ISO 9001 certificate (if certified)		
<i>If not certified to ISO 9001, the following documents must be submitted to demonstrate compliance to ISO 9001</i>			
6.2	SHEQ/Quality Manual (Signed)		
6.3	SHE/Q Policy (Signed)		
6.4	Procedure for the Control Of Documents		
6.5	Procedure for the Control Of Records		
6.6	Procedure for Internal Audits		
6.7	Procedure for the Control Of Non- Conforming Products		
6.8	Procedure for Corrective Action		
6.9	Procedure for Preventive Action		
COMPLIANCE FEEDBACK			

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