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Foundations of Towers**

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1. INTRODUCTION

The aim of the Health & Safety (SHE) specification is to provide Contractor/s and suppliers/national contracts with

- The overarching framework within which the Contractor is required to demonstrate compliance with Eskom Rotek Industries Rotek Industries' SHE requirements.
- Establish the manner in which the Contractor is to manage SHE risks in the execution of the contract, and
- Establish the manner in which NTCSA's SHE Agent and ERI SHE Officer will interact with the contractor.

This also provides the contractor with awareness of the risks relating to the scope of work, the project site as well as the project specific legal and Eskom Rotek Industries requirements that they need to adhere to in order to demonstrate their commitment towards the zero harm of the environment and persons working on site and/or visiting the site.

Eskom Rotek Industries strives to exceed the minimum standards prevailing in the construction industry and requires full commitment from all parties to be pro-active in order to achieve best SHE business practice.

ERI CONSTRUCTION SERVICES POWERLINE PORTFOLIO shall include the SHE Specification with the tender enquiry documentation to ensure that the tenderer is timeously made aware of:

Eskom Rotek Industries's requirements and information / prevalent hazards that can affect the SHE of persons at work directly or indirectly;

- Activities that may have an impact on the direct and surrounding environment.
- The ERI Construction Services Powerline shall develop SHE plan to meet the SHE Specification requirements as well as applicable legislation.

This SHE Specification may not address all hazards associated with any specialised activity or operation. Contractors shall be responsible for developing their own SHE plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

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2. SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

This SHE specification sets out the minimum legal and organisational requirements for construction work that is specific to the scope of work, site and type of project.

To indicate to contractors the SHE requirements on the project, upon which their planning for the management of SHE will be based on and thus produce their SHE plan.

2.1.2 Applicability

This specification is applicable to all CONTRACTORS, all the activities and processes carried out for and on behalf of ERI CONSTRUCTION SERVICES POWERLINES PORTFOLIO where construction work is performed.

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

2.1.3 Effective Date

This document shall be effective once authorised.

2.2 Normative/Informative References

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

2.2.1 Normative

- 1) 32-727: Safety, Health, Environment and Quality Policy
- 2) 240-62196227: Life-saving Rules Standard
- 3) 240-62946386 Vehicle & Driver Safety Management Procedure
- 4) 240-114967625 Operating Regulations for High Voltage Systems
- 5) 32-37 Substance Abuse
- 6) 32-124 Eskom Fire Risk Management
- 7) 32-136 Contractor Health and Safety Requirements
- 8) 32-95 Occupational Health and Safety Incident Management Procedure
- 9) 32-93 Eskom Rotek Industries Vehicle and Driver Safety Management
- 10) 240-43848327 Employees' right of refusal to work in an unsafe situation
- 11) 32-418: Working from Heights Procedure

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- 12) Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment Procedure (6025607).
- 13) 32-123: Emergency Planning
- 14) 32-407 Behaviour Safety Observation Procedure
- 15) Occupational Health and Safety Act and Regulations No 85 of 1993
- 16) Construction Regulations of 2014 or latest edition as per government gazette
- 17) 32-726: Requirements for the Eskom Rotek Industries Commercial Process
- 18) 39-98: Safe use of Lifting Machines
- 19) 32-524 Manual, Developing a Specification
- 20) 32-1126 Eskom Rotek Industries Smoking Policy
- 21) 32-1134 Physical Access Control at Eskom Rotek Industries Premises
- 22) Regulations for Hazardous Biological Agents, 2022
- 23) Physical Agents Regulations 2024
- 24) Noise Exposure Regulations 2024
- 25) All relevant South African legislation-national; provincial, municipal by-laws.
- 26) All relevant international/national recognised code of practice (such as South African National Standards – SANS)

2.2.2 Informative

Note: The following is a list of documents that can be used as a guide in order to meet legal and Eskom Rotek Industries requirements

- a) ISO 45001:2018, Occupational Health and Safety Management Systems- Requirements
- b) ISO 9001:2015 Quality Management Systems- Requirements
- c) Relevant South African National Standards for the task/Project.

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2.3 Definitions

Definition	Explanation
Baseline risk assessment	(32-520) baseline operational risks refer to the SHE risks associated with all standard processes, as well as routine and non-routine activities in the business.
Client	any person for whom construction work is being performed.
Competent Person	a person who has, in respect of the work or task to be performed, the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;
Construction Manager	a competent person (as per description above), who has the appropriate certificate of registration with the relevant Statutory body (South African Council for the Project, Construction Management Professions) responsible for the management of the physical construction processes and the co-ordination, administration and management of resources on a construction site.
Construction site	a workplace where construction work is being performed
Construction Work	any work in connection with
Contractor	an employer as defined in section 1 of the Construction Regulations who performs construction work and includes CONTRACTORS. In relation to this document, where the word "contractor" is used, it will mean all or some of the following: CONTRACTORS, appointed contractors, suppliers, vendors, service providers and consultants
Eskom Rotek Industries Requirements	Eskom Rotek Industries requirements, which evolve from directives, policies, standards, procedures, specifications, work instructions, guidelines or manuals

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Fall Protection Plan	a documented plan, which includes and provides for: All risks relating to working from a fall risk position, considering the nature of work undertaken, the procedures and methods to be applied in order to eliminate the risk of falling, and a rescue plan and procedures.
Hazard	a source of, or exposure to danger;
Hazard identification	the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.
Medical surveillance	a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner;
Method Statement	is a written document detailing work procedures and sequences of operations.
On Site/Site.	any workplace where the contractor or his employees perform construction related work as agreed contractually with the client.
Planned Task Observation	an independent observation made during the planned period in which the task is being executed.
Pre-Task Risk Assessment	a meeting held prior to the commencement of the day's work with relevant personnel (client representative included) associated with the task at hand.
Risk	the probability that injury or damage will occur.
Risk Assessment	a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
SHE File	a file or other record in permanent form, containing the information on the SHE management system during construction including all information relating to construction phase after the handover to Client.
SHE Plan	a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the SHE specification. This would typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the Contractor or contractor and approved by the Client/Agent for which contracting work will be performed.
SHE Specification	a site, activity or project specific document prepared by the client / agent, pertaining to all SHE requirements related to the envisaged construction work.

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Safe Work Procedures	a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.
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2.4 Abbreviations

Abbreviation	Explanation
AIA	Approved Inspection Authority
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
CHSA	Construction Health & Safety Agent
DMR	Driven Machinery Regulations
DSTI	Daily Safety Task Instruction
EA	Environmental Authorization
ECO	Environmental Control Officer
EMP	Environmental Management Plan
FAS	Fall Arrest Systems
GSR	General Safety Regulations
SHE	Health and Safety
HIRA	Hazard identification and risk assessment
HV	High Voltage
LMI	Lifting Machine Inspector
LME	Lifting Machine Entity
LTIR	Lost Time Incident Rate
LV	Low Voltage
NEMA	National Environmental Management Act
NWA	National Water Act (Act No. 36 of 1996), as amended
NQF	National Qualifications Framework
OHNP	Occupational Health Nursing Practitioner
OHS Act	Occupational Health and Safety Act No. 85 of 1993
OHS	Occupational Health and Safety
ORHVS	Operating Regulations for High Voltage Systems
RHCA	Regulations for Hazardous Chemical Agents
RHBA	Regulations for Hazardous Biological Agents
PPE	Personal Protective Equipment

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Abbreviation	Explanation
PTO	Planned Task Observations
SANAS	South African National Accreditation System
SANS	South African National Standards
SACPCMP	South African Council for the Project & Construction Management Professions
SAQA	South African Qualifications Authority.
SHE	Safety, health, and environment
SHE/Q	Safety, Health, Environment / Quality
SETA	Skills Education Training Authorities
SWP	Safe Work Procedure

2.5 Roles and Responsibilities

2.5.1 Commitment

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

A minimum of two (2) Visible Felt Leadership Inspections per month shall be conducted by the contractor's senior manager and submitted to Eskom Rotek Industries Project Manager.

Note: Towers on powerlines need to be inspected individually supported by completion certificates.

2.5.2 Contractor's accountabilities for their Contractors

- Where a Contractor procures the services of a contractor, he shall first inform the Client. Such contractor shall also comply with the Client's SHE requirements.

The Contractor shall have the same roles and responsibilities in relation to the contractors as the roles and responsibilities between Contractor and client

- The Contractor is accountable for the actions of his contractors. The Contractor will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- The Contractor shall ensure that appointed contractors have the necessary competencies and resources to perform the work safely.
- The Contractor shall provide any contractor who is making a bid or appointed to perform construction work, with the relevant sections of the Client SHE specification. The contractor shall then develop a suitable and sufficient SHE Plan and submit to the Contractor for review and approval.

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- The Contractor shall carry out audits on the contractor at least monthly to ensure that their plan is being implemented and maintained.
- The Client/Agent and/or the Contractor shall stop any contractor from executing construction work which poses a threat to the safety and health of persons or the environment or if it does not comply with the approved plan.
- The Contractor shall have a disciplinary process to deal with SHE transgressions on site.
- The Contractor's Construction Manager/Supervisor shall provide a list of names and contact telephone numbers of all his employees as well as the contractor employees on site. This list shall be updated as and when new contractors commence on site.
- The Contractor's Construction Manager/Supervisor shall keep a record of all employees including the contractor employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the relevant officials. These records shall be kept in the SHE file on site.
- The Contractor shall ensure that his managers / supervisors give employees clear and unambiguous instructions during the execution of construction works. The instructions shall include:
 - description of the objective/scope of work;
 - sequence of work/method statements;
 - hazard identification and risk assessment (prior to commencement of work);
 - Precautionary/preventative measures that are to be taken; and
 - Identification of sensitive features that may be impacted upon by the project, etc.
- Employees are responsible for their own health and safety and that of their co-workers in their respective areas of work. They must be made aware of their responsibilities during induction and awareness sessions some of which are:
 - Familiarising themselves with their workplaces and health and safety procedures;
 - Working in a manner that does not endanger them or cause harm to others.
 - Keeping their work area tidy.
 - Reporting all incidents/accidents and near misses.
 - Protecting fellow workers from injury.
 - Reporting unsafe acts and unsafe conditions.
 - Reporting any situation that may become dangerous;
 - Carrying out lawful orders and obeying health and safety rules.
 - Declaring to the employer if taking medication, which may have intoxicating effects.
- Every employee must undergo site induction provided by the Client before commencement of work, and shall, upon completion receive a site access permit.

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- Any employee who becomes aware of any person disregarding a health & safety notice, instruction or regulation, shall immediately inform the person concerned. If the person persists, stop the person from working and report the matter to the Eskom Rotek Industries Site/Project Manager and the Contractor Supervisor immediately.

2.5.3 Management and Supervision of Construction Work

The Contractor shall ensure that the performance of construction work is managed and supervised in accordance with the requirement of the Construction Regulations.

The number of appointed persons shall be determined by the size and the risk of the project.

2.5.4 Construction Health and Safety Manager/s and Officer/s

The Contractor shall appoint a Construction Health and Safety Manager / Officer considering the nature and scope of work to be performed in accordance with the requirements of CR 8 (5). The Construction Health and Safety Manager / Officer shall be in possession of a certificate of registration with the SACPCMP downloaded from www.privyseal.com.

2.6 Process for Monitoring

This document is subject to document control procedures and will be updated when due for revision or when conditions dictate.

2.7 Related/Supporting Documents

Annexure A – SHEQ Policy 32-727

Annexure C - List of appointments and Competencies

Annexure D – Minimum elements of the SHE Plan

Annexure E- Contractor Monthly Statistical Report

Annexure F- Pre-Task Planning Template

Annexure G- National Road Template

Annexure - H Initial Notification of Occurrence

Annexure I – Portable Toilet Specification

Annexure J – Project Handover Record Template

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3. DOCUMENT CONTENT

3.1 NOTE TO CONTRACTORS

This SHE specification is Eskom Rotek Industries' minimum requirements and is not exhaustive. The contractor shall develop a SHE plan in accordance with this specification, as well as the relevant applicable legislation. Eskom Rotek Industries in no way assumes the Contractors legal responsibilities. The Contractor is accountable for the quality and the execution of his health and safety program for his employees and contractor employees.

4. SHE Specification

4.1 Project and Scope of Work Details

Location:

TBC

Project description/ scope of work:

The construction of Foundations of Towers. Nature of construction activities involved- reference to the contracts/other contractual documentation (works information) where the exact detail is contained.

Program details:

- Submission of final SHE Plan & and Baseline Risk Assessment must be before site establishment /access to site.

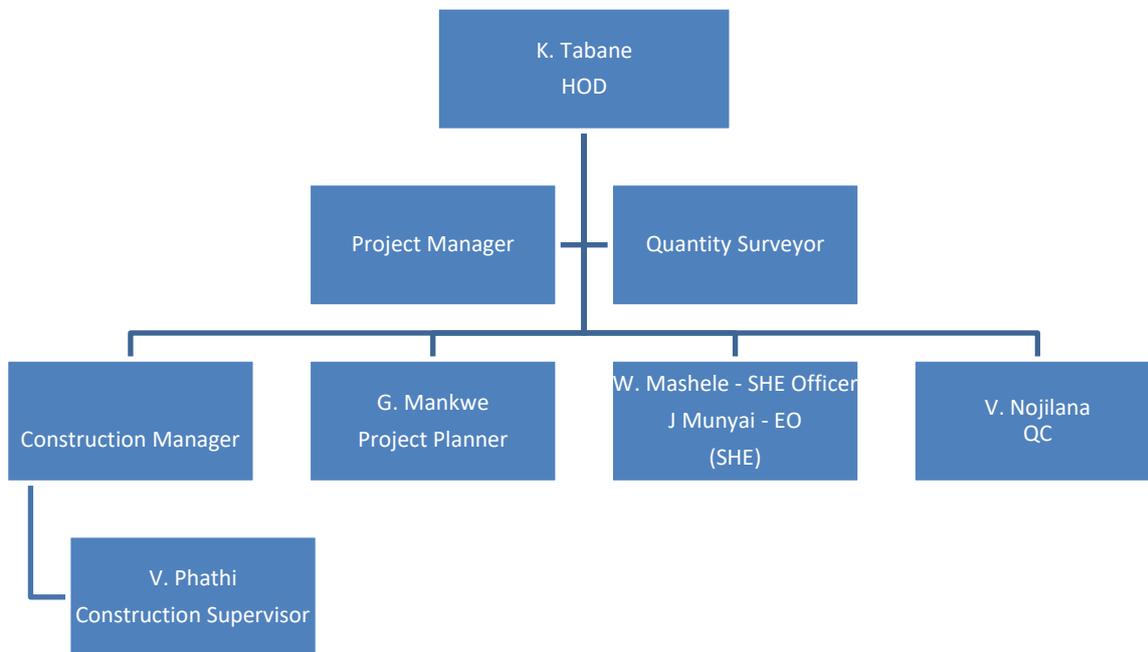
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Client and Contractor: Details, Accountabilities and Responsibilities:

4.2 The Eskom Rotek Industries Project Organogram:



Contractor Organogram

The Contractor shall provide an organisational organogram related to this project, listing all the levels of responsibility from the Chief Executive down to the supervisors responsible for the project. The diagram must list the names of appointees and their roles and responsibilities including the statutory requirements appointees. The Contractor is responsible for keeping copies of all of the organograms as well as submitting those of their appointed contractors, with the plan. All organograms shall be updated timeously when appointments are changed and filed in the project SHE file.

4.3 CONTRACTORS

The Contractor has primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act. None of the additional safety requirements specified by the Client reduces the Contractor’s accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

The Contractor shall be appointed and shall be responsible and accountable for all legal, and other requirements, including Eskom Rotek Industries’ requirements.

The Contractor may appoint in writing contractors to assist in the contract.

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4.4 Compliance and Non-Conformances

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

Where the Contractor appoints another contractor, the same roles and responsibilities in relation to the contractor as the Client has in relation to the Contractor.

The Client reserves the right to stop work and issue a non-conformance report whenever SHE violations are observed from the Contractor, after engaging and making both aware of such. Expenses incurred as a result of such work stoppage and standing time shall be for the CONTRACTORS account. Any non-conformances/findings/observations found in these audits/inspections on contractors shall be raised and discussed with the relevant Contractor (with whom the contractor is contracted with).

The requirements within this specification should not be considered exhaustive and the Client reserves the right to add, delete or modify conditions where it is considered to be appropriate.

No claim shall be accepted as a result of any costs or delays being incurred due to the Contractor or his contractors not complying with legislation, applicable Eskom Rotek Industries Procedures and Standards.

4.5 Legal and Other Requirements

All Contractors shall comply with the relevant applicable legislation, specifications and standards in accordance with the scope of the project.

As a minimum but not limited to the following:

- 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
- Civil and Building Work Act
- Mine Health and Safety Act, 1996 and its regulations
- Compensation for Occupational Injuries and Diseases Act (COID Act)
- Any other applicable South African legislation
- Applicable South African National Standards (SANS)
- Applicable international standards
- Eskom Operating Regulations for High Voltage Systems
- Eskom Plant Safety Regulations (Low Voltage Regulations)
- Relevant Eskom Rotek Industries Procedures and standards
- ISO 45001: 2018, ISO 9001 and ISO 14001-Contractor shall use as guidelines.
- Regulations for Hazardous Biological Agents, 2020
- Provincial and/or Local Authority By Laws

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The Contractor shall familiarise themselves with the necessary legislation required.

The Contractor shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the construction project. The register shall be updated biannually.

5. Section 37 (2) (Legal) Agreement

A section 37(2) agreement shall be signed between Eskom Rotek Industries and the Contractor at the time of contract award.

ERI shall ensure that a section 37(2) agreement is compiled between himself and his appointed contractors.

The original copy of the section 37(2) agreements shall be retained by the contractor and a copy retained by the Eskom Rotek Industries responsible manager.

Copies of all agreements must form part of the respective contractor's SHE file.

6. Hazardous Work by Children (Child Labour)

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

- a) *being protected from exploitative labour practices;*
- b) *not to be required or permitted to perform work or provide services that*
 - are inappropriate for a person of that child's age; or
 - Places 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 6 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 the work performed is not prohibited in terms of the constitution, such work shall 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 Rotek Industries does not condone the use of child labour all efforts must be exercised to avoid it.

7. Notification of Construction Work

A Contractor shall, in the form of Annexure 2, notify the relevant Provincial Director (Local Service Centre) of the Department of Employment and Labour of the intention to carry out construction work as defined in the Construction Regulations, at least 7 days before construction work is to be carried out.

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8. OHS Act

Contractors shall ensure that an up to date copy of the OHS Act and relevant Regulations is readily available on site to all employees.

9. Construction Professional Registration

The Contractor shall ensure that:

- The appointed Construction Manager, is in possession of the applicable professional Certificate of Registration with the statutory body, the South African Council for the Project, Construction Management Professions (SACPCMP);
- The appointed Construction Health and Safety Manager / Officer are in possession of the applicable professional Certificate of Registration with the SACPCMP; and
- Persons with foreign qualifications and registrations convert these to equivalent local registrations in that particular level or category (this shall be in accordance with SETA requirements).

Note: being in the process of registration shall be deemed to be not complying with these requirements. No person who is not in possession of such registration shall be appointed to the above positions. Consideration shall be made to those who are registered as Candidate in any of the categories mentioned above, provided that the individual candidates submit an agreement (appointment) between the candidate and the mentor. Both the candidate and the mentor shall submit their certificates downloaded from SACPCMP website (www.sacpcmp.org.za) to the client for considerations.

10. SHE/Q Policy

The Contractor shall develop a SHE/Q Policy authorised by their Chief Executives [OHS Act Section 16(1) appointee] that states overall SHE/Q objectives and commitment to improving SHE/Q performance and must be conspicuously displayed and shared with all stakeholders.

Eskom Rotek Industries has a SHEQ Policy that states the policy principles by which Eskom Rotek Industries operates and the commitment to SHEQ excellence and is authorised by the Chief Executive, see Annexure-A.

11. Costing for SHE

The Contractor shall ensure that the submitted tender adequately makes provision for the cost of SHE.

Note: the costing for SHE must be itemised based on the overall scope of the project e.g. resources, provision of PPE, occupational hygiene, occupational health, etc.

12. Appointment of Contractors

In terms of C.R. 7(1) (c) (v), the Principal Contractor/Contractor may, in writing, appoint contractor(s) to assist in the contract. The baseline risk assessment (HIRA) and Health & Safety Specification by the Contractor shall be in accordance with the scope of work for the contractor (s).

CONTROLLED DISCLOSURE

The Principal Contractor/Contractor shall before appointing a potential contractor, conduct a selection and vetting process.

The SHE plan of the contractors shall be approved by the Principal Contractor/Contractor prior the commencement of any activities by the contractors including the method statements/safe work procedure.

The Principal Contractor shall ensure that all appointed contractors understand their roles and responsibilities.

13. Appointments and Competencies

The Contractor shall ensure that appointees are made aware of their accountabilities and responsibilities in terms of their appointments and advise and assist them in the execution of their duties.

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

Copies of all the appointments shall be kept on file.

See Annexure C for list of appointments.

14. Technical Experience

Should the Principal Contractor/Contractor opt to use micro-piling, the appointed personnel must demonstrate experience in micro-piling techniques (including drilling and grouting), competency in operating and maintaining piling rigs and associated equipment, knowledge of soil mechanics and ground stability assessments, the ability to interpret engineering drawings and specifications for foundation works, familiarity with load-bearing capacity assessments and pile testing methods, and a proven track record of working in high-risk environments while implementing SHE best practices.

15. Training

The scope of training shall include, but not limited to, the type of work being performed and the relevant procedures. In addition to the requirements, the Contractor employees would require the appropriate qualifications, certificates **and tickets**, and be under competent supervision. Records of all training and qualifications of employees shall be readily available. The Contractor shall maintain comprehensive records of employees who have attended induction training.

16. Site Induction

16.1 General construction site induction carried out by the Contractor

The Contractor shall ensure that all their employees undergo their company's induction with regard to the approved SHE plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects.

16.2 Visitors to Site

The Contractor shall ensure that visitors to a construction site undergo health and safety induction in accordance with Construction Regulations 7 (6) and 7 (7).

CONTROLLED DISCLOSURE

Visitors must remain in the care of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work.

17. Access and Security Control

Employees, contractors and visitors shall be subjected to induction training and substance abuse tests when entering Eskom Rotek Industries sites, or as and when required whilst on Eskom Rotek Industries sites.

The following are prohibited items and shall not be allowed on Eskom Rotek Industries sites unless the necessary authorisation for possession has been obtained:

- Firearms and ammunition (excludes Eskom Rotek Industries official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces);
- Liquor/ Alcohol;
- Dangerous weapons;
- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription); and
- Any other items that may be declared prohibited.

18. Contractor's Site Facilities

Site facilities shall be established and maintained by the contractor in accordance with the contractual agreement. The facilities include but are not limited to the following: (refer to OHS Act Construction Regulations 30).

See also Annexure I for portable toilet specifications. Human excreta (stool) must not be visible while the next person relieves him/herself in the toilet. The design of the toilet should not expose employees to direct splashes of other people's human waste.

The Contractor must develop their site establishment procedure, and this must be in line with the EMPr and EA.

Dining facilities shall be of a reasonably practicable nature as per Facilities Regulations requirements:

- Transmission Line (tower position) taking into consideration the practicalities.
- Site camp (site offices), such facilities shall comply with the requirements of Part C of the SANS 1-0400

19. Public Safety

The OHS Act requires that employers be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

Contractors shall, in their SHE plan, factor in how they shall safeguard members of the public against their activities during the project.

CONTROLLED DISCLOSURE

20. Project and Site Rules (Zero Harm to People and the Environment)

The objective of this section is to define the rules that are over and above the internal regulations and procedures of Eskom Rotek Industries and relevant legislation, which will ensure zero harm to persons and the environment. These rules will be specific to the project and site.

Eskom Life Saving Rules

Five Life Saving rules have been developed that apply to Eskom, Eskom Rotek Industries employees, agents, consultants, contractors and visitors. Failure to adhere to these rules will be considered a serious transgression. These rules are implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom premises.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<p>OPEN, ISOLATE, TEST, EARTH AND CREATE AN EQUIPOTENTIAL ZONE BEFORE TOUCH</p> <p>(That is plant, any plant operating above 1000 V)</p>
Rule 2	<p>HOOK UP AT HEIGHTS</p> <p>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/ exposes himself/herself to a fall from or into.</p>
Rule 3	<p>BUCKLE UP</p> <p>No person may drive any vehicle on Eskom Rotek Industries business and/or on Eskom Rotek Industries premises:</p> <p>Unless the driver and all passengers are wearing seat belts.</p>
Rule 4	<p>BE SOBER</p> <p>No person is allowed to be under the influence of intoxicating liquor or drugs while on duty</p>
Rule 5	<p>PERMIT TO WORK</p> <p>Where an authorisation limitation exists, no person shall work without the required permit to work.</p>
Rule 6	<p>ENSURE SAFE LIVE WORKING</p> <p>Only perform live work (never mix live and dead work on the same site at the same time – Refer to ORHVS Section 7 and 5 handouts respectively).</p>

Eskom Rotek Industries will take a stance of zero tolerance on these rules

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

No person under the influence of alcohol, drugs or medication or any other condition that may render him incapable of controlling himself or other persons under his charge shall be allowed to enter the site.

All safety and warning signs shall be obeyed at all times.

Entering or leaving the Site will only take place at official access control points and may only be done via the official designated walkways.

The Contractor must have a process in place to address employees that have contravened Health and Safety Requirements.

- **Smoking**

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (240-107914949: Eskom Rotek Industries Smoking Policy).

- **Cellular Phones**

Cellular phones shall not be used in areas where their usage is prohibited.

A contractor shall develop and implement a risk-based cell phone policy for a particular construction site.

- **Fire Extinguishers**

A Contractor shall have a layout plan (site offices or laydown area) where fire-fighting equipment is located.

- **Vehicles and Traffic Rules**

Contractor shall ensure that drivers, plant operators and passengers wear seatbelts while travelling in a motor vehicle.

No passengers shall be permitted to be transported at the back of trucks or light delivery vehicles (LDV).

Passengers shall only be permitted to be transported at the back of such vehicles if fitted with a specially designed crew cab with appropriate seating and seat belt per passenger, by the manufacturer and manufacturer appointed fitment centre.

Where a vehicle licence condition stipulate the number of persons to be transported on the vehicle, such number shall not be exceeded.

- **Substance and Drug Abuse Management**

The Contractor shall provide a Substance Abuse management policy/procedure in line with the Eskom Rotek Industries Substance Abuse Procedure E-105.

The appointed testers for substance and drug abuse management shall be appointed in writing and given the relevant training.

21. Disciplinary Process

The Contractor shall have a disciplinary process / procedure to deal with employees who transgress organisational and legal requirements.

CONTROLLED DISCLOSURE

22. Hazard Identification and Risk Assessment

The client shall prepare and provide a Baseline Risk Assessment for an intended construction work to the contractor as part of the contract package.

The Contractor shall develop a Risk Assessment in line with Construction Regulation 9 (1) (a-e), in alignment to Eskom Rotek Industries Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment Procedure (6025607).

Detailed Risk Assessment must be conducted to ensure that all the applicable scenarios are covered and documented per site activities including practical controls. This must include Occupational Health and Hygiene Plan.

- Each site must have a detailed Emergency Preparedness & Response Plan
- Detailed Induction must be developed and be aligned to site activities.

23. High Risk Activities

When the Contractor is working in an area where a high health and safety hazard exists, the Contractor shall:

- Ensure that permanent and adequate supervision is available for the duration of the work performed.
- Provide, erect and maintain the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner.
- Maintain defined access ways, which are clear of obstructions, so as to allow for emergency vehicle entry; and
- Provide any temporary protective shielding required for protecting nearby operations from the construction activities, at their own cost.
- Contractor shall ensure that whenever mobile cranes/ lifting machinery are operated onsite, the booms are retracted and safe clearances from overhead power lines, communication lines or other overhead obstructions are observed and maintained as per Electrical Machinery Regulations 19 & 21, Eskom "Operating Regulations for High Voltage Systems (ORHVS)-32-846" Section 5.03.6.3 (Work in close proximity to live conductors / apparatus). Supervisors shall be trained in the Eskom ORHVS. Thorough risk assessment shall be conducted prior the activities and risk-specific PPE shall be identified.
- Height restriction barriers/cross-bars must be erected on both sides of the overhead power lines, communication lines or other overhead obstructions. Establish the permitted safe clearances in consultation with the owner of the line.

24. Pre-Task Risk Assessment

The Contractor shall on a daily basis and for every task to be performed, conduct a daily pre-task risk assessment with employees involved with the task(s), such as DSTI. The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox talks prior to the start of work. This will highlight critical steps from the method statement (safe work procedure) to ensure that work is performed in a safe manner. Proof of communication as well as confirmation that it was received and understood by all will be recorded and kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Contractor's safety file.

CONTROLLED DISCLOSURE

25. Pre-task Planning

Upon receipt of the task for the day, the Contractor site manager or his/her assignee the site supervisor, shall perform pre-task planning, along with the Client site manager or his/her assignee the site supervisor in accordance with Eskom NTCSA, Annexure F – Pre-Task Planning Template.

26. Method Statements / Safe Work Procedures / Safe Work Method Statements and Practices

The Engineer/Designer contributing to or having overall responsibilities for a design shall compile constructability risk assessments and method statements and provide them to the Contractor. The Contractor shall then compile project / site-specific work method statements / safe work procedures for all the high-risk activities as identified in the risk assessment and scope of work, which will be accepted by the Designer and Client.

Note: The acceptance will be qualified with the statement: "Acceptance does not relieve the contractor of his responsibility for ensuring work method statements / safe working procedures in terms of the Construction Regulations. No work shall be carried out without a Contractor approved method statement, work method statements / safe work procedure and task specific risk assessment."

27. Planned Task Observations (PTO)

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

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

- Project name
- Title of the SWP, reference number and revision number
- Specific activity
- Steps
- Safety Steps
- Critical steps
- Follow-up action
- Observation conducted by (full name)
- Designation (e.g. supervisor)
- Individual/Team observed names
- Date of observation

CONTROLLED DISCLOSURE

- Signature

28. Training and authorization

- Every employer shall ensure that no person engages in any activity in relation to work at heights unless they are competent to do so.
- Only training providers that use competent training instructors and assessors who are SETA-Accredited and SAQA-registered in terms of the relevant unit standards shall be used.
- Only the training date shall be indicated on the certificate.
- The Contractor shall ensure that there is a Level 2 First Aider trained for every team.

All competency certificates shall be kept in the Health and Safety File.

Ladders (Portable)

- Ladders used on the site shall comply with the OHS Act and Regulations, the relevant SANS standards or other recognised international standards.
- Damaged ladders shall be clearly marked and Quarantined and removed from the project site.
- Prior to work being performed, an adequate risk assessment shall be conducted, and work shall be conducted in accordance with General Safety Regulation 6 and 13A and Construction Regulation 10 of the OHS Act

29. Occupational Health and Hygiene

Contractor and contractors shall develop an Occupational Health and Hygiene program to ensure the risks to health are identified and controlled.

29.1 Occupational Hygiene Management Program

Contractors shall develop, implement and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene programme shall include, but not limited to the following elements:

- Occupational health risk assessment as a foundation;
- Occupational hygiene monitoring program. Monitoring shall be performed by a SANAS accredited AIA;
- Communication of occupational hygiene results and requirements;
- Conduct awareness trainings and keep registers; and
- Keep Occupational Hygiene surveys reports for a period of 40 years.

Where there are occupational hygiene stressors, contractors shall ensure that programs are developed and in place to address the said stressors. These programs may include but not be limited to:

- Hearing Conservation Program;
- Respiratory Protective Program

CONTROLLED DISCLOSURE

- Hazardous Chemical Substances Program
- Procedure for the use and management of radioactive sources (where applicable)
- Heat and cold stress Management Program

Contractors shall report to the Department of Employment and Labour on occupational hygiene milestones (e.g. crystalline silica). Evidence of reporting and copies of such reports shall be made available to the SHEQ Manager / Practitioners.

Copies of all occupational hygiene surveys conducted by the Contractor shall be submitted to ERI CONSTRUCTION Management/Occupational Hygiene Practitioners for information and record keeping.

29.2 Hazardous Biological Agents

All the contractors must ensure that they comply with the Section 6 of the Regulations for Hazardous Biological Agents (HBA) Regulations by ensuring that:

- a) risk assessment is conducted and documented to determine if any person could be exposed to Hazardous Biological Hazardous Agents (HBA); and
- (b) the HBA risk assessment is conducted by a competent person.

When conducting the risk assessment, the contractor shall ensure that the following is considered, as a minimum:

- a) The nature of the HBA and the possible route of exposure.
- (b) where the HBA might be present and in what form it is likely to be.
- (c) the nature of the work and work processes.
- (d) current control measures in place, effectiveness of control measures and any reasonable deterioration in, or failure thereof; and
- (e) what effects the HBA can have on an employee, including pregnant, immune compromised and vulnerable employees.

The results of the risk assessment as contemplated above will determine which control measures or further actions are required as contemplated in HBA.

Eating Area

- Ensure there is a practice of washing of hands with water and soap

29.3 Medical Surveillance Programme

The Contractor shall ensure that their employees are registered on a medical surveillance programme and are in possession of a valid medical fitness for duty certificate specific to the construction work to be performed. The Fitness for duty certificate shall be in form of Construction Regulation, Annexure 3, and be relevant to the type of work (risk based) that the employee will be exposed to.

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

CONTROLLED DISCLOSURE

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

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

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

29.4 Emergency Care

A list of emergency numbers (local emergency numbers and Eskom Rotek Industries ER24 numbers) shall be posted where it is visible in the offices places such as information SHE board, eating area etc. The Contractor shall ensure that all employees are familiar with the emergency numbers.

Where the Contractor has established their own contract with a specific service provider, those numbers must be part of the induction and be used in conjunction with local or Eskom Rotek Industries numbers. It must be made clear to the employees that in any event one of the numbers must be used or the combination to ensure that the life of the individual is preserved.

Emergency numbers shall be part of the induction.

Eskom Rotek Industries has established a contract with ER24 (084 124) for employees and its contractor employees for emergency medical assistance incurred whilst on duty anywhere in South Africa. The telephone number is 0861 237566.

29.5 Employee Assistance Programs (EAP)

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

29.6 Rehabilitation

The Contractor shall ensure rehabilitation of employees injured where rehabilitation is required.

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

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

29.7 Compensation of Occupational Injuries and Diseases Act (COIDA)

The Contractor shall submit proof of registration and valid letters of good standing with the compensation fund or a licensed compensation insurer. The Letters of Good Standing shall reflect the names of the contractor and be categorised according to the relevant construction activity.

30. Emergency Preparedness and Response

The Contractor shall provide a site-specific emergency preparedness and response plan of which it shall include the specific activities being executed for site and offices and submit this plan to the client for review.

CONTROLLED DISCLOSURE

The Emergency Preparedness Plans shall include office emergencies such as, fires, work injuries, bomb threats, building evacuation, civil unrest, the communication with the various emergency services etc.

The contractors' shall ensure that all the employees are fully conversant with this plan.

The Contractor shall plan, conduct emergency drills at specific intervals and identify areas for improvement. The report shall be written and action plan where applicable be developed and all the records shall be made available for inspection/audit by the client and/or authorities.

31. Fire Safety

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

32. Site plans

When preparing worksite Emergency Preparedness Plans, cognisance must be made as to the locality of the site and the response time for the emergency services. Where sites are remote, contractor management shall ensure that a sufficient number of employees are trained in the various disciplines to be able to afford prompt response attention.

33. Environmental Management.

Refer to the Project Environmental Management Plan (EMP) and the Environmental Authorization (EA) where applicable.

34. Fire hazard

The Contractor shall develop emergency protocols for dealing with fires, which may include a Fire Management Plan in accordance with the National Veld and Forest Fire Act (No 101 of 1998) and ensure that all staff is trained / informed in fire prevention.

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

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

35. Material requirement

The use of any material or property belonging to a landowner shall not be permitted prior to arrangements with that landowner. Written proof of such agreement shall be submitted to the client.

CONTROLLED DISCLOSURE

36. Environmental Dust and Noise

The Contractor shall monitor dust and noise caused by mobile equipment, generators and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced.

To ensure that noise does not constitute a disturbance during construction activities, construction works shall occur between specific working hours.

Dust suppression measures shall be in place to reduce the dust caused by the movement of heavy vehicles and other contractor activities.

37. Signing off of the contract

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

38. Forums for Governance and Communication

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

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

Statutory SHE Committees in terms of Section 19 and 20 and General Administrative Regulations 5 of the OHS Act and Eskom Rotek Industries requirements shall be established. Based on the construction risks, contractors will be required to hold monthly statutory health and safety meetings.

39. Construction Vehicles and Mobile Plant

Construction vehicles and equipment shall comply with the relevant legal and other requirements like Construction Regulations 23, the National Road Traffic Act, the Mine Health and Safety Act, National Environmental Act and Eskom Rotek Industries Vehicle Safety Specification Procedure 240-62946386.

The following requirements are applicable during operation of construction vehicles:

- A Contractor shall ensure that construction vehicles and mobile plant are operated by persons with appropriate training, certified competent and in possession of proof of competency, and authorised in writing to operate those construction vehicles and mobile plant;
- Designated drivers shall be in possession of an appropriate valid driver's licence for the class of vehicle operated. The driver's license shall be kept by the person so authorised who shall produce such card on request.
- All construction vehicle operators, flagman/banksman/signalman/pointsman shall wear visible PPE at identified high-risk construction sites, and shall be visible to the operators during the day or night.

CONTROLLED DISCLOSURE

- Heavy construction vehicle parking sites, driveways, or any site shall be designed in such a way that no reversing is required. Where reversing is unavoidable, it shall only be done in the presence of a flagman or a banksman.
- The contractor shall develop a vehicle and pedestrian management plan.
- Relevant traffic signs shall be displayed.
- Reverse beepers shall be fitted on construction vehicles.
- Drivers of construction vehicles and mobile plant shall have medical certificates of fitness to operate those construction vehicle and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- The speed limit within the bounds of the construction site shall be clearly stipulated and communicated to everyone and be part of the induction.
- Drivers / operators shall not text or talk on cell phones or two-way radios while driving.
The Contractor/ contractor shall ensure that employees do not:
 - Ride on back of light delivery vehicles, cranes or other mobile plant equipment.
 - Leave vehicles unattended with the engine running.
 - When unattended, vehicles shall be locked, chock blocks fitted and keys removed;
- Vehicle shall be searched on the premises or when entering or leaving the premises.
- The Contractor shall be responsible for the safety and security of his vehicles (including private vehicles) on the premises.
- The Contractor shall maintain his vehicles in roadworthy condition with valid licenses. These vehicles shall be subject to inspection by the Client representative. Un-roadworthy vehicles shall not be allowed to site.
- Construction vehicles shall be operated in accordance with the license requirements. Where a vehicle licence stipulates the number of persons to be transported on the vehicle, such number shall not be exceeded.
- Where the Contractor do not own the equipment, the Contractor is still responsible for ensuring his contractors comply with requirements or hire companies (service providers).
- Precautions shall be taken to lash loads properly. Loads projecting from vehicles shall be securely loaded and, in daytime, a red flag attached to the load, during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
- Contractor shall ensure that construction vehicles and plant are maintained according to the manufactures specifications. Servicing and repairs shall be carried out in a designated area.
- Construction vehicles and mobile plant whose vision is impaired when reversing shall have a beeping siren/hooter when reversing. This includes trucks, cranes, loaders, etc.

40. Housekeeping

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

The Contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards and document the results of the inspection.

CONTROLLED DISCLOSURE

41. Signage

Symbolic safety signs shall comply with the requirements of SANS 1186.

The display of the following signage is mandatory:

- The Contractor sign shall be posted at their site offices and shall have the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden, Construction Health and Safety Agent and Construction Permit.
- The Contractors shall provide the signage in accordance with the scope and work area.

42. Hazardous Materials/Chemicals Management

Hazardous Chemical Agents shall be managed in accordance with Regulations for Hazardous Chemical Agents (RHCA).

Before a HCA is brought to the site, the Contractor shall supply the Client with:

- Safety Data sheets (SDS) in accordance with the requirements of the OHS Act
- Proposed arrangements for safe storage;
- Proposed methods for handling/usage;
- Proposed method of disposal;
- Hazard communication / training plan.

43. Flammable and Combustible Liquids

Use and temporary storage of flammable and combustible liquids shall be managed in accordance with Construction Regulations (CR 25) and GSR 4 of the OHS Act 85 OF 1993.

The Contractor shall submit official proposal to store fuel on site to the client (where applicable). The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.

44. Personal Protective Equipment (PPE)

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

Contractor shall use the relevant international/national recognised (technique/model) approved risk based PPE at all times, as a minimum:

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

CONTROLLED DISCLOSURE

- Refer to General Safety Regulation 2 of the OHS Act.

44.1 Issue, Replacement and Control of PPE

The Contractor shall provide a detailed procedure with a matrix on the issuing, maintenance, replacement and disposal of PPE for all his employees on site.

The Contractor shall keep an updated register of all PPE issued.

45. Machinery, Tools and Equipment

- Machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded such that persons cannot gain inadvertent access to the moving parts.
- Machinery, tools and equipment shall be regularly inspected, as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment shall be numbered or tagged so that it can be properly monitored and inspected.
- Machinery, tools and equipment shall have the necessary approved test or calibration documentation, where applicable, prior to being brought onto the premises
- Employees operating or using machines and tools shall:
 - Be competent.
 - Have a valid competency-training certificate.
 - Have proof of any form of task related training.
 - A legal appointment specific to the machinery he/she is operating
 - Be made aware on the use of inspection checklist

46. Machine Guarding

Machine guards, inside of guards and moving or rotating parts shall be painted as per statutory requirements

A competent person shall inspect machine guards as per statutory requirements and by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.

47. Hand Tools and Pneumatic Tools

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

Users prior to use shall inspect hand tools.

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

48. Pressure Equipment

The Contractor shall ensure that an Approved Inspection Authority (AIA) in accordance with the Pressure Equipment Regulations 7 inspects pressure equipment.

CONTROLLED DISCLOSURE

Pressure equipment shall be provided with at least one safety valve and such valve shall be kept locked or sealed in accordance with the Pressure Equipment Regulations 10.

The pressure equipment shall be provided with a manufacturer's plate in accordance with the Pressure Equipment Regulations 9.

The pressure equipment shall be fitted with a pressure gauge in Pascal and the maximum permissible operation pressure marked with a red line on the dial.

49. Lifting Machines and Lifting Tackle (DMR 18, CR 19 and SANS Codes)

(Mobile Cranes, Chain Blocks and Lever Hoists)

The Contractor shall ensure that the use of lifting machines and tackles conform to the requirements of the DMR and CR, SANS 12480-1: 2006 (Safe use of Cranes), Eskom Lifting machines and lifting tackle -WN-114 and other relevant requirements.

- When equipment is brought to site, the contractor-authorized personnel shall inspect it as appointed in accordance to SANS 12840-1: 2006.
- The Contractor shall ensure that an operator specifically trained for a particular type of lifting machine operates every lifting machine as listed in the National Code of Practice and in possession of a valid permit (although the code of Practice has been withdrawn, contractors shall use it as a guideline).
- The Contractor shall verify that ropes, chains, hooks and other attaching devices, sheaves, brakes and safety devices forming an integral part of lifting machines have been thoroughly examined, as prescribed by the standard to which the lifting machine was manufactured. This shall be carried out by a registered LMI, appointed by a registered LME who has knowledge of the erection and maintenance of the type of lifting machine involved at intervals not exceeding six months.
- Lifting machine and lifting tackle operators shall be in a possession of a medical certificate of fitness as per Construction Regulation Annexure 3
- Before using a lifting machine or tackle the operator shall inspect it daily, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- Lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, in accordance with SANS 19.
- Lifting tackle shall be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign of such examination, such lifting tackle shall be stored or protected to prevent damage or deterioration when not in use.
- Lifting tackle shall be recorded on a register.
- The test/inspection certificate of the lifting equipment's shall be available on site and be filed
- Hooks shall be fitted with a safety latch/catch in a good operational condition.
- A lock out system must be implemented to ensure that only a competent and authorised operator can draw lifting machines and fork lifts.
- All lifting tackle shall be conspicuously and clearly marked with identification particulars and the maximum mass load, which it is designed for.

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- No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved for that purpose by an inspector of The Department of Employment and Labour.
- Account should be taken of wind forces. Lifting machines are erected taking into account a safe distance from excavations, and with the erection of tower cranes, a tower crane application accompanied by a method statement, risk assessment and geotechnical study shall be given to the engineer for approval.
- When working in close proximity to power lines permit shall be applicable to all contractors. Refer to Eskom Plant Safety Regulations and/or Operating Regulations for High Voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.
- Contractor shall ensure that employees are adequately informed of the hazards when working near overhead power lines and electrical installations.
- Rigging studies shall be conducted for all critical lifts.
- Employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed the load should swing or fall. They shall not pass or work under the boom or any crane or excavator or barricading.
- Guide ropes shall be used to prevent loads from swinging. (Manila ropes)
- Only loads of up to 5ton can be lifted by a person with basic rigging, depending on the complexity of the load. Only a qualified rigger will a tandem lift or a complicated lift do such lifts. Above 5 ton, a qualified Rigger with a red seal ticket will conduct all the lifts, and should the lift become critical, a critical lift procedure will be completed accompanied by a rigging study and risk assessments.
- Hand signals shall be visibly displayed on cranes and the SANS 10296: 2008 standard must be used to ensure uniformity. Crane operators, riggers shall be trained according to the SANS 10296: 2008.
- An authorised appointed person when conducting maintenance and inspections shall issue permits.
- An illumination survey should be conducted prior to the start of work where lifting is performed at night.
- All truck mounted cranes and stringing machines shall be fitted with Equal Potential Foot plates when working in close proximity of power lines.
- Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with the Tobacco Control Act and legislation requirements.

50. Electrical Installations and Machinery on Construction sites

The Contractor shall ensure that electrical installations and machinery on construction sites conform to the requirements of the OHS Act and the relevant SANS standards.

An appointed competent person must inspect temporary electrical installations used by the contractor at least once a week. The inspection findings shall be recorded in a register kept on the construction site.

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51. Permit to Work

Contractor shall adhere to the approved Eskom Permit to Work System to control identified high-risk activities. There will be only one Permit to Work system (Eskom) on the construction site.

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

52. Excavations, Trenches and Floor Openings

- Requirements in Construction Regulation 13 of the OHS Act, shall apply.
- Digging, excavation, or driving a peg, pile or spike into the ground operations by the Contractor may not commence without the written authorisation from the Client.
- Prior to commencing with excavation or trench work, a ground penetrating radar survey/scan shall be conducted to determine the location of underground installations; i.e., sewer, telephone, water, fuel, gas, electrical, etc. Where underground services are detected, the affected utility owner(s) must be informed / contacted and advised of the proposed work.
- Overhead hazards shall also be assessed and dealt with prior to commencement of work.

Note: Barricading shall be of the rigid type.

No danger tapes are allowed for barricading purposes.

53. Working near Public Roads

- Contractor employees required to work on or near roadways shall wear high visibility vests and be protected by red cones or flags during daylight and by red or amber flashing lamps at night.
- Work areas must be adequately barricaded to prevent unauthorised access.
- Road traffic warning signs shall be placed well ahead of the work area.
- The Contractor shall have an approved plan when crossing the Public roads during line crossing; this would be applicable for transmission power-line projects.

54. Work Stoppage

The aim of the section is to outline the conditions under which work will be stopped and the process to be followed to ensure that the worksite is rendered safe.

Two work stand down interventions to be planned each financial year. These engagements will focus on amongst others, the pro-active reviews of programmes/plans and the implementation thereof, audit findings & associated action plans and peer reviews.

The temporary stoppage of an activity/activities or task(s) due to SHE concerns shall not warrant any financial compensation. For example:

- Safety intervention by Eskom Rotek Industries management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant Contractor shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack.

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- Safety intervention by any person, especially functionaries, due to unsafe work or unsafe behaviour by the Contractor. The conditions that gave rise to the work stoppage will determine the corrective measures to be taken urgently to protect the health and safety of employees and protect the environment and plant or equipment, etc.

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

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

55. Audits/Inspection

Eskom Rotek Industries reserves the right to conduct unannounced audits/inspection on contractors.

There will be monthly audits conducted by Eskom Rotek Industries on the Contractor. These audits shall be attended by the contractor's site manager or the representative.

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

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

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

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

56. Non-Conformance and Compliance

Contractors are required to implement a non-conformance procedure (if not already in place).

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

Contractor project management must monitor the closeout of non-conformances issued.

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

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1. Compliance and Approval of Contractor Health & Safety (SHE) Plan

Eskom Rotek Industries shall evaluate Contractor's SHE Plan against a compliance checklist to ensure compliance with the requirements in the Eskom Rotek Industries specifications and statutory/legislative requirements. Once satisfied, the Eskom Rotek Industries shall approve the Contractor SHE Plan (See Annexure D for the minimum contents of SHE Plan).

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

The above information shall form part of the SHE committee standard items.

57. Contractor Performance Evaluation

Eskom Rotek Industries shall evaluate Contractor performance on an ongoing basis against the Eskom Rotek Industries requirements and statutory/legislative requirements.

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

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

See Annexure H for Initial Notification Report

59. Behavioural Safety Observations and Inspections

The Contractor must ensure that Behavioural Safety Observations and Inspections are conducted in order to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, contractors or their supervisors. (Refer to Eskom Rotek Industries Visible Felt Leadership Inspections and Walkabouts Procedure 240-94027509)

60. Monthly Statistical and Non-Statistical Reports

The aim of this section is to outline all the incidents the Contractor must report to Eskom Rotek Industries. Reporting must not be later than the client stipulated date, monthly. The reporting format is indicated on Form 75 :(Refer to Annexure E)

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61. Contractors Health & Safety (SHE) Plan

The Contractor shall use this SHE (SHE) Specification to develop a suitable and sufficient SHE Plan, to be submitted to Eskom Rotek Industries. The SHE plan shall be structured in accordance with the items as per this SHE (SHE) specification.

The Contractor shall not commence work on site until the client has approved the SHE plan.

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

The contractor shall not commence work on site until Eskom Rotek Industries has approved the SHE plan.

The Contractor SHE plan shall demonstrate management's commitment to SHE, and shall, as a minimum include the elements in the attached ANNEXURE D.

62. SHE File

The SHE file shall be in accordance with the Eskom Rotek Industries requirements.

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

The contractor shall prepare the records to be handed-over and save them on the USB (the records/documents shall be categorised as per checklist items) in accordance with ERI CONSTRUCTION SERVICES POWERLINE PORTFOLIO Handover Checklist, see Annexure J for Project Handover check sheet

Note: Selective hardcopies shall be part of the hand-over where specified.

63. Hours of Work

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

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

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

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

Refer to Eskom Rotek Industries Procedure 240-43848327- Employees' right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment that promotes zero harm by empowering employees and contractors to take responsibility for their own safety and that of others.

65. Contract Sign Off

On completion of the project, all appointed contractors shall close out their project documentation and SHE Files and submit such to Eskom Rotek Industries. The Contractor shall likewise close out his/her project documentation and SHE files and handover it to the client.

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See Annexure J for Project Handover check sheet

69. Omissions of this SHE (SHE) Specification

Eskom Rotek Industries has endeavoured to address the most critical aspects relating to Health & Safety (SHE) specification issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Where Eskom Rotek Industries has not addressed some aspects pertaining to the construction work tendered for, the contractor shall include it in the SHE plan and inform Eskom Rotek Industries of such issues when submitting the tender.

70. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Pat Raphasha	Regional SHEQ Manager
Ayanda Christian	Site Leader

71. REVISIONS

Date	Rev.	Compiler	Remarks
September 2025	1	W Mashele	First Draft

72. DEVELOPMENT TEAM

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

Name	Designation
Wilton Mashele	Construction Health and Safety Officer
Adam Bongwe	Environmental Officer

73. ACKNOWLEDGEMENTS

Transmission Team and SHEQ management manager

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