

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Project Name: Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station

Enquiry number:

Project Address: Arnot Power Station

Eskom Contract's Manager/End User

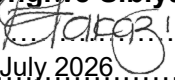
Name: **Nokuthula Ncongwane**

Signature:

Date 21/07/2026

Eskom's OHS/SHE Officer

Name: **Hlengiwe Sibiya**

Signature:

Date: ..21 July 2026.....

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Table of Contents

1. INTRODUCTION.....	5
2. SUPPORTING CLAUSES	5
2.1 SCOPE.....	5
2.1.1 Purpose.....	6
2.1.2 Applicability	7
2.2 NORMATIVE/INFORMATIVE REFERENCES	7
2.2.1 Normative.....	7
2.2.2 Informative	7
2.2.3 Immigration and Labour Legislation	8
2.3 DEFINITIONS	9
2.4 ABBREVIATIONS	14
2.5 RELATED/SUPPORTING DOCUMENTS	14
3. DOCUMENT CONTENT	15
3.1 SCOPE OF WORK	15
3.2 LEGAL COMPLIANCE.....	16
3.2.1 Section 37(2) (Legal) Agreement.....	16
3.2.2 Hazardous Work by Children (Child Labour).....	16
3.2.3 OHS Act	16
3.2.4 Legislative Compliance.....	17
3.3 ESKOM REQUIREMENTS	17
3.4 SHEQ POLICY.....	18
3.5 COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA) REQUIREMENTS	18
3.6 COSTING FOR OHS WITHIN THE PROJECT	19
3.7 STATUTORY APPOINTMENTS	20
3.7.1 Non statutory appointments.....	21
3.8 ESKOM LIFE-SAVING RULES.....	21
3.8.1 Consequences of Violating a Life-Saving Rule	24
3.9 SUBSTANCE ABUSE	25
3.10 CONTRACTOR ORGANISATIONAL STRUCTURE	25
3.10.1 Main Contractor Organogram	25
3.11 ROLES AND RESPONSIBILITIES	26
Commitment.....	26
3.11.1 Main contractors	27
3.11.2 Contractor site supervisor.....	29
3.11.3 Contractor Health and Safety officer full/time	30
3.12 RISK ASSESSMENT (REFER TO 32-520).....	30
3.13 SAFE WORK PROCEDURES / METHOD STATEMENTS	32
3.14 FIRE EQUIPMENT AND MAINTENANCE	32
3.15 FLAMMABLE AND COMBUSTIBLE LIQUIDS	33
3.15.1 Refuelling at Eskom sites	34
3.16 FIRST AID AND EQUIPMENT.....	34
3.16.1 Boxes and equipment.....	34
3.17 OHS COMMUNICATION SYSTEMS.....	35
3.17.1 Statutory Health and Safety Committees	36
3.17.2 Non-statutory health and safety committees	37
3.17.2.1 Agenda.....	37
3.17.2.2 Minutes and action items for all health and safety committee meetings	38

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.17.2.3 Toolbox talks / Daily team talks / pre job meetings	38
3.18 OHS TRAINING	39
3.18.1 Main Contractor Induction training	39
3.18.2 Visitors to site induction	40
3.19 GENERAL TRAINING	40
3.20 CONTRACTOR SITE ESTABLISHMENT	40
3.21 SITE ROADS	41
3.22 VEHICLE MANAGEMENT	41
3.23 HOUSEKEEPING AND ORDER	42
3.24 STACKING AND STORAGE	43
3.25 WORKPLACE SIGNAGE AND COLOUR CODING	43
3.26 AUDITING	44
3.26.1 Approval and compliance of Main contractor OHS plan	44
3.26.2 Eskom OHS audits.	44
3.26.3 Contractor audits	44
3.27 SMOKING	45
3.28 CELLULAR PHONES	45
3.29 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION	45
3.29.1 Medical Assessments	45
3.29.2 Occupational Hygiene	46
3.29.3 Return-to-Work and Rehabilitation	46
3.30 ROLES AND RESPONSIBILITIES	47
3.31 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS (PPE)	47
3.31.1 General Safety Boots	47
3.31.2 Minimum Standard Specifications for Respirators	48
3.31.3 Dust Mask FFP2 with Valve	48
3.31.4 Minimum Standard Specifications for Pants (chemical and flame)	48
3.31.5 Hard Hats (Industrial Helmet)	49
3.31.6 Minimum Standard Specifications for Eye/Face Protection	49
3.31.7 Goggles	50
3.31.8 PPE-Free Zones	50
3.32 INCIDENT INVESTIGATION	51
3.33 EMERGENCY MANAGEMENT	51
3.34 LIFTING AND RIGGING REQUIREMENTS	52
3.35 WORKING AT HEIGHTS	52
3.35.1 General requirements	52
3.36 TOOLS AND EQUIPMENT	53
3.36.1 Hand tools	54
3.37 LADDERS	54
3.38 SCAFFOLDING	55
3.39 CONFINED SPACES	56
3.40 SMOKING	56
3.40 CELLULAR PHONES	56
3.42 NON-CONFORMANCE AND COMPLIANCE	56
3.43 OHS FILES	57
3.44 WORK STOPPAGE	57
3.45 HOURS OF WORK	58
3.45.1 Normal work	58
3.45.2 Night work	58
3.45.3 Overtime	58
3.46 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION	59

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.47 CONTRACTOR PERFORMANCE MONITORING	59
3.48 CONTRACT SIGN OFF	59
3.49 ESKOM'S RIGHT TO TERMINATE THE CONTRACT	59
4. AUTHORIZATION.....	60
5. REVISIONS.....	60
6. DEVELOPMENT TEAM	60

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		Effective Date	July 2026		

1. INTRODUCTION

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy and applicable legislative obligations. This OHS specification is Eskom Generation's minimum requirements which are required to be met for the duration of the contract period by contractors/suppliers and, where required, the delivery organisation. The contractor is expected to develop an OHS plan that meets these requirements as well as all the relevant applicable legislation that they conform to. Eskom in no way assumes the contractor's legal responsibilities and liabilities. The contractor is and remains accountable for the quality and execution of their health and safety programme for their employees and appointed contractor employees. This OHS specification reflects minimum requirements and should not be construed as all-encompassing.

The Occupational Health Safety requirements contained within this specification are intended to define the minimum requirements applicable to the execution of the services described in the Scope of Work and shall not be interpreted as a complete or exhaustive list of all obligations applicable to the Contractor. Nothing contained in this specification shall relieve, reduce, limit or exempt the Contractor from any statutory, legal, contractual, professional, regulatory or moral duty imposed upon the Contractor by applicable legislation, regulations, standards, codes of practice, licences, permits, industry best practices, manufacturer requirements, professional engineering obligations, or any other applicable requirement governing the execution of the work.

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

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

2. SUPPORTING CLAUSES

2.1 SCOPE

This OHS specification lists the legislative and Eskom requirements and, where applicable, any requirements pertaining to local authorities, municipal by-laws, or environmental legislation that must be met by the contractor.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

2.1.1 Purpose

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

The Employer acknowledges that it is not reasonably practicable for this specification to expressly identify every legal, regulatory, technical and safety requirement that may apply to the work. Accordingly, the Contractor shall be deemed to have:

- Read and fully understood the complete Scope of Work.
- Familiarised itself with the equipment, systems, plant configuration and operational environment.
- Conducted a comprehensive due diligence and risk assessment of all activities associated with the contract.
- Identified all statutory, regulatory, safety, environmental, engineering and technical requirements applicable to the execution of the work.
- Satisfied itself regarding all obligations necessary to safely and legally execute the work.
- Included all resources, controls, competence, procedures, equipment, supervision, permits and arrangements necessary to ensure full compliance with such requirements.

The absence of any specific legal, statutory, safety, engineering, operational or technical requirement within this specification shall not be interpreted as an exclusion, waiver, relaxation or exemption from compliance with such requirement. Where a requirement is identified through legislation, regulations, standards, manufacturer specifications, professional practice, risk assessments, site conditions, permit conditions or any other applicable source, the Contractor shall implement and comply with such requirement irrespective of whether it is specifically referenced within this specification.

Where there is any discrepancy between this specification and applicable legislation, regulations, Eskom requirements, OEM requirements or recognised industry standards, the more stringent requirement shall apply unless otherwise agreed in writing by the Employer. The Contractor shall continuously review and update its compliance obligations throughout the duration of the contract to ensure that all work is executed in accordance with current legislation, recognised industry best practices, OEM requirements and Eskom standards.

Failure by the Employer to identify, specify, audit or enforce any requirement shall not diminish the Contractor's responsibility for ensuring compliance with all applicable legal, statutory, safety, environmental, engineering and contractual obligations.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

2.1.2 Applicability

This OHS specification is applicable to any contracting organisation that intends to respond to Eskom Generation's tender/enquiry with the intention of entering a contract.

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

- Basic Conditions of Employment Act No 75 of 1997.
- Occupational Health and Safety Act and Regulations No 85 of 1993.
- OHS Act "Regulations on Hazardous Work by Children in South Africa"
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- 32-37 Eskom Substance Abuse Procedure.
- 32-136 Contractor Health and Safety Requirements
- 240-62196227 Life- saving Rules
- 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- 32-727 SHEQ Policy
- 32- 418 Working at Heights Procedure
- 240-62946386 Vehicle and Driver Safety Management Procedure
- 32-520 Risk Assessment procedure
- Plant Safety Regulations
- ISO 45001
- National Disaster Management Act 57 of 2002

2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane
- [5] Including all applicable regulations:
- [6] General Safety Regulations
- [7] General Administrative Regulations
- [8] Electrical Installation Regulations
- [9] Electrical Machinery Regulations

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

- [10] Hazardous Chemical Agents Regulations
- [11] Driven Machinery Regulations
- [12] Environmental Regulations for Workplaces
- [13] Pressure Equipment Regulations

2.2.3 Immigration and Labour Legislation

Applicable to Toshiba international personnel visiting South Africa:

- Immigration Act
- Labour Relations Act
- Basic Conditions of Employment Act

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		Document Identifier	229-T2204	Rev	1
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2.3 DEFINITIONS

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Definition	Explanation
Appointed contractor	Means a contractor appointed by the Main contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes Main contractors
Contract's Manager/End User	Contract's Manager/End User
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Definition	Explanation
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex-labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: a) the land, water, and atmosphere of the earth; b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Occupational Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Definition	Explanation
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Occupational Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, to ensure the health and safety of persons.
Occupational Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed to reduce, as reasonably as practicable, the hazards identified in any risk assessment
National Enquiries/contracts	sourcing of services providers/contractors at the divisional level and not at BU level thorough tendering, request for price etc
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Definition	Explanation
Main contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, Main contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)

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		Effective Date	July 2026		

Definition	Explanation
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
LDV	Light Delivery Vehicle
SDS	Safety Data Sheets
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
LoG	(COID) Letter of Good Standing
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 RELATED/SUPPORTING DOCUMENTS

Section 37(2) of the OHS Act requires Eskom to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to

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		Document Identifier	229- T2204	Rev	1
		Effective Date	July 2026		

the project manager/end user who will facilitate the signing of the document by Eskom and contractor representatives.

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

- Design, manufacture, supply, and deliver two (2) incline coal conveyor electromagnets at Arnot Power Station.
- All materials and components used during manufacturing shall comply with relevant national standards.
- The *Contractor* shall provide warranty and guarantee periods for the electromagnets as stipulated in the contract documentation.
- The *Contractor* shall provide manufacturer's catalogues, datasheets, and installation manuals.
- All items used during manufacturing shall be new, unused, and free from defects.
- The *Contractor* shall develop a Quality Control Plan (QCP) and submit it to the *Employer's Representative* for approval prior to commencement of any activities. No work shall begin until the QCP has been approved.
- The *Contractor* shall submit a programme detailing the start and completion dates for manufacturing to the *Employer's Representative* within the specified response period.
 - Upon completion of manufacturing, the *Contractor* shall arrange with the *Employer's Representative* to conduct Factory Acceptance Testing (FAT).
 - Each electromagnet shall be clearly labelled with a description, part number, batch/serial number, and handling instructions.
 - Packaging shall be robust and suitable for both storage and transportation.
 - The *Contractor* shall submit a data pack to the *Employer's Representative*, including the magnet specification manual, test reports, drawings, and installation instructions.
 - Delivery shall be carried out in accordance with the agreed delivery schedule. Any deviations must be communicated to and approved by the *Employer's Representative* in consultation with Electrical Engineering.

All electromagnets shall be delivered to Arnot Power Station, Electrical Maintenance Department.

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

Note: The contractor who will be awarded this contract will be known as the “**Main contractor**”

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main contractor and all their appointed contractors for the contract. The original copy of the section 37(2) agreement must be retained by the contractor, and a copy must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor's OHS file.

3.2.2 Hazardous Work by Children (Child Labour)

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

1. *being protected from exploitative labour practices.*
2. *not be required or permitted to perform work or provide services that*
3. *are inappropriate for a person of that child's age; or*
4. *This 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 six, Section 43, "Prohibition of employment of children."

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

3.2.3 OHS Act

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

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.2.4 Legislative Compliance

The power station operates within a heavily regulated environment where electrical, mechanical, chemical and pressure-related hazards are present. Compliance with legislation is therefore not optional and forms a mandatory requirement of this contract. The Contractor must ensure that all activities are planned and executed in accordance with statutory requirements and industry best practices. In cases where Eskom standards are more stringent than statutory requirements, the stricter requirement shall apply. Attention should be paid to:

Failure to comply with legal requirements may result in work stoppages, removal of personnel from site, contract penalties or prosecution by regulatory authorities. All contractors will comply with all the legislation pertaining to this contract. The Main contractor and all appointed contractors will comply with all the legislation pertaining to this project being:

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

3.3 ESKOM REQUIREMENTS

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom OHS documentation that is applicable to contract services. Arnot Power Station is an operational power generating facility. All contractor activities must align with Eskom's operational safety philosophy and risk management approach. Because maintenance activities frequently occur within operating plant areas, strict control measures are required to prevent unsafe interactions between maintenance personnel and operating plant. The intent is to integrate contractor resources into the Eskom safety management system while ensuring clear accountabilities for all activities performed.

Contractors are expected to understand and comply with:

- Eskom Safety, Health, Environment and Quality (SHEQ) Policy.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

- Eskom Life Saving Rules.
- Eskom Safety, Health and Environmental Procedures.
- Eskom Contractor SHE Management Requirements.
- Eskom Permit-to-Work System.
- Eskom Plant Safety Regulations (PSR)
- Eskom Environmental Management Requirements.
- Eskom Incident Reporting Procedures.
- Eskom Driver and vehicles Safety Procedure Requirements.
- Eskom National Key point, Security and Access Control Procedures.
- Eskom Operating High Voltage Regulations.

3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE, OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS Plan.

3.5 COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA) REQUIREMENTS

Due to the nature of these activities, there is a potential risk of occupational injury or disease. The Contractor is therefore required to maintain valid Compensation Fund registration and ensure that all employees performing work under this contract are covered in terms of COIDA. The Contractor shall comply fully with the requirements of the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 (COIDA), as amended, and all associated regulations. The purpose of these requirements is to ensure that all employees engaged in the execution of the contract are adequately covered against occupational injuries, occupational diseases and work-related fatalities that may occur during the execution of the works.

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

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

The Contractor shall always maintain full compliance with the Compensation for Occupational Injuries and Diseases Act and shall ensure that all employees and subcontractor employees engaged in the execution of the work are adequately covered against occupational injuries, occupational diseases and work-related fatalities. **Compliance with COIDA is a statutory requirement and failure to comply may result in the Contractor being denied access to site, suspended from work, or having the contract terminated in accordance with Eskom contractor management requirements.**

3.6 COSTING FOR OHS WITHIN THE PROJECT

The OHS cost breakdown shall be proportioned with the scope of work, project duration, resources required, and the risks associated with the execution of the work at an operating power station and during generator outages.

The contractor shall demonstrate that sufficient financial provision has been made to adequately manage all identified Health, Safety and Occupational Hygiene risks associated with the contract. Submission of a lump sum value only will not be acceptable. A detailed breakdown shall be provided indicating the basis of costing and allocation of resources. The contractor shall assess all foreseeable Health and Safety risks associated with these activities and allocate sufficient resources to manage such risks throughout the contract period.

The Employer reserves the right to assess the adequacy of the proposed OHS budget against the scope of work and associated risk profile. Where site facilities are provided by Eskom, the Tenderer shall indicate this and exclude duplicate costing.

The OHS costing shall include, but not be limited to, the following items:

- Occupational Health and Safety Personnel
- Personal Protective Equipment (PPE)
- Medical Surveillance and Fitness for Work
- Occupational Health and Safety Training
- First Aid and Emergency Preparedness
- Safety Equipment and Instruments
- Signage and Communication
- Welfare and Hygiene Facilities
- Risk Management and Compliance Activities
- Safety Campaigns and Interventions
- Environmental Management

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

The contractor shall demonstrate that adequate financial resources have been allocated to ensure full compliance with the Occupational Health and Safety Act, COIDA, applicable Regulations, Eskom SHE requirements, environmental legislation, and all other contractual Health and Safety obligations throughout the duration of the contract.

The Contractor shall demonstrate that adequate financial resources have been allocated to ensure full compliance with the Occupational Health and Safety Act, COIDA, applicable Regulations, Eskom SHE requirements, environmental legislation, and all other contractual Health and Safety obligations throughout the duration of the contract. The costing for OHS must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc. The Employer reserves the right to reject OHS costing that is considered:

- Unrealistically
- Inadequate for the scope of work
- Not aligned to the identified risks
- Inconsistent with the proposed execution methodology
- Incomplete or lacking sufficient detail

3.7 STATUTORY APPOINTMENTS

The Main Contractor shall identify all statutory and non-statutory appointments required for the execution of the works. The appointments listed below are not exhaustive and shall not relieve the contractor of the responsibility to identify and make provision for any additional appointments required by legislation, risk assessments, Eskom requirements, OEM requirements, site conditions, permit conditions or recognised industry best practices.

The Main contractor and all appointed contractors must appoint competent workers who will comply with the OHS Act for the duration of the contract. Before requiring appointees to accept an appointment, the employer must ensure that they have received appropriate training and/or information about their responsibilities. The relevant statutory appointments must be made in compliance with the OHS Act's criteria, which include appointing a qualified individual to the appropriate roles. The following should be included in the statutory appointments, but not limited to:

- Contractor Supervisor
- Health and Safety Committee Members (Section 19)
- Health and Safety Representatives (Section 17)
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act General Safety Regulations 3(4) – First Aider/s
- OHS Act Hazardous Chemical Agent Controller 10(2)

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- Responsible Person
- Section 16(2) Assignee

3.7.1 Non statutory appointments

- Site Manager
- Site Supervisor
- Risk Assessor
- Safety Officer

3.8 ESKOM LIFE-SAVING RULES

Life-Saving Rules are safety rules that, if not adhered to, have the potential to cause serious harm to people. The consequences of a person knowingly and wilfully violating these rules will result in a disciplinary process in accordance with the Eskom Disciplinary Code and Procedure.

It must be noted that the content of this standard does not detract from the requirements for safe behaviour for all other work-related activities or other health and safety requirements but rather emphasises the importance thereof.

1. Eskom places a high value on health and safety and urges every organization that undertakes work for Eskom to do the same.
2. Eskom has developed five life-saving guidelines that will apply to all Eskom employees, agents, consultants, and contractors. Any Eskom employee or employee of a Main Contractor or appointed contractor who fails to follow these rules would be deemed a serious violation. These rules are in place to protect any employee, labour broker, or contractor working from significant injury or death.
3. If any contractual work (including delivery of any product) is to be undertaken on Eskom premises, the rules shall be obeyed by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH AND CREATE AN EQUIPOTENTIAL ZONE BEFORE TOUCH (That is plant, any plant operating above 1000 V)

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

	To ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged unless: a) He/she is trained and authorized as competent for the task to be done; b) There is a valid permit to work where required and they are being supervised by a competent person; c) A pre-task risk assessment to identify all risks and hazards has been conducted before any work commences; d) He/she follows the requirements on OPEN, ISOLATE, TEST, EARTH, AND CREATE AN EQUIPOTENTIAL ZONE BEFORE TOUCH, based on applicable/related standards, procedures and outcome of risk assessment fit for the type of work or task to be performed; e) The work area shall be within the equipotential zone, with the working earth visible at all times. f) The authorized person has physically shown all team members that the apparatus is safe to work on; g) He/she makes the specific electrical environment safe before performing the work; and h) All the appropriate PPE (including face shield and insulated gloves for low voltage work) are worn. Note: The equipotential zone is only applicable for work being done on medium and high voltage apparatus.
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into. Working at height is a significant part of work in Eskom Holdings and is regarded as a high-risk activity, as a result, all precautions must be taken to prevent incidents while working at height. Wherever reasonably practicable, preference must be given to the performance of work at ground level as opposed to work in an elevated position. Where work in an elevated position is necessary, the requirements in this document and all other Eskom requirements pertaining to working from height shall apply.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

	No person may work at height where there is a risk of falling unless: a) A Fall Protection Plan has been developed by a trained fall protection plan developer and communicated to all employees working at height based on the scope of work/task; b) He/she is medically fit to work at height; c) He/she is trained in accordance with Eskom's requirements for working at height; d) A pre-task-specific work at height risk assessment to identify all risks and hazards has been conducted and communicated to all participants before commencing any work of this nature; e) He/she appropriately conducts work as determined by the risk assessment; f) He/she is appropriately secured during ascending and descending where applicable; and g) He/she is using an Eskom-approved fall arrest system where applicable.
Rule 3	BUCKLE UP Where required, the proper wearing of seat belts for any driver, operator and passenger is mandatory in all vehicles/equipment when driving and/or travelling for Eskom business purposes. The driver is obligated to ensure that he/she as well as all passengers are properly seated and always wearing their seatbelts while being transported in the vehicle, as per Eskom specifications. Note: This rule is applicable on any road or parking lot, irrespective of the speed, and when the vehicle moves in a forward or backward direction.
Rule 4	BE SOBER No person who is under the influence or who appears to be under the influence of intoxicating liquor or drugs will be permitted to enter or remain on an Eskom site conduct Eskom business or drive/operate a vehicle/equipment for Eskom business purposes. This includes any level of alcohol or the presence of any drugs, controlled substances, and/or illegal substances in the body that impairs or could impair mental and physical functioning, irrespective of when the substance was used.
Rule 5	PERMIT TO WORK RULE 5: ENSURE THAT YOU HAVE A PERMIT TO WORK

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

	No person shall work without the required Permit to Work (PTW), which is governed by but not limited to: a) Plant Safety Regulations; or b) Operating Regulations for High Voltage Systems (ORHVS) (handover or permit); or c) Low Voltage Operating Regulations; or d) Any other activity where a permit is required, for example, driver and statutory permits. • No apparatus is to be returned to service without the cancellation of all permits on that plant in accordance with procedure, unless permission is granted for a particular plant to be returned to service with permits still open, like in the case of redundant systems. NOTE: In the case of live work, a “Live Work Declaration Form” is to be completed by the authorised person, who is the person responsible for the safe execution of work according to relevant standards and procedures.
Rule 6	ENSURE SAFE LIVE WORKING To ensure safe live work, each live worker shall: a) Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division. b) Observe and maintain the minimum approach distance (MAD). c) 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). d) Perform tasks they are authorised for and only undertake tasks that are documented in the respective Task Manual (TM). Only work on one potential (voltage) at a time.

3.8.1 Consequences of Violating a Life-Saving Rule

In terms of general health and safety in Eskom, if any of the Life-Saving Rules are violated, it will be treated as serious misconduct, and result in a disciplinary process in accordance with the Eskom Disciplinary Code and Procedure. It must be highlighted that Eskom takes a ZERO TOLERANCE stance to violation of these rules.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Depending on the circumstances, Eskom reserves the right, where a contractor manager/supervisor allows the violation of a Life-Saving Rule, to suspend the contractor's activities while determining an appropriate sanction.

Where a contractor employee allegedly violates a Life-Saving Rule, the contractor shall immediately remove the employee from the site and initiate the disciplinary process. The contractor shall investigate any violation of a Life-Saving Rule and initiate the disciplinary process within five (5) working days of the violation. The contractor shall furnish Eskom with a copy of the sanction after the disciplinary process.

3.9 SUBSTANCE ABUSE

1. Alcohol and substance abuse are serious threats to any business, especially when it comes to workplace accidents and car driving. As a result, Eskom has the right to take reasonable procedures to identify and prohibit drunk people from entering the company.
2. General Safety Regulation 2A specifies the legal position on intoxication.
3. The allowable alcohol and drug level is 0%.
4. All contractors must follow Eskom's procedure 32-37 ("Substance Abuse Procedure"), considering that this is an Eskom Life-saving Rule number 4: (BE SOBER), and anyone entering the Eskom site will be subjected to a **Mandatory alcohol testing**, Arnot Power Station does not have self-alcohol testing equipment.
5. Contractors are encouraged to develop their own manual and test their own employees for alcohol on a regular basis.
6. Test results must be marked "Confidential" and kept in the employee's personal file.
7. Eskom's life-saving rules must be included in the induction process.
8. All employees involved in the scope of work must sign the Life-saving rule pledge before commencement of work.

3.10 CONTRACTOR ORGANISATIONAL STRUCTURE

3.10.1 Main Contractor Organogram

The Contractor shall establish and maintain a project-specific organisational structure that is appropriate for the scope, complexity, duration and risk profile of the contract. The structure shall clearly define roles, responsibilities, reporting lines and accountability for all Occupational Health and Safety activities.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

The Main contractor must provide an organisational organogram on the company's letter head related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees, legal appointments and the Organogram must be signed off by the company's 16(1) or 16 (2).

The organisational structure shall demonstrate that adequate competent resources have been allocated to manage all risks associated with engineering services, outage support, inspections, commissioning, technical advisory services, condition monitoring and generator maintenance activities.

The Contractor shall ensure that all appointees are suitably qualified, trained, experienced and competent to perform their assigned duties and fulfil all statutory obligations. The organisational structure shall provide for effective supervision, communication, coordination and management of Occupational Health and Safety matters, including risk management, incident reporting, inspections, audits, emergency preparedness and legal compliance.

Where subcontractors are utilized, the Contractor shall retain overall responsibility for Health and Safety management and ensure that subcontractors are integrated into the Contractor's OHS management system.

The Contractor shall submit a project-specific organogram showing all key personnel, reporting lines and statutory appointments. The organogram shall be reviewed and updated whenever changes occur in the scope of work, risk profile, staffing levels or contractual requirements. The Employer reserves the right to require amendments to the organisational structure where it is considered inadequate for the nature, complexity or risks associated with the contract.

The Main contractor must ensure that all appointed contractors comply with this requirement. The Main contractor is responsible for keeping copies of all the organograms' as well as submitting them with the OHS plan. All organograms shall be updated timeously when appointments are changed. This diagram must be kept up to date and filed in the project OHS files.

Establishment of OHS committee will not be a requirement for a once of supply contract, however the statutory appointment applicable in the safety file evaluation check sheet are still a mandatory requirement that must be fulfilled

3.11 ROLES AND RESPONSIBILITIES

Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

in the day-to-day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

3.11.1 Main contractors

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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Eskom OHS requirements are complied with on all work sites.
6. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a OHS (Occupational health and safety) file where all relevant health and safety records must be kept for each work site.
8. The Main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the Main contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.
9. Contractors must provide the Main contractor with a certified copy of the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
10. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

11. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
12. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
13. Ensure that their contractors (whom they intend appointing) have made detailed provision for the cost of safety and health measures throughout the project.
14. Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
15. Take reasonable steps to ensure cooperation between all their appointed contractors.
16. Ensure that Eskom OHS requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors OHS files. Only appoint contractors who are competent to do work, have satisfied the OHS compliance requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely.
17. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
18. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
19. Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
20. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
21. Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
22. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
23. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
24. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
25. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

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

26. Must have a substance abuse program which must be in line with Eskom requirements.
27. Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.
28. Be involved in all of their appointed contractor's incident investigations.
29. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

3.11.2 Contractor site supervisor

The contractor site supervisor must be trained in the following:

- HIRA, Incident investigation training **preferably** Root Cause Analysis Training Course (RCAT), Supervisor training, Legal liability

Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;
3. Inspect all work done by the contractors to ensure adherence to Eskom's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors for adhere to statutory requirements and safety standards.
6. Monitor contractors overall OHS performance on site in order to achieve excellent results
7. Discuss all OHS related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
8. Continual liaison between the Main contractor, appointed contractors and employees.
9. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
10. Conduct site Inspections for compliance to OHS requirements and compiles the relevant inspection reports.
11. Submit the observation reports to the relevant management.
12. Submit the required OHS reports communicated by Eskom e.g., manpower numbers, incident statistics report etc
13. Have meaningful participation in the project statutory health and safety committee meetings.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

14. Participate in all appointed contractor incident investigations.
15. Participate in the Main contractor's emergency preparedness planning.
16. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
17. Issue site instructions on behalf of the Main contractor where and when the appointed contractors deviate from safety requirements.

3.11.3 Contractor Health and Safety officer full/time

Full time Safety Officer is mandatory for this contract

The contractor health and Safety officer must be trained in the following:

- SAMTRAC or NEBOSH, HIRA, Incident investigation training **preferably** Root Cause Analysis Training Course, Legal liability, Training, knowledge and understanding of ISO 4500, Minimum work experience 2yrs, OHS Diploma (mandatory applicable on contracts that are 3-5 in duration)

3.12 RISK ASSESSMENT (REFER TO 32-520)

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

It is essentially a three-stage process:

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

Below are the steps in the OHS risk assessment process.

- Communication and consultation
- Hazard identification and context setting
- Risk identification
- Assessment and analysis of risk
- Evaluation of risk
- Elimination and reduction of risk
- Monitoring and review of risk
- Reporting of risk

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Hierarchy of control to be observed on all risk control measures

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated.

Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example, if a job / task is extended over a day or halted due to inclement weather.

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

- Each activity is listed.
- Specific hazards are identified and listed against each activity.
- The magnitude of each risk is rated as Low. Medium or High.
- All known documents and supervisory controls are listed. For instance: What safe work procedures exist for ladders.
- The relevance, effectiveness and sufficiency of these controls are assessed.
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up.
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned.
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated.
- Completed risk assessment shall be handed to the Eskom project manager representative for comment and approval.
- The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.13 SAFE WORK PROCEDURES / METHOD STATEMENTS

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when:

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

The safe working procedure should identify:

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

3.14 FIRE EQUIPMENT AND MAINTENANCE

1. All firefighting equipment's that have been provided shall:
 - a. Be clearly labelled
 - b. Conspicuously numbered
 - c. Entered in a register
 - d. Inspected monthly by a competent person
2. Tested and serviced every 12 months.
3. Results entered in the register and signed by competent person.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.15 FLAMMABLE AND COMBUSTIBLE LIQUIDS

1. Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations e.g. by-laws.
2. For storage of hazardous and flammable liquids, a maximum storage as per the scope of work and the approval to be obtained from the local Municipality and to be complied with for the duration the project.
3. The maximum of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store with adequate spillage retention and proper labelling.
4. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
5. All fuel storage areas must comply with the following requirements: -
 - a. Storage should be well clear of buildings.
 - b. Storage areas must be kept free from all combustible materials.
 - c. All Safety signs must be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
 - d. Adequate firefighting equipment must be available.
6. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
7. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
8. Bunded area shall have a drain valve.
9. No other material/equipment shall be stored in the bunded area.
10. For storage of hazardous and flammable liquids, the approval must be obtained from the Fire department and/or the Municipality
11. The storage of flammable or hazardous storage must be well ventilated.
12. The appropriate Jerry cans designed for petrol/diesel shall be used to store petrol on Eskom sites and the appropriate colour coding should be complied with.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.15.1 Refuelling at Eskom sites

Before a machine/vehicle can be refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

3.16 FIRST AID AND EQUIPMENT

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be considered the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Main Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Main Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.16.1 Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

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

3.17 OHS COMMUNICATION SYSTEMS

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

Signage and Communication

Provision shall be made for:

- Safety signage.
- Warning signs.
- Hazard identification boards.
- Information boards.
- Noticeboards.
- Barricading material.
- Emergency response signage.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.17.1 Statutory Health and Safety Committees

1. The Main contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the Main contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and OHS requirements, incidents and lessons learned specific OHS problems, safety performance, action plans and other relevant OHS issues. Listed below is a preferred agenda.
4. OHS representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the Main contractor and the project manager and the Inspector at DEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The Main contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.17.2 Non-statutory health and safety committees

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

3.17.2.1 Agenda

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

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

- Security
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

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

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

3.17.2.3 Toolbox talks / Daily team talks / pre job meetings

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

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

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

3.18 OHS TRAINING

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

3.18.1 Main Contractor Induction training

The contractor is required to plan with the Business Unit for its employees to attend induction to be granted permission to access site.

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

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.18.2 Visitors to site induction

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

3.19 GENERAL TRAINING

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

3.20 CONTRACTOR SITE ESTABLISHMENT

Where contractors are providing their own facilities, the following shall apply:

1. Prior to establishing a project site, a site plan is required to be drawn and submitted to the project manager, listing position of all buildings, amenities, storage, stacking areas and temporary electrical installations. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
2. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.
3. Main contractor's site facilities should be managed and kept hygienically clean.
4. Where the materials are stored at the work sites, proper stacking and storage shall be carried out and always maintained in good order.
5. The contractor shall during the enquiry make provision for the Occupational Hygiene Surveys costs in the bill of quantities as per the OHS Act and its regulations and inline with the scope of work.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.21 SITE ROADS

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

3.22 VEHICLE MANAGEMENT

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No persons may be transported at the back of the bakkie.
3. Drivers are required to conduct the route risk assessment prior to travelling/driving.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving.
5. All drivers shall have a valid medical fitness certificate.
6. The First aid box with valid contents and fire extinguishers must be included in the vehicle, be serviced annually and inspected monthly. Drivers must be trained on how to use the First aid box and fire extinguishers.
7. Two triangles must be included in the vehicle and the emergency number be displayed at the back of the vehicle.
8. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
9. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must always be valid and this is applicable to yellow plant.
10. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine.
11. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on site.
12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting materials.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

13. The vehicle inspection checklist must include but not limited to:

- Reverse alarm / beeper
- Yellow reflective tape
- Mud flaps
- Fire Extinguisher
- 2 Triangles
- First Aid Box
- Safety belts for every seat
- No fold-up or jockey seat
- Tyres
- License disc
- Yellow reflective tape that must be fitted at a height of between 250mm and 1.5 metres
- Speed warning sign (100km/h) at the back of the minibus
- Driver have a Public Driving Permit

3.23 HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project/contract.
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.
3. Materials/objects shall not be left unsecured in elevated areas - falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Main contractor in the first instance and the Eskom project/contract manager in the second instance.
8. The Eskom project/contract manager has the right to instruct the Main contractor and appointed contractors to cease work until the area has been tidied up and made safe.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the Main contractor.

9. The Main contractor shall carry out regular safety/housekeeping inspections daily to ensure maintenance of satisfactory standards. The Main contractor shall document the results of each inspection and shall maintain records for viewing.

3.24 STACKING AND STORAGE

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

3.25 WORKPLACE SIGNAGE AND COLOUR CODING

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must always be clear and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: contractor site/responsible manager; supervisors; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
7. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
8. Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

9. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
10. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.26 AUDITING

3.26.1 Approval and compliance of Main contractor OHS plan

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

3.26.2 Eskom OHS audits.

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

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

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

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

3.26.3 Contractor audits

Main Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their OHS Plan on a quarterly or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the audit. Where appointed contractors are audited by the Main contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.27 SMOKING

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

3.28 CELLULAR PHONES

The National Road Traffic Act requirements regarding the use of cellular phones must be observed, when driving and or operating mobile equipment and or machinery. The personal use of cell phones in the plant is prohibited unless it is an emergency or for work purpose. The use of cell phone camera in the plant must be in line with the national key point Act and the Plant safety regulation.

3.29 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION

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

3.29.1 Medical Assessments

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

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

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

7. The contractor shall include in the OHS file the record of the employees exit medical fitness certificates as and when their employees leave the company.

3.29.2 Occupational Hygiene

Occupational hygiene means the science of anticipation, recognition, evaluation and control of conditions arising in or at the workplace, which may cause illness or adverse health effects to employees. Occupational hygiene hazards in the place of work are mainly classified into chemical, physical, biological, and ergonomic stressors.

Where the risk assessment identifies occupational health hazards, the Contractor shall implement an appropriate medical surveillance programme. Medical surveillance may include monitoring of exposure to:

- Noise
- Hazardous chemicals
- Dusts
- Solvents.
- Hydrogen-related activities
- Confined space activities
- Ergonomic risks
- Thermal stressors (Hot and Cold stress)
- Ergonomics (Hand arm vibration)
- Other Hazardous Chemical Agents (Coal dust/Crystalline Silica)

Contractors shall ensure that an Occupational health risk assessments is carried out at intervals not exceeding two years by a competent person to determine if any person may be exposed to occupational hygiene stressors at or above the occupational exposure limits.

NB risk assessment for this scope of work in addition to the other stressors identified must include the following:

3.29.3 Return-to-Work and Rehabilitation

Where an injury or occupational disease occurs, the Contractor shall:

- Cooperate with medical practitioners and compensation authorities.
- Implement appropriate rehabilitation programmes where necessary.
- Facilitate return-to-work arrangements where, reasonably practicable.
- Ensure that injured employees are not exposed to further risk during the recovery process.

Where identified as per the occupational health risk assessments, contractors shall conduct exposure assessments/surveys as per the relevant health regulations to determine the extent

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

to which their employees are exposed to the occupational hygiene stressors. These exposure assessments/ surveys must be performed by a SANAS-accredited and DEL Approved Inspection Authority (AIA). (A list of approved Inspection Authority for Occupational Health and Hygiene is available on the department of employment and labour website)

Contractors shall comply with labelling, Safety Data Sheets (SDS), and other Globally Harmonised System requirements for hazardous chemicals as per Regulations for Hazardous Chemical Agents (2021) of the OHS Act (85 of 1993). Hearing conservation management to be implemented as per Eskom Procedure (32-425).

Records for all surveys, inspections and assessments should be kept for the period as stipulated in the relevant health regulations of the OHS Act (85 of 1993) and made available where required.

3.30 ROLES AND RESPONSIBILITIES

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

3.31 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS (PPE)

PPE represents the final level of protection after engineering and administrative controls have been implemented. PPE shall be selected based on the specific hazards associated with the activity. Reliance on PPE alone is not acceptable where hazards can be eliminated or reduced by safer methods.

Examples include:

- Arc flash electrical hazards during testing.
- Chemical exposure during cleaning.
- Noise exposure during outage work.
- Respiratory hazards during insulation repairs.

3.31.1 General Safety Boots

- Toe construction type: steel or carbon fibre; tread surface type sole rubber or polyurethane or combination of both and shall have minimum oil and resistance of 4, slip resistant of 3, water resistance of 3, heat resistance of 4, abrasion resistance of 4 and with penetration resistant insert.
- Material must be full grain upper leather and be made in standard or wide size.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

- The boots shall be dark brown. Where it is not possible to obtain brown then black will be the only alternative and the laces shall match the relevant boot colour.
- Only locally produced or manufactured textiles leather and footwear material or input will be considered.
- Item to be marked with SABS SANS 20345: mark of approval.

3.31.2 Minimum Standard Specifications for Respirators

Respirators to be worn where required/specified or where a risk assessment/exposure assessment indicate wearing of respirator is required.

The specifications for respiratory equipment shall be in terms of the following:

3.31.3 Dust Mask FFP2 with Valve

- Disposable particulate mask for protection against solid and non-volatile liquid particles only; EN 149:2001 +A1 2009 FFP2 NR D CE 0086.
- Can be supplied plain or carbon coated (welding).
- Protection factor 10 X WEL material that has low breathing resistance with effective protection against: sub-micron particles, fine dusts, non-volatile liquid mists, and biological agents.
- Valve provides effective removal of heat and moisture for a cooler and more comfortable wear whilst also minimising the risk of misting eyewear.

3.31.4 Minimum Standard Specifications for Pants (chemical and flame)

- Flame treated long pants shall be made of pre-shrunk 100% soft woven cotton fabric in accordance with SANS 1387-4, Material Type D 59- flame retardant SANS 1423-1 class C category 1.
- Chemical treated long pants shall (Alkali & Acids) be made of pre-shrunk 65% / 35% polyester/viscose fabric in accordance with SANS 1387-3 and shall have acid resistant finish.
- Long pants shall comply with the size specification in SANS 434 (refer to the trousers for the two-piece Personal Protective Clothing). The pants shall be a standard five pocket style which shall exclude the ruler/carpenter's pocket.
- The pants shall have a waistband which shall be elasticated ruched at the back with a zip front and one (1) button on the front of the waistband and a plain bottom.
- The waistband shall have the number of belt loops as prescribed in SANS 434.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

- The colour shall be Navy Blue. Pantone 19_3920 for flame treated pants and bottle green for chemical treated pants.
- The logo shall be applied in accordance with Eskom's Corporate Identity and shall be embroidered on the right back pocket.
- The stitching shall comply with SANS 10101.
- The zip fastener shall comply with SANS 1822 and shall be made of a non-conductive material.
- The thread used shall comply with SANS 1362.
- The Zero Harm identification shall appear on the left back pocket of the pants and shall be in accordance with Eskom's Corporate Identity.
- All pants to be fitted with reflective strips on both legs above the knees, with an exception for conditions stated in 3.2. bullet point 5.

3.31.5 Hard Hats (Industrial Helmet)

All working from height hard hats shall:

- Bear the SABS mark and in accordance with SANS 1397.
- Be purchased with an adjustable chin strap.
- Have an adjustable three-point webbing chin strap in accordance with SANS 1397: Section 3.8.
- Have a shortened sun peak.
- Have limited side rims/gutter.
- Have a webbing suspension harness.
- Have a thick sweat band of +/- 4.5 cm (THICKNESS).
- Have adjustable head bands of standard size 53 cm to 63 cm

3.31.6 Minimum Standard Specifications for Eye/Face Protection

Eye/face protection used shall be in accordance with:

- In terms of robustness all eye protection must be constructed to protect against impact, nonadherence of molten metal, hot solids, liquids, and dust. Where applicable and based on a risk assessment eye-protectors shall be provided with at least brow guards, chin protectors, chin straps and visors.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

- SANS 1404, Eye protectors for industrial and non-industrial use. This code specifies the characteristics of personal eye-protectors for industrial and non-industrial use. It covers eye protectors embodying a-focal or prescriptive lenses or combinations of these. The hazards covered are impact, molten metals, hot solids, dust, gases, liquids, and any combination of these.
- SANS 1400, Equipment (including oculars) for eye, face and neck protection against nonionizing radiation arising during welding and similar operations – welding helmets, hand shields, goggles, and welding spectacles

3.31.7 Goggles

Impact splash dust and mist resistant moulded lens and anti-fog coating to ANSI D3 D4. frame colour smoke, lens tint clear and coating anti fog anti scratch, temple style wider adjustable fabric strap with “d” slides comply to ANZlz87.1 and CE-EN 166.g.

3.31.8 PPE-Free Zones

PPE-free zones shall be declared after conducting a proper risk assessment that confirms that PPE is not a requirement in that area, and it is safe to be in that work area without wearing PPE

1. The Main contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act and PPE Specification Standard 240-44175132.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement (as per risk assessment), then high visibility vests shall be worn.
9. Monthly inspection records of PPE must be kept in the Safety file
10. The contractor shall provide training to his/her employees on the correct use, care

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

and maintenance of PPE and keep the record.

3.32 INCIDENT INVESTIGATION

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

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

The Contractor shall establish systems to identify, investigate and report occupational diseases that may arise from exposure during the execution of the work.

Incident reporting is intended to prevent recurrence and improve safety performance.

Reporting requirements apply to:

- Injuries.
- Near misses.
- Equipment damage.
- Environmental incidents.
- Unsafe conditions.
- Procedural deviations.

A strong reporting culture allows the organisation to identify trends, implement corrective actions and improve overall reliability and safety. Personnel shall be encouraged to report hazards without fear of reprisal

3.33 EMERGENCY MANAGEMENT

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as possible. The contractor must develop and align their own Emergency response plan with Eskom's to address any emergency which might arise at any given point in time. The contractor to familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of their plan. This must be recorded and provided on request.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Due to the nature of maintenance activities, emergency situations may include:

- Fires.
- Chemical releases and spills
- Electrical incidents.
- Major lifting incidents.
- Medical emergencies.

Personnel shall know:

- Alarm procedures.
- Evacuation routes.
- Assembly points
- Emergency contact numbers. Arnot Power station **Emergency number is 013 297 9222**
- Rescue protocols.

Preparedness reduces response times and improves the likelihood of successful incident management

3.34 LIFTING AND RIGGING REQUIREMENTS

Maintenance activities may involve lifting some of the heaviest and most valuable components within the station. All lifting activities shall therefore be carefully planned, supervised and executed by competent personnel using approved equipment.

A lifting incident could result in:

- Fatal injuries.
- Catastrophic equipment damage.
- Extended plant outages.

3.35 WORKING AT HEIGHTS

3.35.1 General requirements

Certain inspections, dismantling activities, cooling system work requirements may require personnel to work at elevated positions. Falls remain one of the leading causes of serious injuries in industry. Work at height activities shall be planned using the hierarchy of controls, prioritising elimination and engineered protection before relying on personal protective equipment.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position. Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan developed by the appointed competent person (as per 32-418 procedure) is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.
2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. A fall rescue plan, along with necessary equipment's and trained rescuers, are in place.
5. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.
10. While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.
11. A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

Every employer shall ensure that work at height is:

1. properly planned;
2. appropriately supervised; and
3. carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment

3.36 TOOLS AND EQUIPMENT

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the OHS plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom's instructions. fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

4. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
5. Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.
6. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
7. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.36.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor monthly as well as by users prior to use.
2. Under no circumstance will the contractors be allowed to use their equipment's with mushroom heads, to be removed at the end or beginning of shift prior to use.
3. Tools with sharp points in toolboxes must be protected with a cover.
4. All files and similar tools must be fitted with handles.
5. No makeshift tools are permissible on the project.

3.37 LADDERS

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.

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	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR HIGH RISK Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station	Template Identifier	32-726-03T	Rev	2
		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
6. Non-slip devices must be in good condition and no paint to be on wooden ladders
7. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
8. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
9. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
10. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
11. The appropriate head protection, with chin strap shall be worn by employees working from a ladder (risk based) or with climbing irons.
12. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site OHS files

3.38 SCAFFOLDING

1. Scaffolding use shall conform to the requirements of Eskom procedure 32-418 and used in terms of GSR 6.
2. The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
3. All scaffolding that will be used shall conform to the SANS standard 10085.
4. Scaffolding shall be erected and inspected by the competent personnel.
5. The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
6. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds as the risk assessment.
7. A detailed inspection of all scaffolding shall be conducted at suitable intervals not exceeding seven days by a competent person and visual inspection shall be done every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site OHS files.
8. Visual inspections must always be carried out prior to every use.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

3.39 CONFINED SPACES

1. The contractor shall ensure that they comply with the plant safety regulation (240-150642762) in relation to the confined spaces.
2. The contractor must ensure that at least one person or there is a responsible person who is trained on work that will be carried in the confined spaces, also to rescue and conduct the risk assessment.
3. The contractor must ensure that the station rescue emergency number is always available.

3.40 SMOKING

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

3.40 CELLULAR PHONES

The National Road Traffic Act requirements regarding the use of cellular phones must be observed, when driving and or operating mobile equipment and or machinery. The personal use of cell phones in the plant is prohibited unless it is an emergency or for work purpose. The use of cell phone camera in the plant must be in line with the national key point Act and the Plant safety regulation.

3.42 NON-CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Eskom Procurement and Supply Chain Management Procedure.
2. Main contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.

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

3.43 OHS FILES

- OHS file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
- All contractors are required to keep the OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
- The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.
- The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS plan.
- Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.
- In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project

3.44 WORK STOPPAGE

- Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.

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		Document Identifier	229-T2204	Rev	1
		Effective Date	July 2026		

2. Work stoppages that are initiated due to OHS concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.45 HOURS OF WORK

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

3.45.1 Normal work

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

3.45.2 Night work

When night work is to be performed, the baseline risk assessment must be reviewed to include the management of night work. Contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

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

3.45.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the Main contractor of such action. The Main contractor shall inform the Eskom project manager of such function and provide proof of exemption from the Department of Employment and labour.

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Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.46 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

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

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

3.47 CONTRACTOR PERFORMANCE MONITORING

Contractor management is required to do the following as part of the continuous improvement initiatives:

- Visible Felt leadership by top management
- Identify critical tasks and monitor by conducting Job Observations
- Contractor Chief Executive or Managing Director shall present the lost time incidents at Business Unit Power Station General Managers meeting

3.48 CONTRACT SIGN OFF

On completion of the project, all Eskom team must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the contractor and Eskom contract manager, who must facilitate the closeout. Once the contractor has closed all findings the Eskom's team will verify and sign off prior to issuing a completion certificate and final payment.

3.49 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

The contractor/supplier shall always comply with Eskom's occupational health and safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the contractor shall comply with the requirements contained in the SHE Specification. Eskom reserves the right to terminate the contract in the event that the contractor has built up a history of poor performance or non-conformance in relation to matters of Eskom OHS and legal compliance. No work may commence until the health, and safety file has been approved by Eskom OHS personnel.

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4. AUTHORIZATION

The OHS Manager; OHS officer & Contracts Manager to authorise, include their names

5. REVISIONS

Date	Rev.	Compiler	Remarks
July 2026	2	Hlengiwe Sibiya Nokuthula Ncongwane	This provides the initial OHS specification requirements that must be met by the relevant contractors responsible for Design, manufacture, supply & deliver two (2) Incline coal conveyor electromagnets at Arnot Power Station
Sept 2022	1	F Poee	Template revised
August 2015	0	F Poee	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

6. DEVELOPMENT TEAM

1. Hlengiwe Sibiya
2. Nokuthula Ncongwane

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