Eskom	Standard	Group Capital Division

Title: **Occupational Hygiene Requirements and Scope of Work for Outsourced Services within Group Capital Division**

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Content

1 Introduction

The Group Capital Division has been mandated to design, build new, refurbish existing and return to service power stations and transmission network infrastructure in order to increase the powerbase to meet the current national energy demand

These activities have a potential to expose employees to different environmental stress factors, therefore the risks associated with exposure to such stress factors have to be identified, assessed, controlled and managed The environmental stress factors are defined as chemical, physical, biological, ergonomics and psychological exposures / stressors, arising in or from the place of work, which may cause illness, impaired health and well being, significant discomfort and inefficiency among workers or citizens of the community The environmental stress factors are broadly classified into.

CHEMICAL	PHYSICAL	BIOLOGICAL	ERGONOMICS	PSYCHOLOGICAL
Dust e g Coal Dust, Crystalline Silica	**Noise**	**Animal Bites** e g dog	Awkward Body Posture	Occupational Stress
Gases e g Carbon Monoxide	**Extreme Temperatures** (Heat & Cold)	**Insect Bites** e.g Mosquito, bees	Physical Demand (Manual Handling)	
Toxic Metals e g Mercury	**Vibration** (Whole body & Segmental)	**Blood borne** e g Hepatitis A & B	Uneven work surfaces / terrain	
Acids e g Hydrochloric Acid	**Ionising Radiation** (X-ray, Beta, Alpha, Gamma & Neutron)	**Medical Waste** e g used needles and bloody bondages	Poor Housekeeping	
Alkaline e g Sodium Hydoxide	**Non-Ionising Radiation** (Ultra Violet Light, Microwave radiation, Electromagnetic Fields)	Fungi / Moulds	Poor Illumination	
Diesel Exhaust Fumes e g Sulphur Dioxide			Improper work settings & repetitive work / motions	
Welding Fumes – depends on the type of welding & material being welded	Illumination	**Viruses & Bacteria** e g E coli	Limited working spaces	
			Dangerous Working Environments	

The primary purpose of this scope of work is to outline occupational hygiene requirements that the potential service providers must meet prior to rendering any occupational hygiene service to business units and departments within Group Capital Division This standard seeks to provide guidance and policies for implementing the essential elements of the Occupational Hygiene Program within the Group Capital environment in order to prevent occupational diseases or ill-health. It also provides guidance to Group Capital in terms of the criteria for the selection of occupational hygiene service providers

2. LEGAL REQUIREMENTS AND FRAMEWORK

Department of Labour has, under section 43(1)(b)(xii) of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), included SANAS accreditation as a requirement for approval as an Approved Inspection Authority to perform inspection services in terms of the Asbestos Regulations 8, 18 and 21, the Hazardous Biological Agents Regulation 12, the Hazardous Chemical Substances Regulations 6 and 12, the Lead Regulations 7 and 14, and the Noise Induced Hearing Loss Regulation 7

The identification, assessment and control of environmental stress factors according to the hierarchy of controls is stated and emphasized throughout all the regulations (Noise Induced Hearing Loss Regulations, 2003, Hazardous Chemical Substances Regulations, 1995, Environmental Regulations, 1987, Regulations for Hazardous Chemical Substances, 2001, Asbestos Regulations, 2002 and Lead Regulations, 2002) as incorporated under Occupational Health & Safety Act, 1993 (Act 85 of 1993) and the Mine Health and Safety Act, 1996 (Act 29 of 1996).

Control of environmental stress factors will contribute to creation of a healthy and safer working environment, thus ensuring compliance with Section 8 (1) of the Occupational Health & Safety Act, 1993 (Act 85 of 1993), "Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risks to the health of his employees".

Requirements in terms of monitoring:

<table>
<tr><th>APPLICABLE ACT / REGULATIONS</th><th>ASSESSMENT</th><th>FREQUENCY</th><th>AUTHORISED PERSON TO PERFORM THE ASSESSMENT</th></tr>
<tr><td>Section 8 2 (d) of the OHS Act</td><td rowspan="3">Baseline Occupational Health Risk Assessment</td><td rowspan="2">2 yearly or as soon as there are changes to the processes</td><td rowspan="3">Multi-disciplinary approach – minimum requirements

Occupational Hygienist / Technologist, Occupational Health / Medical Practitioner, SHE Representative, Safety Personnel etc</td></tr>
<tr><td>Regulation 5 of Hazardous Chemical Substances Regulations</td></tr>
<tr><td>Regulation 7 of Construction Regulations</td><td>Prior to and during construction</td></tr>
<tr><td>Regulation 6 & 7 of Noise-induced Hearing Loss</td><td>Noise Assessment & Monitoring (both static and dosimetry)</td><td>2 yearly</td><td rowspan="5">Occupational Hygienist / Occupational Hygiene Technologist or Assistant under direct supervision of the Occupational Hygienist from the SANAS accredited and DOL approved AIAs (mandatory requirement)</td></tr>
<tr><td>Regulation 6 of Hazardous Chemical Substances Regulations</td><td>Hazardous Chemical Substance Monitoring</td><td>Yearly for Table 1 Substances & 2 yearly for Table 2 Substances</td></tr>
<tr><td>Regulation 7 & 8 of Asbestos Regulations</td><td>Asbestos Assessment</td><td>2 yearly</td></tr>
<tr><td>Regulation 6 & 7 of Lead Regulations</td><td>Lead Assessment & monitoring</td><td>2 yearly</td></tr>
<tr><td>Regulation 12 of HCSs, Asbestos, Lead & HBA Regulations</td><td>Assessment of the effectiveness of the engineering control measures</td><td>2 yearly</td></tr>
</table>

APPLICABLE ACT / REGULATIONS	ASSESSMENT	FREQUENCY	AUTHORISED PERSON TO PERFORM THE ASSESSMENT
Regulation 2 of Environmental Regulations	Thermal (Cold & Heat) Stress Monitoring	2 yearly	Occupational Hygienist / Occupational Hygiene Technologist or Assistant under direct supervision of the Occupational Hygienist
Regulation 3 of Environmental Regulations	Illumination / Lighting Survey	Once and review	
Regulation 5 of Environmental Regulations	An Indoor Air Quality Assessment	Once and review	
Regulation 7 (6) of Construction Regulations	Ergonomics Assessment	Once & review	
Hazardous Substances Act	Radiation Measurements / Survey	When conducting radiological work	Radiation Protection Officer

3. PROJECTS GEOGRAPHICAL LOCATION

The following table contains the short description of the project, project name and its location as of the 1st of July 2016. New projects will be added and form part of the scope of contract where services may be required

GCD PROJECTS PORTFOLIO:

SITE / NAME	LOCATION	NATURE OF THE PROJECT
NEW COAL PROJECTS		
Medupi Power Station	Lephalale – Limpopo Province	Construction of a new coal-fired power station
Kusile Power Station	Witbank – Mpumalanga Province	
POWER DELIVERY PROJECTS (IN REMOTE AREAS)		
Northern and North East Projects, Cape Grids Projects, Central and Eastern Grids Projects and 765 KV Projects	Across multiple provinces	New, line deviation and refurbishment of the existing substations and line infrastructure.
MPUMALANGA PROJECTS		
Various Power Stations	Predominantly in Mpumalanga and Limpopo Provinces	Refurbishment
CLEAN TECHNOLOGY PROJECTS		
Ingula Pumped Storage Scheme – Peaking	Ladysmith (nearest town) – Kwazulu-Natal Province	Construction of a new pump storage station
Majuba Rail Project	Volksrust – Mpumalanga Province	Construction of a railway line

SITE / NAME	LOCATION	NATURE OF THE PROJECT
FACILITIES		
Lephalale Kendal	Predominantly in Mpumalanga and Limpopo Provinces	Housing, meal provision and asset creation
REAL ESTATE		
Real Estate	Across multiple provinces	Management, maintenance and refurbishment of Eskom Holding SOC Limited premises
DUVHA UNIT 3 RECOVERY		
Witbank	Mpumalanga Province	Recovery of Unit 3
MAJUBA SILO RECOVERY		
Volksrust	Mpumalanga Province	Recovery of 3 silos

OTHER GCD BUSINESS UNITS

Other GCD Business Units / Departments include the following which are mainly office based with frequent travelling to various projects sites

- SHE Management Department
- Strategic Project Department including Eskom Projects Management Office
- Projects Development Department
- Contracts Management Office

4. SCOPE OF WORK

4.1. PROJECTS / REQUIREMENTSTO RENDER AND RECEIVE SERVICES:

The occupational hygiene services as part of the overall occupational hygiene program are to be rendered to all projects and departments within the Group Capital Division The services will include, but not limited to the following

- Conducting occupational health risk assessments;
- Conducting occupational hygiene surveys,
- Training and coaching of SHE personnel;

- Advisory services, with ability to advise on both Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Mine Health and Safety Act, 1996 (Act 26 of 1996)
- Compilation & verification of reports

4.2. BRIEFING SESSION

A brief session in terms of what occupational hygiene assessments / surveys have been completed or are still outstanding (assessments required to be completed) shall be conducted involving the service provider and Safety Management of a site where the assessment would be conducted The brief session shall be led by a SAIOH registered Occupational Hygienist or any person with a reasonable knowledge and understanding of the current occupational hygiene requirements Any prevailing concerns i.e. accommodations, travelling expenses and etc. shall be addressed during the briefing session. Where necessary a site visit will be arranged prior to conducting an assessment in question

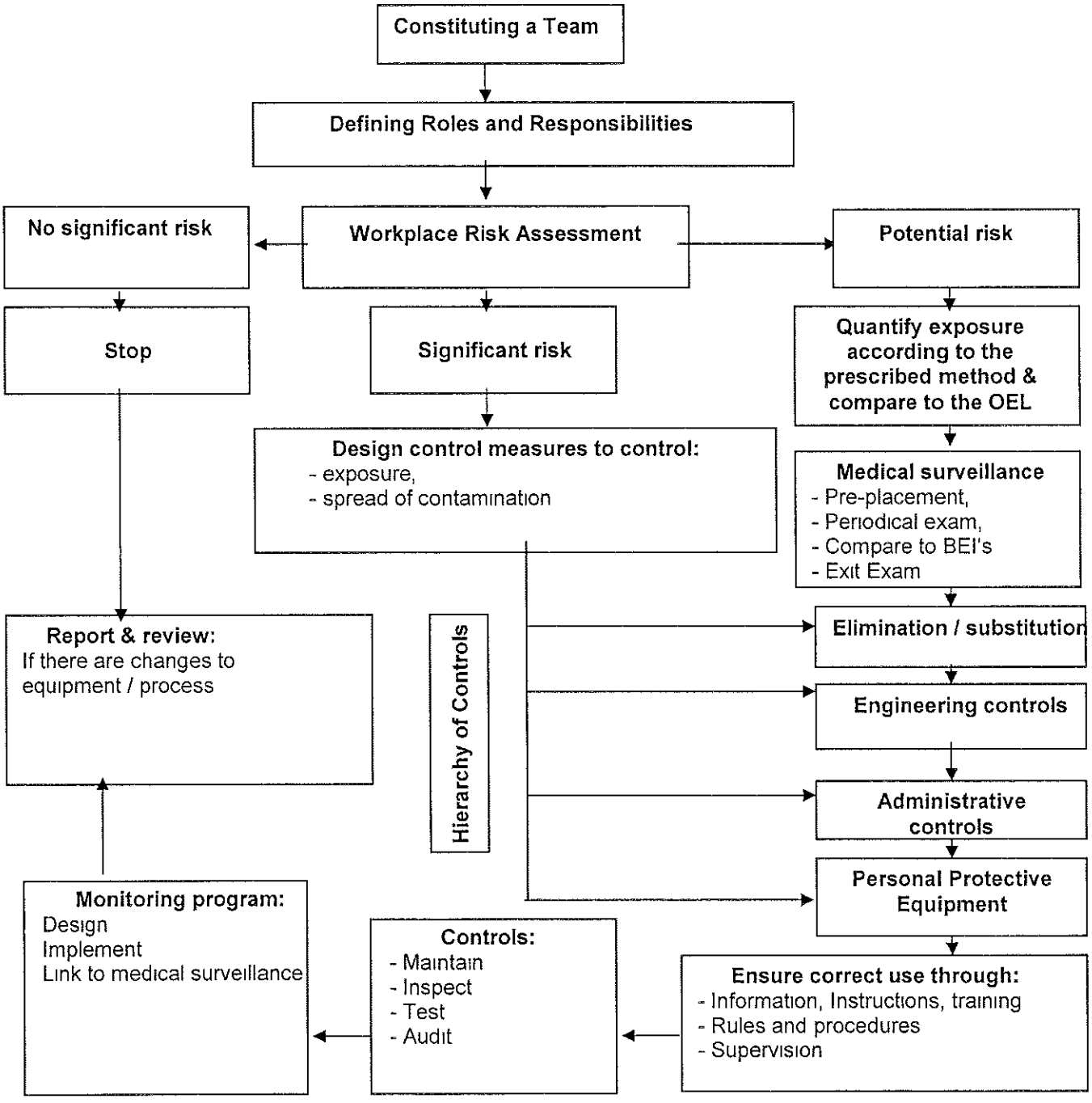
The service provider shall present the qualifications and professional registration of the persons who are going to conduct assessment in question Where the assessment is to be conducted by means of a particular instrument, a calibration certificate of such an instrument shall be presented during the briefing session. A pack containing any necessary information will be provided to the service provider. There shall be a signing of the receipt of information by all concerned parties.

4.3. BASELINE OCCUPATIONAL HEALTH RISK ASSESSMENT

Baseline occupational health risk assessment is the starting point (foundation) of any occupational health & safety programme The baseline occupational health risk assessment shall be performed for all sites which are to receive the occupational hygiene services. The baseline occupational health risk assessment shall indicate what type of monitoring is to be conducted or whether it is necessary to perform monitoring

The baseline occupational health risk assessments shall be inclusive of chemical, physical, ergonomic and biological stresses and shall be performed according to Eskom's risk assessment format Should the prescribed format change, Eskom will notify you This procedure considers the following basic evaluation stages. consideration of tasks, identification of hazards and identification of persons at risk, risk analysis, and risk evaluation The procedure shall be discussed with the service provider during the briefing session

The following occupational hygiene assessment steps shall be followed when conducting occupational hygiene assessments



The following surveys / assessments shall be conducted as indicated by the baseline health risk assessment and according to the specified methodology or South African National Standard (SANS):

4.4. Noise recognition, evaluation and control:

This involves assessment of noise exposure by means of measurement, interpretation of data, comparison of results to standards, noise control recommendations, community noise measurements and solving existing or potential noise problems

The method(s) and procedures to be used to identify, evaluate and control noise exposure shall be dependent on the problem, either one of the following standards shall be used South African National Standards (SANS) 10083. 2013 or SANS 10103 2008.

4.5. Illumination levels: recognition, evaluation and control

This includes measurement of artificial illumination levels, calculation of average levels, determination of Natural Illumination (lighting) to existing and proposed buildings, calculation of average levels, comparison to standards and control recommendations.

The methods and procedures to be used shall be in accordance with SANS 100114. 2005

4.6. Ventilation: recognition, evaluation and control

This involves the identification and evaluation of problems relating to poor or inadequate ventilation. The assessment shall include the airflow patterns, climatic and thermal conditions, the air movement and the purpose of the ventilation system Where the system is designed to control toxic or hazardous chemicals, evaluation of the levels of these contaminants shall be performed The results of an assessment shall be compared to recognised standards and based on these results and appropriate control measures shall be recommended.

In the case of Local Exhaust Ventilation and other ventilation systems which require assessment of the efficiency and effectiveness of the system, evaluation shall be performed, and where problems occur appropriate measures shall be recommended The design requirements for such systems shall be provided where required.

4.7. Thermal problems: recognition, evaluation and control

Thermal problems affecting the workforce shall be identified and evaluated in accordance with International Standard Organization (ISO) 7243 and other legal standards. Based on the results obtained, and their comparison to recognised standards appropriate control measures shall be recommended.

4.8. Chemical stresses: recognition, evaluation and control

All hazardous chemical substances except those regulated under specific legislation are shall be assessed as per Annexure A Asbestos and lead shall be dealt with separately Chemical Stresses include all forms in which a chemical could be found (liquid, solid, gas, vapour, mist, dust, fume, aerosol, etc). Chemical analysis of collected samples shall be performed by a SANAS approved analytical laboratory in accordance with the applicable method indicated in Annexure A

4.9. Asbestos: recognition, evaluation and control

The methods and procedures to be used to perform the above shall include those minimum requirements laid down in the Asbestos Regulations 2001 framed under the Occupational Health & Safety Act, 1993 (Act 85 of 1993). The assessment shall be performed according to Method for Detection of Hazardous Substances (MDHS) 39/4

The fibre counting and identification / classification shall be performed by a recognised approved Asbestos Counting Authority

4.10. Lead: recognition, evaluation and control

The methods and procedures to be used to perform the above shall include the minimum requirements laid down in the Lead Regulations, 2001 framed under the Occupational Health & Safety Act, 1993 (Act 85 of 1993) Chemical analysis of collected samples shall be performed by a SANAS approved analytical laboratory.

4.11. Ergonomics stresses: anticipation, recognition, evaluation and control

The methods and procedures to be used to anticipate, recognise, evaluate and recommend control measures for ergonomics stresses shall be in accordance with recognised and / or acceptable methods and procedures

4.12. Indoor air quality: anticipation, evaluation and control

Only recognised methods, procedures and standards shall be used The basic procedure shall be anticipation, recognition by means of historical check lists, questionnaires and / or interviews and assessment of these questionnaires, investigation (evaluation), comparison of results, recommendation of control measures, and re-evaluation.

4.13. Noise Milestone – Department of Mineral Resources Requirement

Personal noise exposure shall be conducted on a three monthly basis and reported as per the guidelines on compilation of quarterly noise report The service provider shall help the business units in identifying the noisy machines and developing an inventory of noise sources and the level that they generate All this information shall be reported to directly the Department of Mineral Resources by a concerned Business Unit

4.14. Crystalline Silica Milestone – DOL and DMR Requirements

The crystalline silica monitoring shall be conducted and reported on yearly basis and as per Group Capital Division Procedure 39-97 "Strategy for preventing, controlling and managing crystalline silica exposure" The activities which generate crystalline silica shall be identified through a risk assessment process All this information shall be reported to the DOL & DMR through the SHE Management Department and Sustainability Systems by a concerned Business Unit The frequency of reporting to the DMR shall be informed by the relevant code of practice, which shall be in place

4.15. Food Hygiene Sampling and Microbiological Analysis

The water sampling from portable water taps and microbiological sampling on the surfaces of eating benches and ablution facilities both on site and in the food preparation premises shall be conducted in terms of SANS 22000 to determine the presence of pathogenic micro-organisms and physical, chemical and metal contamination Microbiological analysis / sampling shall also be conducted randomly on food handler's hands and on the preparation surfaces, ablution facilities, and preparation facilities by means of swabs. The samples shall be submitted to SANAS accredited laboratory

4.16. Occupational Hygiene Management Programmes

The service provider shall assist / advise in the establishment and implementation of occupational hygiene management programmes The service provider shall ensure that the contractors' occupational hygiene monitoring programme interface with Eskom's on-site occupational hygiene monitoring programme

4.17. Occupational Hygiene Awareness (Training) and Skills Transfer

The service provider shall make Eskom employees and contractors conversant with the hazards and risks to which they are exposed in a form of training or awareness. Training on the implementation of the occupational hygiene management programmes shall also be presented by the service provider. The service provider shall ensure transfer of skills to Eskom SHE personnel Eskom shall provide the service provider with trainees to be skilled on occupational hygiene monitoring and they shall be given an opportunity to conduct monitoring under the physical / direct supervision of the service provider. The skills that the service provider is to impart on the Eskom trainees include, but not limited to

- Occupational hygiene monitoring (preparation of sampling trains, calibration of sampling instruments, assessment execution and samples handling);
- Occupational hygiene training or awareness;
- Occupational hygiene report writing

However, the service provider shall remain accountable for the scope and quality of work. The service provider shall provide SHE Management Department with a plan on how to ensure smooth transferring of skills

5. CHANGES TO THE SCOPE OF WORK

A change in Eskom procedures, milestones and statutory requirement shall prompt a change to the occupational hygiene scope of work SHE Management Department shall communicate the changes in terms of the scope of work to the service provider in a form of writing. Group Capital Division reserves a right to terminate the contract or services owing to poor quality of work, deviation from the best practices / what has been agreed on

6. REPORT FORMAT

6 1 The report shall be typewritten as per the minimum requirements in Annexure B

6 2 The reports that shall be compiled by South African Institute of Occupational Hygiene (SAIOH) registered Occupational Hygiene Technologist / Assistant shall be quality controlled and signed by SAIOH registered Occupational Hygienist / Technical Signatory for regulated stressors. The name of inspector and Occupational Hygienist / Technical Signatory shall be stated in the report.

6 3 All the reports compiled by SAIOH registered Occupational Hygienist / Technical Signatory shall be quality controlled and co-signed by another SAIOH registered Occupational Hygienist / Technical Signatory

6.4. One original report and two copies shall be produced The original report shall be issued to or remain at a project site One copy shall be issued to the concerned or on-site Occupational Health Station or Clinic for compilation of Occupational Risk Exposure Profile/s and the other copy shall be issued to Assurance and Integrated Risk Management Department

6 5 The calibration certificates of the instruments used in the survey, the Approved Inspection Authority certificate, SAIOH certificate of the project / survey executor and that of the quality controller shall be attached to the original report as well as to the copies of such a report.

7. QUALIFICATIONS OF THE PERSON TO CONDUCT THE ASSESSMENT

7.1 All the assessments or occupational hygiene surveys shall be performed / led by either SAIOH registered Occupational Hygienist or Occupational Hygiene Technologist

7 2 In circumstances where the assessments are performed by SAIOH registered Occupational Hygiene Assistant, such assessments shall be performed under direct supervision of SAIOH certified Occupational Hygienist and such Occupational Hygienist shall be accountable for the quality of the work

8. DELIVERY OF THE REPORTS

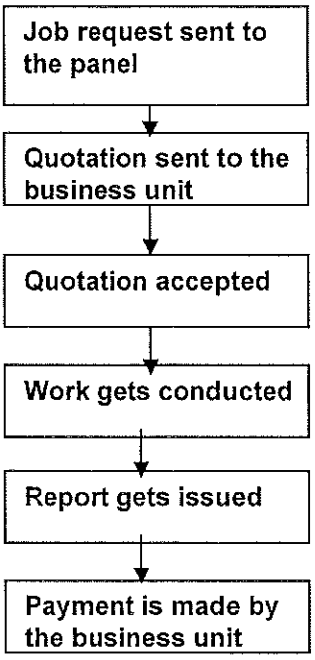
In the case where the assessment does not require chemical analysis, the reports shall be delivered within 14 working days on completion of a field work One original report and two copies shall be generated An original report shall be delivered to a business unit / project site for which the assessment was conducted One copy of the report shall be delivered to a medical centre / clinic of a business unit or project site for which the assessment was conducted and the other copy shall be delivered to Assurance & Integrated Risk Management Department

9. PAYMENT FOR THE SERVICES

The service provider shall issue a works order or quotation on an assessment or survey in question The quotation shall be reasonable and market-related SHE Management Department / on-site representative shall compare the provided quotation with other quotations from other similar service providers Such *quotation shall be accepted by project management prior to commencement of an assessment.*

10. RESPONSE TO SERVICE REQUEST AND PROCESS TO ACQUIRE THE REQUIRED SERVICES:

The response to request for service shall be within 48 hours of clients' request. The following process must be followed to request for the required services


Job request sent to the panel
Quotation sent to the business unit
Quotation accepted
Work gets conducted
Report gets issued
Payment is made by the business unit

ANNEXURE A: APPROVED TEST METHODS

PARAMETER	TEST METHOD
HAZARDOUS CHEMICAL SUBSTANCES ASSESSMENT	
Airborne measurement **Acids, inorganic**	NIOSH 7903
	Detector tubes (colorimetric)
Airborne measurement **Acrolein**	NIOSH 2541
Airborne measurement **Alkaline dusts (e.g. caustic soda, potassium hydroxide)**	NIOSH 7401 (acid base titration)
Airborne measurement **Ammonia**	NIOSH 6015
	Electrochemical
	Detector tube (colorimetric)
	Chromair/SKC passive badges (colorimetric)
Airborne measurement **Asbestos**	MDHS 39/4
Airborne measurement **Carbon monoxide**	Electrochemical
	Detector tube (colorimetric)
	Chromair/SKC passive badges (colorimetric)
Airborne measurement **Chromium, Hexavalent**	NIOSH 7604 NIOSH 7600 NIOSH 9101
Airborne measurement **Coal Tar Pitch Volatiles (CTPV's)**	NIOSH 5515
Airborne measurement **Elements by ICP**	NIOSH 7300
Airborne measurement **Explosive gas-air mixtures**	Electrochemical
	Detector tube (colorimetric)
Airborne measurement **Fluorides**	NIOSH 7902 NIOSH 7906
Airborne measurement **Formaldehyde**	NIOSH 2541
Airborne measurement **Hydrocarbons (general)**	See "Toluene" and/or See "CTPV's"
Airborne measurement **Hydrogen cyanide**	Electrochemical
Airborne measurement **Hydrogen Sulphide**	Electrochemical
	Detector tube (colorimetric)
Airborne measurement **Lead (inorganic & tetra-alkyl)**	SANS 01164
Airborne measurement **Man-made Mineral Fibres**	See Asbestos
Airborne measurement **Oil mist, mineral**	NIOSH 5026 MDHS 84
Airborne measurement **Ozone**	Detector tube (colorimetric)
	Chromair/SKC passive badges (colorimetric)

PARAMETER	TEST METHOD
HAZARDOUS CHEMICAL SUBSTANCES ASSESSMENT (CONTINUED)	
Airborne measurement **Particulates Not Otherwise Classified (PNOC's): Total Inhalable Dust**	NIOSH 0500
	IOM Inhalable Sampler
Airborne measurement **PNOC's: Respirable Dust**	NIOSH 0600
Airborne measurement **Silica, crystalline respirable**	NIOSH 7500
Airborne measurement **Sulphur Dioxide**	Electrochemical
	Detector tube (colorimetric)
	Chromair/SKC badges (colorimetric)
Airborne measurement **Toluene & other hydrocarbons**	NIOSH 1501 (aromatic hydrocarbons) NIOSH 1500 (hydrocarbons, BP 36-216 Celsius)
	Detector tube (colorimetric)
Airborne measurement **Welding fume (metal)**	NIOSH 7300 Note that sample must be taken inside welding helmet
IDENTIFICATION / RISK ASSESSMENT	
Identification **Asbestos**	MDHS 39/4
Identification **Occupational Health Risk Assessment**	Procedure for Occupational Health and Safety Risk Assessments (32-520)

ANNEXURE B

FORMAT OF OCCUPATIONAL HYGIENE REPORTS

All Reports shall be typewritten and include the following information:

Title page

a) Service provider's name and logo
b) Report title
c) Physical address and name of the project where the survey was performed
d) Date of issue

Contents page

All sections, tables, figures, graphs, annexes, appendixes, etc shall be referenced

Each page of the Report contents shall have a header containing the following information

a) Report reference number
b) Page number
c) Author name
d) Project/client name (footer)
e) Signature of Occupational Hygienist / AIA Stamp of approval

Statement page

a) A statement to the effect that the results and recommendations relate only to the conditions encountered during the survey
b) A statement that the report shall not be reproduced except in full without the written approval
c) Name, description, and address of the service provider
d) Signatures of the Report author, Quality Controller and or Occupational Hygienist
e) Other (standard) information as relevant to the report

Executive summary

A short overview of the survey purpose, findings and recommendations

Introduction

a) Purpose of the survey
b) Name of Client contact person
c) Date/s on which the survey was performed
d) Location where the survey was performed
e) Health hazard information on the measured stress factors (to include legal aspects)
f) Process description / problem background

Method

a) Measurement method and procedures
b) Reasons for the selection of these methods and procedures
c) List of measurement equipment with serial numbers
d) State calibration status of equipment (proof of calibration may be attached)

e) State all (with reasons for) deviations from reference methods and procedures

f) Description of measurement conditions or factors that could have an influence on the accuracy and representativeness of the measurements

Results

a) Indicate results – to include illustrations indicating measuring positions where necessary
b) Indicate problems / exceedance of reference standards
c) Include tables, figures, graphs or other methods of displaying the results
d) Indicate sample identification number where applicable
e) Other information as relevant to the results

Evaluation of the results

a) Interpret the results
b) A statement of the estimated uncertainty of the measurement

Recommendations

All recommendations to consider legal aspects, the hierarchy of control and practical solutions

Conclusion

A summary of findings

References

List all reference sources in accordance with standard guidelines