Eskom	**Procedure**	

Title: **Management of Substance Abuse in the Workplace**

Document Identifier: **32-37**

Alternative Reference Number:

Area of Applicability: **Eskom Holdings SOC Ltd**

Functional Area: **OHS**

Revision: **5**

Total Pages: **25**

Next Review Date: **April 2028**

Disclosure Classification: **Controlled Disclosure**

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Date: 9 May 2025	Date: 09/05/2025	Date: 9 May 2025

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1 Introduction

Eskom is committed to protecting the safety, health, and well-being of all employees and others in the workplace. To this end, Eskom has adopted an Occupational Health and Safety (OHS) Strategy and the Zero Harm value.

Eskom acknowledges that substance abuse poses a threat to the business and is therefore, entitled to take reasonable steps to ensure that persons who are intoxicated and/or under the influence of any substances are identified and prevented from entering or working on any Eskom premises and/or operating any of Eskom's equipment or vehicles. Substance abuse has serious implications for employees' health and safety.

2 Supporting clauses

2.1 Scope

2.1.1 Purpose

The purpose of this procedure is to set out the process for the management of substance abuse in Eskom to achieve the following:

a) Comply with the relevant statutory requirements.

b) Provide a healthy and safe working environment.

c) Identify, control and prevent substance abuse in the workplace.

d) Prevent and reduce losses and incidents and improve productivity.

e) Identify a need for rehabilitation and offer employee assistance.

f) Prevent the abuse of intoxicating substances.

g) Encourage employees to live a healthy lifestyle that is free of substance abuse.

2.1.2 Applicability

a) This document shall apply throughout Eskom Holdings Limited Divisions.

b) This procedure applies to any person (Eskom employees, contractors and their employees, consultants, and visitors) while on duty or reporting for duty at any Eskom premises or an Eskom work site or on Eskom business or just visiting. Line managers must ensure that all consultants and contractors adhere to the requirements of applicable statutes as set out in this document.

c) This procedure further applies to all employees who drive vehicles on Eskom business, operate equipment or machinery, or perform any tasks on Eskom sites, premises, or workplaces.

2.1.3 Effective date

This procedure is effective from the date of authorisation.

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2.2 Normative/Informative references

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

2.2.1 Normative

[1] ISO 9001 Quality Management Systems

[2] Employment Conditions for Managerial Levels

[3] Conditions of Service for Bargaining Unit Employees

[4] 32-1114: Grievance Procedure

[5] 32-727: Safety, Health, Environment and Quality Policy

[6] 32-1113: Disciplinary Procedure

[7] 32-1112: Disciplinary Code Standard

[8] 240-62196227 Eskom Life-Saving Rules

[9] 32-1250 Process Control Manual for Level 4 Health and Wellness

[10] 32-95 Occupational Health and Safety Incident Management Procedure

[11] 240 – 76618189 Management of employees with substance abuse problems

[12] 240 – 62946386 Vehicle and Driver Safety Management Procedure

[13] 240-128157536 Talent Discovery Procedure

[14] 240-64454610 Alcohol Test Report

[15] 240-64455308 Drug Test Report

[16] 240-64454411 Alcohol Screening Register

[17] 240-64453117 Identification of alcohol abuse by observation

[18] 240-64453445 Identification of drug abuse by observation.

[19] 559-169475702 Appointment of a Substance Abuse Screener

[20] 240-91330262 Appointment of a Substance Abuse Tester

2.2.2 Informative

[21] Occupational Health and Safety Act 85 of 1993, as amended

[22] Labour Relations Act 56 of 1995, as amended

[23] Employment Equity Act 55 of 1998, as amended

[24] Mine Health and Safety Act 29 of 1996

[25] National Road Traffic Act 93 of 1996

[26] Drugs and Drug Trafficking Act 140 of 1992

[27] Compensation for Occupational Injuries and Diseases Act 130 of 1993

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[28] Prevention and Treatment of Substance Abuse Act 70 of 2008

[29] Code of Good Practice published in the Government Gazette 11405 on 15 February 2022. Vol 681 Number 46043.

2.3 Definitions

Definition	Explanation
Addiction	When a person no longer has control over what he/she is doing, taking, or using. Addictions do not only include physical things that we consume, such as drugs and alcohol, but may include virtually anything, from abstract things, such as gambling or pornography, to seemingly harmless products, such as chocolate. Addiction has a negative impact on a person's ability to conduct daily activities.
Breath alcohol concentration (BAC)	The concentration of alcohol in a person's breath: milligrams per 1000 millilitres expressed as percentage BAC.
Breath alcohol test	Determines how much alcohol is in a person's breath by measuring the amount of alcohol in the air when you breathe out (exhale).
Calibration	The inspection of, and adjustment, where necessary, to the reading displayed on a breath alcohol detector, so that the reading equals the value of the alcohol concentration of an alcohol standard of known concentration.
Competency/Competent person	Someone with the knowledge, skills and practical training in screening and/or testing substance abuse in the workplace.
Compulsory testing	Substance abuse testing is performed regularly on all employees, contractors, and consultants performing any tasks or driving vehicles.
Confirmation substance test	A laboratory test is a medical procedure that involves testing a sample of blood, urine, tissues, body fluids, or other substances from the body.
Critical task	A task that, based on severity, frequency, probability, and potential to cause serious loss, is identified by Eskom as being critical.
EAP practitioner	A social worker or psychologist working for or under contract to Eskom.

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Definition	Explanation
Employees	This is any person who has entered into, or works under, a contract of service, apprenticeship, or learnership with an employer, whether the contract is explicit or implicit, oral or in writing, who receives or is entitled to receive any remuneration and includes a case where such a person is under the control, instruction, and supervision of his/her employer, namely, the following as defined in the Talent Discovery Procedure: a) Permanent employee, which includes the following: • A full-time employee • A part-time employee b) Non-permanent employee, which includes the following: • A temporary employment service employee • A fixed-term contract employee • A vacation student • Third-party contractor employees • A person under a learnership contract c) A bursary holder while under the supervision and/or direction of an employer. Note 1: An employee only has one employer at any time. The employer is the person with whom he/she is in a contractual relationship of employment, even when he/she performs his/her contractual obligations for another person.
Employer	Any person who employs or provides work for any person and remunerates that person, or expressly or tacitly undertakes to remunerate him/her.
Illegal or legal drugs or controlled substance screening test	The collection and analysis of blood, urine, saliva or any other specimen from the body to evaluate for the presence of an illegal or legal drug/controlled substance using approved non-laboratory methods.
Legal substances/medication	These are legal drugs or medications that are prescribed by a medical practitioner and may be abused by the user. This abuse happens when the user does not adhere to the prescribed dosage as indicated by the medical practitioner or pharmacist. When an individual overuses or overconsumes lawful/prescribed medication, he/she is “under the influence” of such a substance.
Line manager	Unless the context dictates otherwise, it shall be construed as the supervisor or the manager in a department or at a work site, whichever may be applicable.
Occupational health practitioner	Unless the context dictates otherwise, it shall be construed to mean either an occupational health nursing practitioner or an occupational medicine practitioner.

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Definition	Explanation
Person	Any employee or visitor as defined in this procedure.
Premises/site	As defined in the OHSA, it includes any building, vehicle, vessel, train, or aircraft in which a person performs work or any place where Eskom business activity is carried out.
Random multi-drug testing	A urine test is done randomly on any employee who might have been chosen on a particular day.
Screener	A person with the necessary competency to conduct substance abuse screening and so appointed in terms of this procedure.
Screening	Determines the presence of alcohol in a person's breath sample. Screening results are not required to be documented. An analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
Security Officer	An officer appointed within Eskom as an employee or contractor for all security-related functions and who is responsible for the protection/safeguarding of Eskom and its subsidiaries, assets, personnel, and information.
Substance abuse	The excessive use of a substance, especially alcohol or a drug, that adversely alters the mind and physical coordination.
Substance testing	A form of testing that will detect the presence of drugs or alcohol in a person's body; this process uses some biological matter taken from an individual to determine the amount of illegal/controlled substance present at the time of the test. (This can be breath, saliva, urine or blood.)
Task	A segment of work that requires a set of specific and distinct actions for its completion.
Tester	A person with the necessary competency to conduct substance abuse testing and/or screening, and so appointed in terms of this procedure, to conduct substance abuse testing and/or screening.
Under the influence/ intoxicated	Under the influence/Intoxicated: the use of alcohol, drugs, and/or a controlled substance to the extent that: a) the individual's senses are in any way impaired by the consumption or use of the aforesaid substances; b) the individual is unable to perform in a safe, productive manner; c) the individual's alcohol/drug reading is positive at the time of testing in line with Eskom's Life-Saving Rules; or d) the individual is and/or appears to be under the influence of alcohol/drugs, and/or his/her blood, urine, saliva, and/or breath alcohol concentration registers a positive reading.

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Definition	Explanation
Visitor	Any individual who has come to visit or spend time at Eskom for any purpose.
Workplace	Any premises or place where an employee is authorised to perform work during his/her employment, including a private home or portion of it.
Workplace boundaries	On Eskom property, the boundaries of the workplace include the area where a person enters through any defined first point of entry, for example, entrance, gate, boom, etc. The actual point of entry/exit will be the point where Eskom actively exercises control over such site, entrance/exit area, gate, or boom. In the case of a lease agreement, the first access point where a person enters through any defined first point of entry, for example, entrance, gate, boom, etc., will be regarded as the boundary of the leased premises. In the absence of the above, any area up to the point where the employee's actual workplace boundary will be where the employee enters or leaves his/her vehicle or public transport.

2.4 Abbreviations

Abbreviation	Explanation
BAC	Breath Alcohol Concentration
CCF	Central Consultative Forum
COS	Conditions of Service
EAP	Employee Assistance Programme
OHP	Occupational Health Practitioner
OHSA	Occupational Health and Safety Act
SHEQ	Safety, Health, Environment, and Quality
UN	Unique Number
SHEQS	Safety, Health, Environment, Quality, and Security
TES	Temporary Employed Staff
SHE	Safety, Health and Environment

2.5 Roles and responsibilities

2.5.1 Line management

Line management:

a) shall be responsible for the implementation of the procedure in their area of responsibility;

b) shall carry the cost of substance abuse testing;

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c) shall provide fair and consistent treatment in the screening and testing of persons for substance abuse;

d) shall ensure that testers and screeners have the necessary competency on how to conduct substance abuse testing and/or screening, are trained to use the testing and/or screening instrument and supporting equipment, in accordance with the Management of Substance Abuse in the Workplace Procedure (32-37) criteria and have been formally appointed as either a tester or screener. Refresher training must be conducted every two years.

e) shall ensure that all testing and/or screening equipment which the tester or screener uses in the course of testing and screening for substance abuse is calibrated and maintained in accordance with the manufacturer's specifications, including general checks, e.g. condition, battery status, etc..

f) on an ad hoc basis, by way of conducting job observations, for example, shall monitor the work of alcohol screeners and testers, ensuring they follow the proper procedures and maintain professional standards;

g) shall ensure an adequate supply of testing and screening equipment required per site or business unit;

h) shall, where possible, ensure that contractors, consultants, and visitors (within his/her area of operation) are made aware of the procedure;

i) shall ensure that a maintenance and calibration register is maintained for all equipment used for testing and screening;

j) shall ensure that persons under the influence or intoxicated are not permitted access to work sites or are removed from their work environments and safely transported to their place of residence;

k) shall ensure that processes required for the various methods for the identification of persons under the influence or intoxicated are implemented in accordance with the procedures as directed by the business unit SHEQS/Safety risk managers or OHS representatives;

l) shall ensure that the drug and alcohol test register is correctly completed and available for the division/business unit SHEQS/safety risk manager/line manager when requested by him/her.

m) if a person reports any potential impact on his/her capability to perform work safely due to the consumption of medicinal substances, the line manager shall refer the employee to the OHP to ensure that a fitness-for-duty assessment is performed;

n) shall ensure that employees voluntarily requesting help relating to any form of substance abuse are referred to an EAP and/or OHP for assistance in line with Procedure 240 – 76618189: Management of employees with substance abuse problems and monitoring the progress of any referred employees to support where necessary/required.

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2.5.2 The occupational health practitioner (OHP)

a) Assists managers and security personnel with the referral process and laboratory request forms for employees under the influence of a substance, including information about the nearest laboratory and the required laboratory forms.

NB! A confirmation substance test should only be conducted where the screening results are disputed by the employee or the employee's union representative. However, remember that Eskom has zero tolerance for being under the influence of substances in the workplace.

i. The specimen should be conducted at the laboratory to avoid further disputes.

ii. There is no need to refer a person under the influence to the medical centre for a fitness-for-duty assessment because such an employee is not allowed to enter Eskom premises. Medical centres are inside Eskom premises, and a person who is under the influence, as identified through behavioural observation and a positive screening test, is a risk to OHNPs.

b) Assist the employee with substance abuse problems in line with Procedure 240 – 76618189: Management of employees with substance abuse problems.

c) Maintain the medical records of the employees who have declared they are on medication.

2.5.3 EAP practitioners

EAP is available to employees with substance abuse problems.

The EAP practitioner shall:

a) assist the employee who has substance abuse problems in line with Procedure 240 – 76618189: Management of employees with substance abuse problems;
b) inform the line manager where the employee has been formally referred;
c) receive feedback and progress from the external service provider or institution where the employee is receiving treatment; and
d) monitor and evaluate the treatment intervention and provide a progress report, where required;
e) arrange aftercare service for the employee to facilitate a smooth reintegration following institutionalisation, if there is a need to do so; and
f) educate/advise managers and supervisors on how to manage and/or refer employees with substance abuse problems.

2.5.4 Divisional/Business Unit SHEQS/Safety risk managers

The SHEQS/Safety risk manager shall be responsible for:

a) keeping copies of BU test registers and calibration certificates;
b) monitoring compliance with this procedure;
c) consolidating site test results and providing feedback to line managers and supervisors;
d) analysing and presenting the test results to the relevant forums;

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e) assisting line management with testing protocols, where necessary.

2.5.5 Security management

The security officers shall:

a) assist line management in carrying out daily and/or random alcohol screening and/or breath alcohol testing;

b) ensure that testing will be done at points/locations best suited to enable confidentiality and non-disruption of traffic and/or services; and

c) inform line management of the test results in their area of responsibility.

2.5.6 Employees

a) Employees who are identified through the organisational screening and testing procedures for substance abuse or who know that they have a problem are encouraged to seek assistance from the EAP advisors.

b) If a person consumes any substances/medication (prescribed or not) likely to impair his/her faculties/judgement or ability to perform work safely, he/she shall inform the OHP and/or line manager accordingly.

2.5.7 Testers

a) Only commence testing or screening in accordance with Eskom's Management of Substance Abuse in the Workplace Procedure (32-37) once they have the necessary competence to do so, have been trained to use the testing or screening instrument and supporting equipment, and are appointed as a tester.

b) Before conducting any testing and/or screening, ensure that the instrument or any other equipment to be used has been calibrated in accordance with the manufacturer's specifications, including general checks, e.g. condition, battery status, etc.

c) If a person is under the influence, the tester shall immediately report the test results to the person's manager and/or occupational health practitioner.

d) Maintain the test register of the test instrument.

e) On a monthly basis, forward to the SHEQS manager/safety risk manager, the test register of each instrument and a copy of the test register shall be kept by the tester on file.

2.5.8 Screeners

a) Only commence screening in accordance with Eskom's Management of Substance Abuse in the Workplace Procedure (32-37) once they have the necessary competence to do so, have been trained to use the screening instrument and supporting equipment, and are appointed as a screener.

b) Only use a substance abuse screening instrument or supporting equipment with a valid calibration certificate.

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c) Only conduct screening in the area(s) assigned to the screener.

d) If a screening reflects a positive result, the screener shall immediately report the screening result to an appointed substance abuse tester.

2.6 Process for monitoring

Compliance with this procedure will be monitored through the BU internal audit processes.

2.7 Related/Supporting documents

[1] 32-37 Management of Substance Abuse in the Workplace Rev 4

[2] 559-169475702 Appointment of a Substance Abuse Screener

[3] 240-91330262 Appointment of a Substance Abuse Tester

3 Substance Abuse Procedure

3.1 The rules concerning Eskom employees, contractors, consultants, and visitors are as follows:

a) A person shall not be allowed access to the Eskom workplace for duty or continue with his/her duties if he/she is under the influence or intoxicated.

b) A person shall not consume alcohol or drugs/controlled substances (unless prescribed) while on Eskom premises or while on Eskom business.

c) A person shall not engage in any improper or unlawful activity related to alcohol or drugs/controlled substances while on Eskom's premises or while on Eskom business.

d) A person shall not permit another person to consume or engage in any improper or unlawful activity related to alcohol or drugs/controlled substances while on Eskom premises or while on Eskom business.

e) A person may not permit another person to work if it is suspected that the other person is under the influence or intoxicated.

f) A person shall not bring, sell, and/or store alcohol or drugs/controlled substances while on Eskom premises or Eskom business unless authorised by Eskom.

g) If a person is using a legal substance/medication (prescribed or not) that is likely to impair his/her faculties/judgement or ability to perform work safely, that person is obligated to inform the line manager for referral to the OHP to ensure that a fitness-for-duty assessment is performed.

h) Persons shall comply with requests to undergo random or specific substance or alcohol screening or testing. Refusal to comply with such a request may result in an adverse inference being drawn that the person is under the influence or intoxicated.

i) Where substance or alcohol testing is being conducted at a unit/department, the testing shall take precedence over all other planned activities.

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j) No person is permitted to leave the confines of the unit/department without the express permission of the supervisor, manager, or their delegated stand-in in consultation with the tester, while testing is being conducted.

k) Adverse inference shall be drawn against a person if he/she leaves the confines of the unit/department without express permission and may lead to disciplinary action being considered against the person.

l) EAP services will not be a substitution for discipline or the management of misconduct where an employee has been found under the influence of alcohol or drugs.

NOTE: Alcohol testing of customers falls outside the ambit of what is permissible for members of the public who enter Eskom sites. Customers will not be subjected to screening and testing. However, they may be refused access to Eskom premises should there be a suspicion that the person is or may be under the influence of alcohol or drugs, for the safety of other customers and Eskom personnel.

3.2 Management of persons under the Influence of any substance

a) Screening may be done at any time by an appointed tester or screener at the designated area on any Eskom premises/site. If a person is found positive in terms of the screening process, he/she will be sent immediately for a test (with reading). NB: The screening and testing process uses two different instruments. If at a location where there is no handheld testing unit, a second screening device can be utilised to do the first and second confirmation tests, after which an informed decision can be made.

b) If the person tests positive, a second test is done immediately after 30 minutes have elapsed. If the second test result is anything above 0.000mg per 1000ml, the person will be regarded as being under the influence.

c) If the test result is above the legal limit (0.24mg per 1,000ml – breath alcohol concentration), he/she will have to get someone to come and fetch him/her at work, or the person will have to stay in a designated location until the BAC levels are below the legal limit, at which point he/she will be allowed to drive home.

d) No person under the influence or intoxicated will be permitted to enter or remain on Eskom premises or in control of an Eskom vehicle/equipment.

e) If a person is identified as being under the influence or intoxicated, the tester shall inform the person's line manager or any other line manager on site in the absence of the person's line manager.

f) The line manager (or his/her delegate) of any person under the influence shall ensure that the person is safely transported to their residence and instructed to report for duty at the commencement of the next working shift. If the person's line manager is not on site, any other line manager shall ensure that the person who is under the influence or intoxicated leaves the work site and is safely transported to their residence.

g) Employees will not be remunerated for the period not worked as a result of being under the influence. Contractor management and consultants are encouraged to adopt a similar stance regarding their employees.

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h) Whenever an Eskom employee tests positive, he/she will be subjected to disciplinary action in line with Eskom's Disciplinary Procedure for the contravention of a Life-Saving Rule.

i) When a contractor or visitor presents a positive result, his/her manager or organisation will be required to make the necessary transport arrangements when they are notified of the result.

3.3 Identification of persons who are under the influence/intoxicated

3.3.1 Breath alcohol screening: process to perform alcohol screening at Eskom sites or contractor sites

This is the preferred method to indicate whether a person is under the influence of alcohol.

This process establishes the steps to be followed in implementing the Eskom alcohol screening requirements, including:

- how alcohol screening will be conducted;
- the actions to be followed in response to alcohol screening, including immediate responses and follow-up actions; and
- how the matter of confidentiality will be dealt with.

Note: Should there be any questions or uncertainty regarding the maintenance/testing/usage or calibration of equipment, please refer to the manufacturer's specifications and guidance.

3.3.1.1 Selection process for screening

(a) Timing

Alcohol screening will typically be undertaken at the start of the working day, start of shifts, following breaks, during site visits and at any designated area. Eskom reserves the right to conduct screening at any time during the working day/shift period. Screening may also be undertaken after hours, during weekends, or on public holidays.

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(b) Candidate selection

All Eskom employees, contractors, and/or visitors to an Eskom or contractor site could be subjected to alcohol screening when arriving at the workplace. Candidates entering sites/offices as pedestrians could be required to undertake alcohol screening in public. All candidates entering the workplace in a vehicle could be tested while in the vehicle.

Candidates with a positive reading will not be allowed to enter the workplace. He/she will be requested to proceed to a dedicated testing area to undertake a confirmation alcohol test, as specified in this procedure.

3.3.1.2 Procedure for alcohol screening

a) All alcohol screening will be done by people trained and appointed to operate the handheld screening equipment. The screening equipment will be calibrated and maintained as per the manufacturer's specifications.

b) The person being screened must supply an air sample from his/her lungs directed into an approved breath analysis instrument (mobile hand unit). The sample shall be sufficient to obtain a valid reading on the instrument.

c) If the instrument indicates a positive result, the testing process will be immediately implemented by way of a confirmation alcohol test. (see paragraph 3.5.1)

3.3.1.3 Identification of alcohol abuse by observation

This method of identification shall be followed with all persons while on Eskom premises who are unable to provide an adequate breath sample if the necessary test instrument to measure alcohol is not available, or who are behaving erratically or demonstrating erratic behaviour. The checklist for identifying alcohol abuse by observation, Unique Identifier: 240-64453117 shall be completed during observation.

The following evidence regarding the person's appearance and/or conduct may provide reasonable and sufficient grounds to believe that the person is under the influence or intoxicated:

a) Slurred speech

b) Unintelligible speech

c) Unsteady gait

d) Abusive language

e) Unsteady on feet

f) Smell of alcohol/drugs

g) Aggressive behaviour

h) Bloodshot/glazed eyes

i) General appearance

j) State of alertness/falling asleep

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k) Vomiting

l) Inability to carry out simple instructions/tasks that he/she can generally do.

NOTE: For detection purposes, both procedures (breath alcohol screening or testing and identification of alcohol abuse by observation) do not have to be carried out; one is sufficient.

3.3.2 Drug screening: process to perform drug screening at Eskom sites or contractor sites

a) Drug screening is typically conducted by way of the observation process. If someone is suspected to be under the influence of drugs, based on the observation process, he or she will be tested according to the requirements specified in this document.

b) The line manager shall initiate testing and arrange for an appointed tester to conduct it in a designated area.

c) The tester shall make the necessary arrangements for the test and obtain the person's express consent verbally or, where required, in writing.

3.3.2.1 Identification of drug abuse by observation

In addition to being used as a screening tool, this method of identification shall be followed with all persons while on Eskom premises who are unable to provide an adequate saliva/urine sample or if the necessary testing equipment or instrument to measure drug usage is not available. The checklist for identifying drug abuse by observation, Unique Identifier: 240-64453445, shall be completed during observation.

This technique also needs to be applied when an employee's screening result is positive, and the line manager is awaiting the confirmation of substance test results. This will determine whether the employee should be allowed to perform his/her duties.

The following evidence regarding the person's appearance and/or conduct may provide reasonable and sufficient grounds to indicate that the person is under the influence of drugs:

a) Slurred speech

b) Runny nose

c) Profuse sweating

d) Lack of facial expression or animation

e) Strange gait

f) Poor muscle control

g) Aggressive behaviour

h) Bloodshot eyes

i) Sleepy eyes

j) Uncontrollable moods

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k) Unnatural thirst or hunger

l) Dry mouth

m) Stains on hands

n) Needle prick scars on open or visible skin

o) Talkative or giggling

3.4 Substance abuse testing

3.4.1 Testing requirements

a) All testing for substance abuse in terms of this procedure shall be done in accordance with the applicable legislation.

b) Testing will be done at points/locations best suited to enable confidentiality and non-disruption of traffic and/or services; and

c) Any testing shall be done with due cognisance of and consideration for privacy.

3.4.2 Pre-placement testing

Pre-employment substance abuse testing will be applicable where freedom from substance abuse and/or dependency has been identified as an inherent job requirement, or the person performs a critical task and where the law allows such testing (Occupational Health and Safety Act 85 of 1993 and Employment Equity Act 55 of 1998).

The test information shall be confidential between the applicant for employment and the occupational health practitioners.

3.4.3 Compulsory testing

All persons entering Eskom premises and/or required to perform any tasks or to drive vehicles may be required to undertake a drug and/or breath alcohol test before commencing their duties and, where necessary, on a periodic or random basis.

The tester shall be responsible for ensuring that the person is tested in accordance with the testing procedures. If a person is found to be under the influence, the tester shall immediately report the test results to the person’s manager.

3.4.4 Post-accident, near miss or incident

In all cases of accidents, near misses, or incidents, the injured person and/or the persons who were involved in the accident, near miss, or incident may be required, where circumstances permit, to undergo a breath alcohol or other substance test. Testing shall be following the identified procedures set out in this document.

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3.4.5 Reasonable suspicion

When a person appears to be under the influence of alcohol or other substances, the person who has observed this shall report it to the person's immediate line manager or another line manager if the immediate line manager is not available. If the line manager confirms the suspicion, the person shall be tested in accordance with the identified procedures set out in this document.

3.4.6 Ad hoc screening/testing

Persons may, where necessary, be screened/tested randomly, in a non-discriminatory manner, following the respective procedures for testing as outlined in this document.

3.4.7 Return to work

a) Any employee undergoing rehabilitation may be required to undergo regular screening/testing. The nature and frequency of the screening/testing will be determined by the person's counsellor and/or an occupational health practitioner.

b) The tester shall be responsible for ensuring that the person is tested in accordance with such requirements.

c) If an employee is found to be under the influence, the employee's line manager shall immediately report the test results to the person's counsellor or an occupational health practitioner.

3.4.8 Follow-up testing

a) Any person who has been disciplined for being under the influence or who has been disciplined in terms of this procedure may be required to undergo a regular urine or saliva drug and/or breath alcohol test for a specified period. Such period shall be clearly stated under "corrective measures" on the disciplinary report form.

b) The tester shall be responsible for ensuring that the person is tested following the agreed-upon requirements.

c) The tester shall immediately report the test results to the person's manager if the person is under the influence. Further disciplinary action may be taken against the person.

3.5 Testing procedure

3.5.1 Alcohol testing process

a) Should the confirmation alcohol test reflect a positive result, a second confirmation test must be conducted 30 minutes after the first confirmation test. Both confirmation tests will be conducted using a calibrated handheld testing unit and performed by a trained and appointed tester according to the requirements specified in this procedure.

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b) The person being tested must refrain from taking any fluid or substance during the waiting period; this includes smoking. Should the person need to take anything (to control diabetes, for example) within the 30-minute waiting period, it must be declared upfront.

c) If an employee reflects a positive screening result at a location with no handheld testing unit, the employee's supervisor must arrange for him/her to be transported to a site with the appropriate equipment to conduct the confirmation testing if it is within a 30-minute driving distance. Should this option not be available, a second screening device can be utilised to do the first and second confirmation tests, after which an informed decision can be made.

d) If any confirmation test result reflects a negative result, the person may return to his/her normal duties. No further action will be required.

e) If the second confirmation test result is above 0.000 mg/1000 ml BAC, a positive result will be recorded. The tester will notify the employee's supervisor, who will commence the actions outlined in the procedure.

3.5.1.1 Equipment requirements: Breathalyser screening or testing instruments

Shall meet the following requirements:

a) Shall be portable.

b) Shall have a minimum measuring range of 0 to 1.50 mg/L or 0.000 to 0.300% BAC.

c) Should be able to operate in the following conditions:

   i) Temperature: -5 to +40ºC.

   ii) Pressure: 600 to 1 300 mbar.

   iii) Humidity: 20 to 95% RH.

d) Shall comply with the specification requirements stipulated by recognised international standards laboratories.

e) It should be ready to do the test within 30 seconds after switching on. If the reading is below 0.19 mg/L, it should be ready for the next test within 30 seconds.

f) Shall reflect the breath alcohol concentration (BAC) level.

g) Shall perform at least 500 tests from an alkaline (battery) power supply.

h) The sensor shall use an electrochemical fuel cell specific to ethanol and shall not respond to other substances normally found in the breath.

i) Shall be simple to use, and its operational procedure shall be automatic and fail-safe.

j) Shall be microprocessor-controlled to ensure repeatability.

k) The automatic sampling procedure shall be capable of being overridden and operated manually in the case of uncooperative subjects or those with weak exhalation.

l) Shall indicate that it is operational and when it is ready to perform a test.

m) Shall produce an audible beep to indicate an adequate breath sample.

n) Should indicate an incomplete breath sample.

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o) Internal instrument calibration shall be simple, with the option to be externally calibrated at a local calibration laboratory.

p) It should not be possible for an unauthorised person to change the settings of the instrument.

q) Calibration personnel shall be trained and certified by the supplier.

r) All equipment used in Eskom while testing for substance abuse shall be calibrated in accordance with the manufacturer's prescription, not less than every six months, or as per minimum criteria from manufacturer and/ or supplier specifications, even if the calibration check is within acceptable limits, and a complete record of such calibration shall be kept in a dedicated register.

s) Under no circumstances shall an instrument that has not been calibrated within the specified period be used.

t) The sensor should have a warranty period of at least 24 months.

u) Shall be well maintained according to manufacturer and/or supplier specifications, with internal status checks to be done at a set frequency.

v) To be submitted for maintenance/repairs and/ or calibration, when determined to be faulty, damaged or delivering invalid results.

w) To be stored in a safe and sound location, as per manufacturer and/or supplier specifications.

x) To be legibly marked with unique identification and registered accordingly on an equipment register/ inventory.

y) To be for the sole use of the certified tester.

3.5.2 Drug testing process

a) The preferred method to establish whether a person is under the influence of drugs is the urine sample test. Should a division/BU already use the saliva testing methodology, it will be allowed to continue until an alternative/improved method is available or the procedure specifies different requirements.

b) The testing method will be either a saliva or urine sample.

c) The tester shall complete and sign the drug test report (Unique Identifier: 240-64455308).

d) All drug testing and screening will be done by people trained and appointed to operate the testing and screening equipment. The equipment (testing device or screening kit) will be maintained and calibrated (as applicable) per the manufacturer's specifications.

e) The person being tested or screened will be required to supply a saliva/urine sample. The sample shall be sufficient to obtain a valid reading on the instrument.

f) If the urine sample indicates a positive result, it will be sent to a laboratory for analysis and confirmation, ensuring no contamination in the process.

g) Should the confirmation drug test reflect a positive result, the necessary corrective measures will need to be implemented.

Note: Should there be any questions or uncertainty regarding the maintenance/testing/usage or calibration of equipment please refer to the manufacturer's specification for guidance.

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3.5.2.1 Equipment requirements: Urine and saliva drug instruments

a) Shall be portable.

b) The sealed sampling/testing kits should be opened in the presence of the person to be tested and used once only.

c) The test instrument shall cover a minimum of six different drug components, which are:

   i. Amphetamine (AMP),

   ii. Benzodiazepines (BZO),

   iii. Cocaine (COC)

   iv. Marijuana (THC),

   v. Methamphetamine (MET),

   vi. Opiate (OPI 2000).

d) It should be able to operate at a temperature of -5 to +40°C.

e) Shall comply with the specification requirements stipulated by recognised international standards laboratories.

f) Should indicate an invalid urine or saliva sample.

g) Testers shall be trained and certified by the supplier.

h) All instruments used in Eskom to test for substance abuse shall be kept under the manufacturer's prescription.

i) Shall be well maintained according to manufacturer and/or supplier specifications, with internal status checks to be done at a set frequency.

j) To be submitted for maintenance/repairs and/or calibration when determined to be faulty, damaged or delivering invalid results.

k) To be stored in a safe and sound location, as per manufacturer and/ or supplier specifications.

l) To be legibly marked with unique identification and registered accordingly on an equipment register/inventory.

m) To be for the sole use of the certified tester.

n) The same/similar calibration criteria should apply, as mentioned, for the above instrumentation.

3.5.3 Conducting the test and recording the results

The tester shall conduct the test and record the result following the procedure for testing as set out in this document.

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3.5.4 Interpretation and feedback

a) The tester shall interpret the test results and explain them to the relevant line manager, including specific reference to the presence of drugs in the sample.

b) If the line manager receives evidence of substance abuse in contravention of Eskom's Life-Saving Rules, a disciplinary process shall be instituted following Eskom's Disciplinary Procedure.

3.6 Refusal to undergo testing or failure to provide an adequate testing sample

a) Cooperation with the testing process allows the person to prove compliance with the procedure.
b) A person who is suspected of being under the influence or who is selected for testing in terms of this procedure and who refuses to undergo appropriate testing or who fails to provide an adequate breath, urine, or saliva sample shall be removed from the work site immediately and shall not be remunerated for the period not worked.
c) Refusal by a person to undergo a substance abuse test or to provide an adequate breath, urine, or saliva sample may result in an adverse inference being drawn against the person's version and shall lead to a situation which may result in disciplinary action taken. In the case of a contractor, such refusal may result in excluding that contractor from Eskom's workplaces.

3.7 Procedure for call-out and standby persons

3.7.1 Call-out (not on standby)

a) A call-out (not on standby) for this procedure is where, without prior notice or arrangement, a person is requested to report for duty outside of his/her normal hours of work.

b) A person must declare when he/she is called out, whether or not he/she has been drinking alcohol or using any drugs or controlled substances since his/her last period of duty.

c) A person reporting for a call-out who is under the influence of alcohol, or drugs/controlled substances will not be allowed to enter the site or perform any task.

3.7.2 Standby

a) Standby, for the purposes of this procedure, is when a person is paid a standby allowance/premium to make his/her services available outside normal work hours over a pre-agreed period (for example, a standby roster).

b) Persons shall not use alcohol, drugs, or controlled substances while on standby. In any event, persons on standby shall ensure that they are not under the influence, as defined in this procedure, at any time during the standby period.

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3.8 Disciplinary process

Being under the influence, consuming alcohol or drugs/controlled substances, and/or engaging in improper or unlawful activity related to alcohol or drugs/controlled substances while on Eskom's premises or Eskom business constitutes serious misconduct, and a person will be subject to the disciplinary process in terms of Eskom's Disciplinary Procedure.

3.9 Rehabilitation for substance abuse (alcohol or any type of drugs)

a) When substance abuse has become a problem to the extent that an employee's functioning is impaired and he/she finds it difficult to carry out and perform his/her normal day-to-day work-related duties, the employee may seek evaluation and rehabilitation.

b) Rehabilitation is among the best options in the treatment of substance abuse and addictions, where an individual is admitted to an approved institution specialising in the treatment of such for a set period.

c) Persons who voluntarily seek evaluation and rehabilitation before they are found to be under the influence at work are assured that they will not be dismissed because they participated in a rehabilitation programme, although they will not be exempt from disciplinary action arising from other conduct.

d) Persons who did not voluntarily seek evaluation and rehabilitation and were found to be under the influence at work will be subject to disciplinary action. Depending on the circumstances of each case, such persons may be referred for substance abuse rehabilitation following such misconduct.

e) All assistance is confidential, and it will not impact the person's future at Eskom.

f) Eskom intends to assist, not punish, employees who voluntarily seek treatment and rehabilitation before they are found to be under the influence at work. However, employees who only admit to substance dependency at the time of the commission of misconduct or thereafter will be subject to disciplinary action.

g) It is best to deal with the problem before it becomes a disciplinary matter.

3.9.1 Process to follow

a) Where the initiator is the employee, the employee should contact anyone in the health and wellness team of professionals (for example, the Eskom medical practitioner, occupational health nurse practitioner, employee assistance practitioner, or wellness practitioner) in his/her work area.

b) Where the initiator is either a line manager, supervisor, or colleague, the reasons for referral should be discussed with the employee concerned, and the employee should agree to the referral. NOTE: This excludes TES employees, contractors and their employees, consultants, and visitors.

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3.10 Confidentiality

When an employee voluntarily seeks treatment or is advised by the occupational health practitioner/EAP practitioner that he/she requires treatment, all information will be treated confidentially between the practitioner and the employee. When management refers an employee for assessment or treatment, the employee's medical details will remain confidential.

If, in the opinion of an occupational health practitioner, a situation arises where an employee could endanger himself/herself and/or fellow workers, the employee's manager shall be advised. The employee's manager shall also be advised if, in the opinion of an occupational health practitioner, an employee is unfit to perform the task or tasks assigned to him/her.

NOTE: this excludes TES employees, contractors and their employees, consultants, and visitors.

4 Acceptance

This document has been seen and accepted by:

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5 Revisions

Date	**Rev.**	**Compiler**	**Remarks**
December 2008	1	Christinah Maphanga	Revised and updated 32-37
July 2014	2	Metse Mphelo	Revised and updated to align with Eskom requirements and the Life-Saving Rules Standard
May 2016	3	Alex Stramrood	Revised and updated with input from FTHSRs, and more direction was provided regarding drug testing. Content and changes shared at CCF during August 2017
August 2023	4	Mike Townsend	Revised and updated in line with the review date

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Date	Rev.	Compiler	Remarks
April 2025	5	Mike Townsend	Incorporation of a definition for screener and tester and a section under roles and responsibilities for each of these roles.

6 Development Team

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7 Acknowledgements

Risk and Sustainability OHS staff

Organised Labour at divisional level and CCF

Individuals across the divisions that, over a period of time, raised concerns and made suggestions on how to improve the content of the procedure.

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Eskom	**Procedure**	

Title: **Occupational Health and Safety Incident Management Procedure**

Document Identifier: **32-95**

Alternative Reference Number: **Not Applicable**

Area of Applicability: **Eskom Holdings SOC Ltd**

Functional Area: **Occupational Health and Safety**

Revision: **9**

Total Pages: **30**

Next Review Date: **March 2027**

Disclosure Classification: **Controlled Disclosure**

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Date: 30 March 2021	Date: 30 March 2021	Date: 30 March 2021

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1. Introduction

Eskom's SHEQ Policy sets out principles and rules that underpin the way in which Eskom approaches occupational health and safety, the environment and quality.

Incident management is an integral function of risk management. The aims and objectives of incident management are as follows:

a) Reduce risk and prevent any recurrence of incidents.

b) Ensure that incidents are managed effectively.

c) Ensure that incidents are classified and recorded accurately.

d) Ensure prompt and appropriate investigation.

e) Promote the proactive use and value of near-miss incident reporting.

f) Improve the quality of occupational health and safety by learning from incidents, including near-misses.

g) Share incident information.

h) Report to internal and external stakeholders, as required.

i) Promote the analysis of trends, and review practices accordingly.

j) Involve and communicate information to all stakeholders.

Incident management is not a mechanism for assigning blame or monitoring staff performance, but rather a way of identifying and addressing areas for improvement in order to reduce future risks. Eskom is committed to Zero Harm as a value, this value forms an integral part of Eskom's operations.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

This document describes the high-level intention and requirements for the effective management of incidents that occur during the course of Eskom's business that result in, or could result in, near misses, property damage, injuries, occupational diseases/illnesses or fatalities.

2.1.2 Applicability

This document shall apply throughout Eskom Holdings SOC Ltd, its groups/ divisions, subsidiaries, and entities in which Eskom has a controlling interest. Where Eskom does not have a controlling interest, this procedure shall apply if no such similar document exists.

This document is applicable to Eskom employees, contractors (unless it is explicitly mentioned otherwise in this document) and members of the public affected by activities of, or on behalf of, Eskom.

For the purpose of Eskom benchmarking with other organisations, the applicable Responsible Manager may use the relevant classification criteria required for such benchmarking process.

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In the case where a site consists of multiple employers, this procedure must be complied with for Eskom reporting purposes.

For the interpretation of requirements related to occupational health and safety incidents, this document will supersede any other procedures and instructions. This procedure is supported by sup[ported by Standard – “Occupational Health and Safety Incident Management Definitions and Classification Parameters: 240-131838225”.

2.1.3 Effective date

The document is applicable as of 1 April 2021.

2.2 Normative/Informative References

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

2.2.1 Normative

[1] 240-62582234: OHS Roles and Responsibilities and Statutory Appointments Standard.

[2] 32-727: Eskom, Safety, Health, Environment, and Quality Policy.

[3] 32-123: Eskom Emergency Planning Procedure.

[4] 32-124: Eskom Fire Risk Management Standard.

[5] 32-256: Emergency Response Procedure – Communications.

[6] 240-51122806: Process Control Manual (PCM) for Incident Management.

[7] 240-49308149: Process Control Manual (PCM) for Occupational Health and Safety Management.

[8] Aviation Act, No. 74 of 1962.

[9] Occupational Health and Safety Act, No. 85 of 1993.

[10] Labour Relations Act, No. 66 of 1995.

[11] Medicine and Related Substance Control Act, No. 101 of 1965.

[12] Mine Health and Safety Act, No. 29 of 1996.

[13] Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993.

[14] Basic Conditions of Employment Act, No. 75 of 1997.

[15] National Health Act, No. 61 of 2003.

[16] 240-62946386: Vehicle and Driver Safety Procedure.

[17] 240-84733329: Medical Surveillance Procedure.

[18] 32-425: Hearing Conservation Procedure.

[19] COIDA Occupational Disease 2 Form – as per COIDA.

[20] 240-131838225: Occupational Health and Safety Incident Management Definitions and Classification Parameters.

[21] 240-58554227: Health & Safety Agreement.

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2.2.2 Informative

[22] I240-47560170: Process Control Manual (PCM) for Quality Management.

[23] 240-51367318: Process Control Manual (PCM) for Assurance and Advisory Audits.

[24] 32-450: Safety and Occupational Hygiene Performance Management.

[25] ISO 9001 Quality Management Systems.

[26] ISO 45001 Occupational Health and Safety Management Systems.

[27] OHSAS 18001 Occupational Health and Safety Systems.

[28] EPM0060: Measurement Specification Document for Headcount.

[29] Criminal Procedures Act, No. 51 of 1977.

[30] Electricity Act, No. 41 of 1987.

[31] Explosives Act, No. 15 of 2003.

[32] Inquest Act, No. 58 of 1959.

[33] Law of Evidence Amendment Act, No. 45 of 1988.

[34] National Road Traffic Act, No. 93 of 1996.

[35] 240-75512977: Noise-Induced Hearing Loss Investigation Form.

[36] 240-75512947: Noise-Induced Hearing Loss Notification Form.

[37] 240-154786986: COVID-19 Investigation Form.

The list of legislation and documents for further information is not exhaustive and/or not limited to the legislation and documents listed above.

2.3 Definitions

2.3.1 Accident: Any unplanned event, arising out of, and in the course of, an Eskom or contractor employee's employment and resulting in human injury, illness, or death of the employee, as well as death of, or injury to, any member of the public or damage to property.

2.3.2 Fatality: an incident occurring at work, or arising out of, or in connection with, the activities of persons at work, or in connection with the use of plant or machinery, or direct or indirect exposure to Eskom's product or activities, in consequence of which, any person (that is, employee, contractor, or member of the public) dies, regardless of the time intervening between the injury and/or exposure to the date of death. The date of the incident will reflect the date on which the incident occurred, irrespective of the date of death.

Note: Incidents related to the death of a person (employee or contractor employee) while at the workplace and on duty who dies as a consequence of any activity or cause not directly related to the course and scope of the deceased's employment (for example, death from natural causes, etc.) will not be regarded as a work related incident.

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2.3.3 First-aid injury: An injury due to a work-related incident, where that injury requires first aid treatment within the scope of a first aider and content of a first aid box and does not require further treatment by a health professional. Therefore, the following injuries will be regarded as first-aid injuries:

a) If there was no medication required.

b) No subsequent medical treatment is required.

c) Where an employee was involved in an OHS incident where there was contact with a person's body part, whether there was an injury or not, the involved employee shall at least be assessed by a first aider/health professional, for the purpose of this document, this assessment/examination will be regarded as First Aid. At the minimum, the incident shall be classified at least as a first-aid injury.

d) First-aid treatment can also be offered by a medical professional as long as it is in the scope of the first aider.

e) The affected employee is able to resume work after the injury has been treated.

Note 1: Classification is based on the level of treatment, not on the person administering treatment. For example, health professionals or emergency teams can provide first-aid treatment.

Note 2: This excludes Incidents which are not caused by OHS events that arise at the workplace or not directly related to the course and scope employment.

2.3.4 Lost-time injury (LTI): A work injury, including impairment and a fatality that arises out of, and in the course of, employment and that renders the employee or contractor to be booked off work. A work injury, including impairment and a fatality, that arises out of, and in the course of, employment and that renders the employee or contractor to be unable to perform his/her regular/normal work longer than seven calendar days or shifts other than the day or shift on which the injury occurred.

Note: Normal work refers to any work where a person can perform his/her normal duties, as per job profile, without restriction. Lost-time injury will apply if a person is booked off work by a medical practitioner due to an incident, including being booked off for acute stress or post-traumatic stress disorder by a relevant medical practitioner after an OHS incident.

A lost-time injury includes the following:

a) Where an employee/contractor is booked off, regardless of the number of days or shifts.

b) Incident resulting to a person being booked on restricted/ light duty longer than seven calendar days.

Note: This excludes incidents which are not caused by OHS events that arise at the workplace or not directly related to the course and scope employment.

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2.3.5 Medical injury: an injury resulting from a work related incident where treatment was rendered by a medical/health professional within a 24-hour period, and medication was either prescribed, dispensed, and/or applied. The affected employee is able to resume work after the injury has been treated.

Note 1: Treatment, for the purpose of this document, excludes any diagnostic or examination procedure or method used in the establishment of the extent of injuries or illnesses (for example, X-rays or scans).

Note 2: Where medication was prescribed and/or dispensed after an injury and it was not obtained and/or used, the injury shall be classified as a medical injury.

Note 3: Where medication is prescribed, dispensed and/or applied, whether to treat an injury or prevent an illness or medical condition after an incident, the incident must be regarded at least as a medical injury.

Note 4: any work-related noise-induced hearing loss with a PLH shift between 3.2% and 9.9% will be regarded as a medical injury.

Note 5: This excludes Incidents which are not caused by OHS events that arise at the workplace or not directly related to the course and scope employment.

2.3.6 OHS Event: any occurrence where humans were involved and this occurrence poses a risk of injury or illness/disease to those involved humans.

2.3.7 Occupational health and safety incident (OHS incident): an unplanned OHS event that could, or does, result in human injury or illness or property damage, excluding:

a) crime-related incidents where there was no potential for injuries; and

b) motor vehicle incidents where the vehicle was stationary and unoccupied, incidents where there were scratches on the vehicle with no potential for injury, windscreen or glass-related incidents with no potential for injury.

Note: For recording and performance purposes, when there is an incident where multiple divisions/groups are involved, divisions/groups must capture the incident for their involved/injured.

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2.3.8 Occupational safety near-miss incident: Any OHS event that did not result in human injury or damage but had the potential, under different circumstances, to cause human injury or property damage.

2.3.9 Occupational hygiene near-miss incident: An OHS event where a person is exposed to a single or combination of occupational hygiene hazards, which occurred in the work environment, due to failure/insufficient/absence of control measures for that hazard(s) that could result in medical treatment, impairment or an occupational disease/illness.

2.3.10 Occupational impairment: Partial or total loss of bodily function or part of the body attributed to exposure at the workplace.

2.3.11 Noise-induced hearing loss (NIHL) incident: Where an individual experiences a bilateral sensorineural hearing loss with a confirmed percentage hearing loss of 10% or more measured from the baseline, which must be based on two diagnostic audiograms, as per Instruction 171 issued by the Compensation Commissioner.

2.3.12 Occupational disease/illness: Any confirmed disease/illness arising out of, and in the course of, an employee's employment and that is listed in Schedule 3 of the COID Act or any other condition as determined by an occupational medicine practitioner. In the case of employees placed through a labour broker, the onus is on the relevant OU/BU to ensure that the pre-employment medical examinations are done.

2.3.13 Public fatality: The death of a member of the public.

2.3.14 Public incident: Direct or indirect exposure to Eskom's product or activities caused by substandard acts and/or conditions that result in, or have the potential to cause, physical harm to members of the public, damage to property or interruption of business.

If an Eskom vehicle is used for commuting (the employee is not on standby, nor has he/she been called out for work) and the employee is involved in an MVA resulting in injuries either to himself/herself or a member of the public, this incident should be classified as non-work-related. If there were injuries to the member of the public, the incident shall be captured on SAP as a public incident and investigated but regarded as non-work related incident.

2.3.15 Public Recordable Fatality Incident (PRFI)

a) A PRFI is an incident resulting in the electrocution of a member of the public by coming into contact with Eskom apparatus within the point of supply, but excluding electrocution resulting from criminal activities. A minor being electrocuted as a result of criminal activity will be regarded as a public recordable fatality incident.

b) Any work-related incident where an Eskom employee or contractor is responsible for the death of a member of the public, excluding incidents where a member of the public is solely at fault.

2.3.16 Serious incident:

a) Any incident that results in a person being admitted to ICU for four days or more.

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b) Any incident involving persons where there was electrical contact, uncontrolled release of energy (for example steam release, electrical flashover, etc.).

Note: OU/BU must inform Sustainability Systems immediately regarding the incident, where after a decision will be made regarding the activation of an independent Subject Matter Expert.

2.4 Abbreviations

Abbreviation	Explanation
A&F	Audit and Forensic
CC	Compensation Commissioner
DoE&L	Department of Employment and Labour
Eskom	Eskom Holdings SOC Limited
Exco	Executive Committee
HR	Human Resources
ICU	Intensive Care Unit
INO	Initial Notification of Occurrence
LTI	Lost-Time Injury
LTIR	Lost-Time Injury Rate
MHSA	Mine Health and Safety Act
NIHL	Noise-Induced Hearing Loss
NPA	National Prosecuting Authority
OEL	Occupational Exposure Limit
OHS	Occupational Health and Safety
OHS Act	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
OMP	Occupational Medical Practitioner
OU/BU	Operating Unit/Business Unit
PCM	Process Control Manual
PLH	Percentage Loss of Hearing
PPE	Personal Protective Equipment
PRFI	Public Recordable Fatality Incident
SAIOH	Southern African Institute for Occupational Hygiene
SAP	Systems, Applications and Products in Data Processing
SAP EH&S	SAP Environmental Health and Safety (system)
SDIC	Safety Data Integrity Committee
SHEQ	Safety, Health, Environment and Quality
SOC	State-Owned Company
SS OHS	Sustainability Systems Occupational Health and Safety
TRIR	Total Recordable Injury Rate
WCL	Workman's Compensation Letter

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2.5 Roles and Responsibilities

Eskom Holdings SOC Ltd and its subsidiaries shall take all reasonably practicable steps to prevent all incidents and harm to any person, including members of the public and damage to property.

The Responsible Managers shall be responsible for:

a) Implementing this procedure;

b) Communicating to all their employees, contractors and contractor employees the importance of compliance with this procedure and the consequences of non-compliance. This includes communicating duty of care and refusal to perform an unsafe task to all new employees and new contractors;

c) Implementing a monitoring process for ensuring understanding of, and compliance with, duty of care and refusal to perform an unsafe task; and

d) Ensuring understanding of, and compliance with, the requirements of this procedure.

Note: Joint ventures: There may be occasions when Eskom and other organisations combine resources to carry out a joint venture. Unless otherwise stipulated, each company in the joint venture is liable for its own contraventions and could, therefore, be prosecuted in its own name, without reference to any of the other companies involved.

2.6 Process for Monitoring

Compliance with the requirements of this procedure shall be audited as per the first- to third-tier audit process. The OU/BU is responsible for its own monitoring; all other assurance providers will monitor compliance with this procedure.

2.7 Related/Supporting Documents

Parties using this document shall apply the most recent edition of the documents listed below:

[1] Annexure 1: as required by the OHS Act – document number **240-100003427**.

[2] OHS Incident Investigation Report template – document number **240-77046688.**

[3] WCL forms – **as per the OHS Act.**

[4] Preliminary Brief on OHS Incidents document – document number **240-99618317**

[5] Process Flow on the process of Capturing, Verification and Validation of Occupational Diseases – document number **240-134597296**

3. Occupational Health and Safety Incident Management Procedure

The following steps describe the process of incident management and are described in detail in the remainder of the document:

1. Incident identification.
2. Initiation and execution of emergency response.
3. Notification and reporting to relevant stakeholders.
4. Incident prioritisation.
5. Classification and recording of incidents.

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6. Incident investigation.
7. Management of corrective actions - implementation and monitoring of corrective actions of incidents.
8. Incident close-out.
9. Incident communication – occurs throughout the incident management process and is not necessarily a stand-alone step.

3.1 Incident Identification

Identify or recognise that an incident has occurred. There are two types of identification or recognition, that is, direct observation and indirect observation.

To ensure identification of incidents, the Responsible Manager should provide employees with knowledge and skills as well as create a culture and environment that motivate employees to immediately identify incidents as they occur.

Direct observation includes seeing the incident happening or being involved in the incident. For potential occupational disease incidents/impairments, direct observation includes assessment results by any medical practitioner or medical surveillance conducted by an occupational health practitioner.

Where in doubt whether the incident is an OHS incident or not, test the description of the incident against a definition of an occupational health and safety incident.

Any medical practitioner who examines or treats a person for a disease described in schedule three of the COIDA, or any other disease that he believes arose out of that person's employment, shall within the prescribed period and in the prescribed manner report the case to the person's employer and to the chief inspector and inform that person accordingly.

Identification of occupational hygiene-related near-miss incidents must be classified by the occupational hygiene/safety practitioner.

Indirect observation includes learning of the incident through, for example, complaints, feedback, or information provided by internal stakeholders (for example, Eskom employees or contractor employees) or external stakeholders (for example, authorities, members of the public, etc.).

3.2 Initiation and Execution of Emergency Response

a) Emergency response includes, but is not limited to, the following:
   i. Rescue operations.
   ii. Ensuring that the scene is safe during and after the incident.
   iii. Providing emergency care (that is, first-aid treatment) to the injured to stabilise him/her and prevent further injury and obtaining medical assistance, where necessary and/or applicable.

b) Activate the appropriate emergency response actions in terms of the site or area emergency preparedness plan/procedure.

c) In order to prepare for proper emergency response, the Responsible Manager must assess the potential risks and develop a suitable response plan to address the risks. In the event of an incident, emergency care must be provided in accordance with the emergency response plan for the area.

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d) The supervisor/manager must ensure that the injured person receives the best medical care and, when required, is transported to the doctor/hospital and that the relevant Employer's Report (WCL 1 or 2) is duly completed.

e) The supervisor/manager must ensure that a copy of the person's identity document is available to the treating doctor/hospital, which will facilitate prompt treatment. The Supervisor / Line Manager should ensure that the injured is accompanied for medical treatment, for the purpose of ensuring that the injured person receives the best medical care and that the relevant medical reports are completed correctly and appropriate feedback is received from the treating doctor.

f) The OU/BU Responsible Manager is to ensure that specific work instructions relating to emergency response are available on site and executed accordingly.

g) Emergency response includes collection of evidence, which will assist in establishing the root cause. When collecting evidence, take cognisance of the 5 Ps (people, position, parts, paper and process evidence).

h) Collection and preservation of evidence:

   i. Immediate actions at the scene following an incident can disturb or potentially remove vital physical items and information important for the investigation.

   ii. The Responsible Manager is responsible for ensuring that complete and correct evidence and records are identified, collected, recorded and obtained, archived, stored and preserved to support the investigation of the incident.

   iii. The Responsible Manager must take steps to preserve physical items, computer data and other relevant information until the incident investigation begins.

   iv. No person should be allowed to remove, disturb or tamper with any evidence until authorised to do so by the Responsible Manager or regulatory authority.

3.3 Notification and Reporting

All occupational health and safety incidents must be reported to relevant stakeholders. If information is not readily available, the available information must be used, an updated notification must be distributed to all stakeholders as more information becomes available. The action and responsibility requirements under the Incident Prioritisation section must be referenced to identify who needs to be notified.

When: when did the incident occur (exact time and date)?

Who: who was involved in the incident?

Where: where did the incident occur?

What happened: what work was being done at the time, what materials, equipment or substances were involved?

Note: In the case of incidents involving crime and firearm-related incidents, the relevant Security Department shall be notified.

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3.3.1 Internal stakeholders to be notified for occupational health and safety-related incidents include the following:

a) **All incidents**

i. Supervisor.

ii. Responsible Manager.

iii. Occupational health and safety representative.

iv. Safety Department.

v. Occupational Health Department (if applicable).

b) **Specific incidents**

i. In the case of a fatality or a serious incident, notify OU/BU Management and Sustainability Systems Department immediately.

ii. In the case of receiving any notification in terms of the OHS Act, sections 31 or 32, or in the case of a summons received from the NPA, or any incident where there is a possibility of liability, immediately contact the Legal Department regarding the appointment of the attorney. If there are reasons to believe that such an attorney is not required, the OU/BU must provide, without delay, a detailed motivation which will be assessed by Legal Department and thereafter a decision will be communicated to the OU/BU.

3.3.2 Eskom employees performing work temporarily at another Eskom OU/BU

a) The Responsible Manager at the OU/BU where the incident occurred shall report to the relevant stakeholders.

b) The affected employee's own OU/BU Responsible Manager is responsible for reporting the incident to the Compensation Commissioner (CC).

3.3.3 Eskom employees performing work at another organisation

If an incident occurs during regular/normal work, the reporting to the CC must be done by the original OU/BU, although the external organisation (where reasonably practicable) must assist with completing the documentation for submission to the CC.

3.3.4 Notification requirements for employee and contractor fatalities

a) The OU/BU must provide to the Sustainability Systems Department, immediately, the detailed information relating to the circumstances of the incident, including details of the deceased's next of kin, in order for the announcement to be compiled for communication to Eskom's Board, Exco and the rest of the organisation.

b) The fatality announcement to be sent throughout Eskom must be signed off by the Group Executive.

c) Only the Eskom Communication Department and/or the Eskom spokesperson may disclose information to the media and/or the public.

d) Information can only be released to any external party after verification by the Eskom Legal Department.

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3.3.5 Notification requirements for potential occupational diseases

Any potential occupational disease/illness must be referred to an Eskom occupational medicine practitioner (OMP) for confirmation. Once confirmed, the OMP shall inform the Responsible Manager, who must ensure that the incident management process is followed after confirmation.

Feedback on confirmed occupational diseases:-

a) Incidents to be recorded on SAP EH&S.

b) Each case must be discussed at the OU/BU statutory committees as required by law.

3.3.6 Capture initial notification

3.3.6.1 Capture and communicate the initial notification

a) Initial reports are reports that are submitted by any individual who is reporting an incident to the relevant OU/BU Occupational Health and Safety Department. They can be provided in any form, for example, email, OU/BU internal flash report or INO.

b) Initial reports are brief and limited to an outline of the known facts (that is, date, time, place, what happened, immediate actions taken and persons involved).

c) The Responsible Manager must ensure that the initial notification is communicated in accordance with the time lines.

3.4 Incident Prioritisation

From the initial reports, the Responsible Manager, in conjunction with, and advised by, the occupational health and safety practitioner, must use the matrixes provided to determine the priority rating of an incident. The Responsible Manager is responsible for ensuring that all those involved in the prioritisation of incidents are in a position to understand and use the relevant matrixes.

3.4.1 The priority rating is utilised to:

a) Ensure that appropriate management of the incident takes place;

b) Determine the level of action following notification of the incident;

c) Assist Responsible Managers with prioritising and classifying incidents; and

d) Provide clear direction about the incident reporting and communication requirements.

3.4.2 Steps involved in incident prioritisation:

3.4.2.1 Step 1

Determine the actual or potential outcome, consequence and severity of the incident by using the Consequence table. Note: Use the **actual outcome** for injuries and the **potential outcome** for near-miss incidents.

3.4.2.2 Step 2

Determine the likelihood of a recurrence of this incident by using the Likelihood table.

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3.4.2.3 Step 3

Quantify the level of risk associated with the incident by assigning a priority rating to the incident. Using the information obtained in Steps 1 and 2 of this process, use the priority matrix to determine the priority rating.

3.4.2.4 Step 4

Determine the appropriate action to be taken, as described in the Action and Responsibility Requirements Table.

3.4.2.5 Step 5

If the severity of the incident changes, e.g. medical injury to a lost-time injury, the priority rating of the incident must be reviewed and amended where necessary, including updating relevant information in SAP EH&S.

3.5 Classification and Recording of Incidents

All occupational health and safety incidents, regardless of their rating, must be classified, prioritised and recorded on the SAP EH&S system according to the CARAT (complete, accurate, relevant, accessible, timely) principles. Contractor employees working under the Mine Health and Safety Act will be classified and recorded as contractor employees and not as Eskom employees for the purposes of this document.

3.5.1 Classification

Classification of incidents is based on the consequence as a result of the incident.

Note: the onus is on the OU/BU to determine the work relatedness and classification of the incident. Sustainability Systems will not classify incidents on behalf of the OU/BU, but will assist in interpretation of the procedure, should the OU/BU be unable to classify the incident or if there is a dispute regarding classification, that particular incident shall be referred to Safety Data Integrity Committee (SDIC).

3.5.1.1 Involved person's relationship with Eskom: The aim of classifying the type of relationship with the person is to determine whether the person(s) involved in the incident was/were an Eskom employee(s), contractor employee(s) or member(s) of the public.

3.5.1.2 Work-relatedness: In order to classify the work status and to determine whether the incident arose out of, or in connection with, the person at work, one needs to consider the work-relatedness of an incident. Unless otherwise specified in this procedure or in Occupational Health and Safety Incident Management Definitions and Classification Parameters standard, as a general rule, an affirmative answer to all of the following questions is required:

a) Did the incident or exposure occur at any workplace or within workplace boundaries?
b) Did it arise out of, or in connection with, the activities of persons at work, or as a result of a Hazard present in the workplace?
c) Did it occur in the course of a person's employment?
d) Did it result, or could it have resulted, in personal injury or health impairment?

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3.5.1.3 Responsible unit (OU/BU)

a) **Eskom employees:** An incident must be captured against the OU/BU/subsidiaries based on the employee's organisational structure at the time of the incident.
b) **Contractor employees:** An incident must be recorded against the OU/BU/subsidiary with which the contractor has a contractual relationship and/or any other contractual agreement (including hand-over documents). In the case of incidents involving a service provider procured through a national contract, incidents shall be recorded against the OU/BU/subsidiary or end-user that requested a service from the contractor/supplier, this request may be in a form of releasing services from a contract, in writing or otherwise, including emails, telephone, etc.

3.5.1.4 Classification of occupational diseases and occupational health impairment

Classification of occupational diseases and occupational health impairment incidents must be undertaken by the occupational hygiene/safety practitioner based on the confirmation received from the Eskom medical practitioner with the supporting documentation (refer to 240-134597296 – Process Flow on the process of Capturing, Verification and Validation of Occupational Diseases).

The following will be excluded from the Eskom performance measure:

1. All occupational diseases where a pre-existing condition has been aggravated by the work conditions.
2. Any incident (as determined by an investigation committee) where an employee was not exposed to any excessive noise at the workplace after 16 November 2003.

3.5.1.5 Reclassified incidents

Reclassified incidents must be communicated by means of an updated SAP EH&S flash report to relevant internal stakeholders, together with an explanation of the reclassification. Supporting documentation or proof must be made available for incident classification, verification and audit purposes and electronically attached to the incident in SAP EH&S. Downgraded incidents affecting performance indicators must be submitted to SDIC for ratification. Third Party at Fault incidents affecting performance indicators must be submitted to SDIC for ratification.

3.5.1.6 Clarification regarding incident classification of occupational health and safety-related incidents

Where clarification is required for the interpretation of rules and examples for the classification of incidents or in order to resolve disputes with regard to occupational health and safety incidents, the Responsible Manager must send all relevant information to the Safety Data Integrity Committee (SDIC) for review, the committee will evaluate information and provide direction in accordance with the Terms of Reference of the SDIC.

3.5.1.7 Classification dispute and appeal process

In order to deal with disputes or clarification, OHS incidents requiring clarification must be tabled at the Safety Data Integrity Committee (SDIC). These incidents will be reviewed in terms of this procedure and/or other relevant documentation. Should the OU/BU be not satisfied with the findings/outcome of the SDIC, the OU/BU is entitled to appeal the decision at the Safety Data Integrity Appeal Committee.

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3.5.2 Recording

3.5.2.1 General requirements

All work-related occupational health and safety incidents must be recorded on SAP EH&S.

All non-work-related occupational health and safety incidents that occur within workplace boundaries must be recorded on SAP EH&S and it is not necessary to communicate the flash report.

The following generally agreed principles must be followed with regard to which information is recorded:

- The date on which the incident occurred, as opposed to the date of subsequent reclassification on severity, for example, deterioration of condition or death.
- Any preceding incident, including an occupational disease/illness, that occurred as a result of exposure to the same agent, impacting the same body part or target organ on a different occasion and resulting in similar symptoms or health effects, must be reported and recorded as a new/different incident.

3.5.2.2 Recording of occupational diseases or illnesses

The date of the incident for occupational diseases shall be the date of confirmation by the Eskom Occupational Medicine Practitioner as reflected on the First Medical Report in respect of an Occupational Disease (WCL22).

This incident must be captured on SAP EH&S as work-related within 48 hours as per information provided on the First Medical Report. Once the outcome of the investigation proves that the incident is not work related, SAP EH&S must be updated immediately to reflect changes on the work relatedness. All Occupational Diseases where after the investigation, are regarded as not work related, or where the OU/BU requires clarity/assistance, those Occupational Diseases must be submitted to SDIC for final classification. An Occupational Disease involving a pensioner shall be submitted to SDIC for final classification.

The date of an occupational health impairment incident shall be the date reflected on the Noise-Induced Hearing Loss Notification form (240-75512947). Occupational diseases/illnesses will be recorded against the OU/BU to which the employee belongs at the date of confirmation by the Eskom Medicine Practitioner, unless it can be proven that the occupational disease/illness was caused by the activities of another OU/BU.

3.6 Incident investigation

3.6.1 General

a) All investigation reports must be considered controlled disclosure documents in accordance with the Eskom document management process.

b) All health and safety incidents must be investigated, excluding non-work-related incidents occurring outside workplace boundaries.

c) During the investigation of repeat incidents, ineffective corrective actions from previous incidents must be considered.

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d) The chairperson of an incident investigation committee shall be at a level as per the "Action and Responsibility Requirements" table contained in the Occupational Health and Safety Incident Management Definitions and Classification Parameter Standard (240-131838225). Where there is perceived conflict of interest (an interest which is likely to adversely affect the investigation process), if the conflict is found to exist, the chairperson of an investigation committee shall not be a direct manager/supervisor of the injured/involved person. It is the responsibility of the Responsible Manager to ensure that incidents are not chaired by the chairpersons who are conflicted in that particular incident.

e) In the case of incidents involving crime, the applicable Security Department must be involved.

f) The employer's investigation report (Annexure 1 in terms of the OHS Act) must be completed by the OU/BU investigator and signed off by the applicable OU/BU Responsible Manager as the representative of the employer/user. Annexure 1 for contractor incidents must be signed off on a similar basis, unless the Contractor's Policies and Procedures stipulates otherwise.

g) All investigations shall be completed within 30 days of the occurrence of an incident, if the investigation could not be completed within 30 days, the OU/BU manager shall write a signed off letter indicating the reasons why the Internal OHS Investigation could not be completed within 30 days. This letter shall be loaded on SAP EH&S.

h) The results of the OHS investigation must be captured on the Eskom Internal OHS Investigation template: Form 240-77046688 and signed off by the chairperson within 20 calendar days after conclusion of the investigation.

i) All investigation results must be documented and captured on SAP EH&S, including root cause analysis and identified corrective measures. The root cause analysis must be electronically attached to the incident in SAP EH&S. Investigations by government agencies could also trigger a review of the initial incident information captured.

j) Records must be kept by the OU/BU of all OHS Act section 24 incidents, lost-time injuries and medical treatment cases on the Annexure 1 form (as required in the OHS Act – General Administrative Regulations for Recording and Investigation of Incidents) for all employees, contractors and members of the public. All investigation reports must be kept and archived for at least 25 years, unless another period has been specified in legislation or in any court proceedings that may ensue.

k) To determine the estimated cost of an incident, the Compensation Commissioner Cost Calculations should be utilised.

l) The Eskom Internal Investigation Report's disclosure is controlled, it is for internal use only. It may only be disclosed to third parties with specific authorization or consent from Legal and Compliance Department.

m) This information includes a wide spectrum of internal business data that can be used by all employees and can be shared through authorized business process.

n) The completed Annexure 1 form, as required in terms of the OHS Act – General Administrative Regulations for Recording and Investigation of Incidents, may be made available to a third party on request.

o) Chapter 23 of the MHSA Regulations sets out the manner in which incidents are to be reported to the Mine Health and Safety Inspectorate on the following forms: SAMRASS 1, 2, 4, and 9 in accordance with Chapter 21 of the MHSA Regulations, as may be required, in consultation with the Eskom Legal Department.

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p) In the case of incidents involving contractor employees, the contractor must investigate those incidents as an employer in his/her own right (employer's investigation) and generate a report. The report and Annexure 1 must be submitted to the applicable OU/BU or on request to the Department of Employment and Labour by the contractor. Eskom may participate during these investigations.

q) During Eskom's investigation, a contractor/member of the public may be requested to provide information/ evidence. The contractor/member of the public is entitled (at their own cost) to be represented by a legal representative whilst giving information/evidence. The contractor/member of the public legal representative's attendance in the investigation process is limited to the period within which they are providing information/evidence. While the contractor is giving evidence, the contractor executive may sit-in in the investigation. Once the contractor personnel have finalised giving information/evidence to the committee, the contractor executive to be excused. They must not sit in for the duration of the investigation or question Eskom witnesses/committee members or to seek evidence from Eskom.

r) When the contractor conducts its own investigation, Eskom employees may participate in such an investigation. If an Eskom employee is required in that investigation to be a witness, formal request must be submitted to the manager of the required employee.

s) Should the contractor or any third party need information or evidence from Eskom, the manager of the employee from whom such evidence is requested, shall evaluate this request and if required, seek assistance from Legal and Compliance Department who will give guidance or determine whether such information can be provided.

t) The investigation report must include the following information:

i. The details of the incident (type of incident, what occurred, sequence of events when and where the incident occurred).

ii. Incident consequences and impacts.

iii. The risk of the incident reoccurring using a root causes analysis technique and the likelihood and consequence table within this document.

iv. Direct or immediate cause(s).

v. Root causes, taking into consideration human, workplace and natural factors (who, what and why).

vi. Identify system failures (procedure non-conformance, training, plant failure, etc.).

vii. Corrective actions to remedy and prevent a reoccurrence of the incident.

viii. Lessons learnt and recommendations.

3.6.2 Investigation requirements

a) All incidents occurring within workplace boundaries must be investigated regardless of work relatedness. Such incidents must be investigated to identify any possible contributing causes and to make recommendations on preventing any repeat incidents.

b) The investigation of non-work-related incidents that do not occur at the workplace, including non-work-related commuting incidents is not required. In some cases an investigation can be requested by the Responsible Manager where the Responsible Manager has a very good reason to request such an investigation (where Eskom has an interest to understand the reasons/root causes) with permission from an employee. These lessons could be shared in the organisation to prevent repeat incidents.

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c) It must be noted that the employer does not have the mandate to investigate incidents that occurred at an employee's home, unless the person was performing work from home (defined as telework) at the time of the incident, in which case the incident would be regarded as work related.

d) Eskom investigations will consist of an OU/BU investigation, or depending on the severity of the incident (as determined in the incident prioritisation section), a corporate investigation will be held.

e) After every incident that requires an investigation, regardless of the seriousness of the incident, the responsible manager shall ensure that preliminary evidence collection process is conducted within 72 hours of occurrence.

f) In cases of incidents involving contractor employees, the contractor must investigate those as an employer in his/her own right (employer's investigation) and generate a report. The report and Annexure 1 must be submitted to the applicable OU/BU or on request to the Department of Labour by the contractor. Eskom may participate during these investigations

g) The employer's investigation under the MHSA must be conducted as set out in section 11(5), as revised, of the MHSA.

h) Root cause analysis techniques.

A root cause analysis technique must be used for all employee and contractor OHS investigations.

3.6.3 Eskom Internal OHS Investigation

3.6.3.1 OU/BU investigations (excluding serious and fatality investigations)

The Investigation Committee must consist of the following, given the nature of the incident:

a) A chairperson (appointed in writing by the employer) as the investigator of the incident. The chairperson of an incident investigation committee who shall be at a level as per the "Action and Responsibility Requirement" table contained in the Occupational Health and Safety Incident Management Definitions and Classification Parameter Standard (240-131838225),

b) Where there is perceived conflict of interest (an interest which is likely to adversely affect the investigation process), if the interest is found to exist, the chairperson of an investigation committee shall not be a direct manager/supervisor of the injured/involved person. It is the responsibility of the Responsible Manager to ensure that incidents are not chaired by the chairpersons who are conflicted in that particular incident.

c) Where applicable, a subject matter specialist(s) may be appointed by the OU/BU.

d) Representatives from all entities, where multiple organisations and/or Groups/Divisions are involved in an incident.

e) The relevant supervisor/manager under whose supervision the incident occurred shall be the first person to give evidence related to the incident and may be allowed to remain in attendance at the investigation as an observer, provided there is no conflict of interest.

f) The applicable local workplace statutory health and safety representatives, as required by the OHS Act.

g) The OU/BU shall invite the respective Division/Group's Full Time Health and Safety Representative (where applicable), as per Health and Safety Agreement.

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h) The relevant local union representative as per Eskom's recognised trade unions may participate during an employee employer's investigation, including the process of evidence collection, investigation, formulation of findings and corrective actions. The relevant union representative must be from the union in which the involved person is affiliated to.

i) An applicable OU/BU OHS Department representative.

j) In case of an incident involving a person with disability, the investigation committee must consist out of a representative from Human Resources (HR) and an Occupational Hygiene Practitioner (where required). Depending on the complexity of the incident, the Occupational Hygiene Practitioner in consultation with HR will recommend additional specialist if and when required to assist with effective investigation of the incident.

k) Where relevant and applicable, the Construction Health and Safety Agent.

l) Where relevant and applicable, the OHS Act GMR 2(1) person appointed for plant-related incidents or his/her assistant in terms of GMR 2(7).

Witnesses: Direct and indirect witnesses as determined by the investigation committee.

Note: A witness may be recalled to answer further questions by the committee, as determined by the chairperson.

The Investigation Committee chairperson is responsible for the process of evidence collection, investigation, formulation of findings, identification of root causes, formulation of corrective actions, compilation of an investigation report.

Note 1: In the case of a committee member who needs to testify as a witness, such a member needs to be excluded from the investigation sitting until such time as he/she has given his/her testimony and thereafter the chairperson can exercise his/her prerogative to allow such a person to become a member of the committee.

Note 2: The investigation may not continue if either the chairperson, the Responsible Manager or his/her delegate (provided there is no conflict of interest), the statutory Health and Safety Representative and the subject matter specialist(s) determined by the chairperson is not present

Note 3: The Sustainability Systems Department, as well as an identified subject matter specialist(s), may attend on invitation.

Note 4: The initiation of the incident investigation must not be delayed due to the unavailability of any witness.

Note 5: Sustainability Systems has the prerogative to participate as it may deem fit, after consulting with the relevant OU/BU Responsible Manager, in any incident investigation notwithstanding the priority rating or incident classification. Sustainability Systems may also request, through the relevant management structures, any incident investigation report and enquire on the contents of such a report. Sustainability Systems may lead any investigation at the request of any relevant senior manager.

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3.6.3.2 Public Incidents

a) The OU/BU shall conduct an investigation for fatal and non-fatal public incidents.

b) The OU/BU shall immediately mobilise for a specialist to respond to the scene and collect evidence.

c) In the case of electrical related incidents that occurred beyond the point of supply or involving electrical related criminal activities (theft), the onus is on the OU/BU to conduct its own investigation. If there is any reason to believe that there is a legal liability, the OU/BU needs to provide a motivation accompanied by an investigation report and supporting documentation/information to Sustainability Systems and Legal Departments and seek a legal opinion from Legal Department.

3.6.3.3 Employee and contractor serious incidents (see definition of a serious incident)

a) OU/BU must inform Sustainability Systems immediately regarding the incident, whereafter a decision will be made regarding the activation of an independent Subject Matter Expert.

b) Where required, Sustainability Systems Department will appoint and mobilise an independent subject matter specialist/expert to facilitate and coordinate the collection of evidence, statements and to support the OU/BU personnel

c) In the case of an extreme serious incident, the OU/BU must appoint an independent chairperson (at least MPSG17) from another OU/BU to chair the investigation, where required, the OU/BU to liaise with the Divisional/Group head office for assistant in the appointment of the independent chairperson. Liaise with Sustainability Systems OHS regarding attendance of the Sustainability Systems OHS representative.

d) The OU/BU's Internal OHS investigation chairperson/investigator must provide the investigation final report in accordance with the Internal OHS Investigation template (240-77046688) within 20 calendar days after conclusion of the investigation to the OU/BU Manager and Sustainability Systems Department. The independent subject matter specialist(s) (referred to in a) above, may provide a separate technical report.

e) If there is potential liability, the Legal Department and Sustainability Systems Departments must be provided with a motivation for such possible liability in order to advise the OU/BU on the way forward.

f) The composition of the investigation committee for serious incident is similar to the OU/BU investigation, with the exception of point a), b) and c) above.

g) The OU/BU where the incident occurred shall support the investigation by assisting with logistical arrangements and providing a resource for the secretariat role, i.e. for taking notes and assisting the chairperson with the draft report.

3.6.3.4 Corporate investigation (fatalities)

a) In the case of employee and contractor fatalities, the Sustainability Systems Department will initiate a corporate investigation and immediately mobilise personnel, who will facilitate and coordinate the collection of evidence.

b) The OU/BU must ensure that a preliminary investigation is conducted and a report is generated before the corporate investigation.

Note: In cases where the MHSA applies, the investigation process set out in it will be followed. Thereafter, a corporate investigation will continue, as required.

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c) **The Corporate Investigation Committee must consist of the following members:**

i. Chairperson – appointed by Sustainability Systems.

ii. OU/BU Responsible Manager, or his/her delegated person.

iii. Relevant and applicable departmental senior management representative(s) (provided that he/she have no direct involvement in the particular incident and no conflict of interest exist).

iv. Risk & Assurance/SHEQ Department representative.

v. Subject matter specialist/ expert.

vi. Sustainability Systems Department representative.

vii. The local statutory health and safety representative (for employee incidents). Where relevant, the applicable Full Time Health and Safety Representative, as per Health and Safety Agreement. The OU/BU shall extend the invitation to the applicable Full Time Health and Safety Representative.

viii. The applicable local union representative as per Eskom's recognised trade unions may participate in employee investigations, including the process of evidence collection, investigation, formulation of findings and corrective actions. The applicable union representative must be from the union in which the involved person is affiliated to.

ix. Representatives from other divisions in cases involving multiple divisions.

x. In cases where the MHSA applies, the following members may be included as committee members: 4(1) employer's representative, 3(1) (a) mine manager, and 2.13.1 engineering manager (mining equipment)/mine engineer.

xi. Where relevant and applicable, the Construction Health and Safety Agent.

xii. Where relevant and applicable, the OHS Act GMR 2(1) person appointed for plant-related incidents or his/her assistant in terms of GMR 2(7).

xiii. In case of the contractor employee incidents, contractor management representative(s) are not part of the committee as they would have conducted their own investigation as the employer. Should the contractor management representative(s) strongly feel that they need to be part of Eskom's investigation, the representative shall request (with reasons) for such permission from the chairperson. Granting of this permission is at the discretion of the chairperson.

xiv. In case of contractor fatalities, the contractor management representative may be present while his or her employee is giving evidence. He or she can only seat-in when their employees are being interviewed since this is an Eskom investigation and the contractor would have done its own investigation as an employer.

Note: Should any person find it necessary to be an observer, such person shall request the chairperson for an observer status.

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d) The investigation committee shall identify and confirm the required witnesses:

i. Direct and indirect witnesses as determined by the investigation committee.
ii. A witness may be recalled to answer further questions of the committee, as determined by the chairperson.

e) The OU/BU where the incident occurred shall support the investigation by assisting with logistical arrangements and providing a resource for the secretariat role, i.e. for taking notes and assisting the chairperson with the draft report.

3.6.4 Inquiries, investigation and hearings initiated by government agencies

a) National, provincial, and regional government agencies have the legal authority to inquire into, or investigate, certain OHS incidents.

b) Any inquiry or investigation by any of these agencies should be preceded by giving proper notice to the organisation.

c) When any of the following notices are received:

- Notifications issued by the DoE&L (in terms of the OHS Act sections 31 and 32 and section 56 of COID Act – Application for Increased Compensation).
- Where the MHSA applies, the Mine Health and Safety Inspectorate may convene an investigation in terms of section 60 of the MHSA and/or an inquiry in terms of section 65 of the MHSA.
- Summons/subpoena received from the NPA or any third party.
- Any incident where there is a possibility of liability.
- The OU/BU must immediately (not later than 24 hours of being notified) inform Sustainability Systems and Legal Departments of such notice or requests received by providing a copy of the notice, completed Annexure 1 form as required in terms of the OHS Act (where applicable), the OU/BU's relevant investigation report and supporting documents and a completed Mandate of Instruction in order for Legal and Compliance Department to appoint an external legal representative.
- If there are reasons to believe that such an attorney is not required, the OU/BU must provide, without delay, a detailed motivation to Sustainability Systems and Legal Department, such motivation will be assessed where after a decision will be communicated to the OU/BU.

d) Requests by government agencies for access to the site's investigation reports and related materials must be made in writing and where the OU/BU is unsure regarding the submission of the requested documentation or information, the OU/BU shall request advise from Legal Department and Sustainability Systems before they are granted.

e) Employees have the right not to incriminate Eskom or themselves.

f) In the case of incidents involving contractor employees, the investigation will require the contractor's involvement.

g) In the case where a contractor does not cooperate during any part of the Eskom investigation, in terms of contractual and legal obligations, Eskom shall take further steps to ensure that the immediate and root causes of the incident have been identified and to ensure that workable corrective actions are identified and implemented and that actions that will prevent the repeat of such an incident are implemented in order for Eskom to fulfil its legal obligation.

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h) When required, all persons must be available and cooperate during any investigation by the Department of Employment and Labour or NPA.

3.7 Management of Corrective Actions

3.7.1 Implementation and monitoring of corrective actions of incidents

a) There must be at least one corrective action for each root cause identified during the investigation.

b) The Investigation Committee must consider the following hierarchy of control when formulating corrective actions:

i. Engineering control for the purpose of designing/redesigning in order to eliminate the risk.

ii. Barriers to isolate/insulate between the source and employees or animals.

iii. The provision of personal protective equipment should be the last resort.

c) Planned start and end dates for all corrective actions must be clearly defined and must be:

i. Specific;

ii. Measureable;

iii. Achievable;

iv. Realistic, with clearly allocated responsibilities; and

v. Timeous, with clear deadlines.

d) Corrective actions and restart criteria/conditions that have to be completed before operations may resume must be clearly identified in the investigation report. Other corrective actions (for example, longer-term system-related improvements or evaluations) often have a completion date that extends beyond the start-up date.

e) Identify potential risks that can influence the achievement of the corrective actions, and document in the investigation report how these risks should be mitigated.

f) All corrective actions must be verified by the person responsible in order to determine effective implementation. Documentary evidence of the implemented corrective actions must be available and attached electronically to the incident in SAP EH&S before the corrective action is closed on SAP EH&S.

g) Where a corrective action that has been implemented is deemed ineffective and, therefore, unsuccessful, the corrective action(s) must be revised by the Investigation Committee and implemented. An alternative corrective action measure must be identified to address the root cause(s).

h) The revised corrective actions must be approved by the chairperson of the Investigation Committee, and the report must be revised accordingly. The chairperson must provide the motivation and/or justification for the decision. The previous ineffective corrective actions must be closed out on SAP EH&S and a new corrective action must be identified and captured on SAP EH&S.

i) Risk assessment must be done to ensure that any corrective actions that constitute an improvement does not create an additional risk or increase the existing risk.

j) To ensure the prompt follow-up and close-out of corrective actions from an incident investigation report, periodic status reports must be provided from SAP EH&S to site management until all recommendations have been acted on and closed out.

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k) The Statutory Occupational Health and Safety/SHEQ Committee meeting must also track the corrective actions, target dates and responsible person(s) identified during investigations and note, in the minutes, the discussion points on the progress made with the implementation of corrective actions. The minutes must be kept for at least three years.

l) The OU/BU manager, as the Responsible Manager, is responsible for reviewing/analysing the recommendations made in the incident investigation report, assigning responsibilities to the relevant applicable Responsible Managers and providing the necessary resources to implement the recommendations made, within a reasonable time frame that does not expose persons to risk for an unnecessarily long period and to prevent recurrence of the incident.

3.8 Incident Close-Out

a) Close-out is the final step in the incident management process. The action of closing out an incident signifies that all corrective actions have been effectively implemented and case studies have been effectively communicated and all relevant documents have been attached on SAP EH&S.

b) The incident must then be closed out in SAP EH&S as an action.

3.9 Incident Communication

3.9.1 The communication means for occupational health and safety incidents:

a) Initial incident notification reports must be submitted by any individual who is reporting an incident to the relevant OU/BU Occupational Health and Safety Department. They can be provided in any format, that is, email, OU/BU flash report, or INO.

b) The SAP EH&S flash report is the formal notification informing all relevant stakeholder/s (specified in the Action and Responsibility Requirements Table) that an incident has occurred.

c) Fatality announcement – Sustainability Systems Department will send out an SMS and an announcement for employee and contractor work-related fatalities. This communication shall be signed off by the applicable Group Executive.

d) Occupational health and safety preliminary brief – the preliminary brief report must state the key learning points, which need to be shared in accordance with the Action and Responsibility Requirements Table in order to create immediate awareness and to prevent reoccurrence. The Responsible Manager where the incident occurred is responsible for compiling an incident preliminary brief. Where required, the preliminary brief must be communicated to the Sustainability Systems Department for further distribution to all relevant stakeholders.

f) When compiling the preliminary brief, consider the following:

   i. The key learning points should be those points that are obvious (not necessarily the root causes, as they might not be available at the time of communication).

   ii. They must only cover a few main points.

   iii. Focus on positive points as well.

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iv. Protect individuals by excluding names and places or any other information that could be sensitive. Where reasonably practicable, use photos that are relevant to the incident. Be sensitive towards the reader. Do not include any sensitive photos or information.

v. The OU/BU must ensure that this information is disseminated to all affected and interested parties who could benefit from the feedback. The OU/BU Responsible Manager must ensure that the effectiveness of shared key learning points is monitored.

vi. The communication of the preliminary brief should not be delayed by waiting for the incident investigation outcome/report. Key learning points are, therefore, not findings or recommendations.

3.9.2 Fatality Presentations to Executive committee

a) Presentations must be made to the applicable executive committee on all employee and contractor fatalities by the relevant General Manager or delegated senior manager.

b) Any additional and/or amended information provided at the applicable executive committee must be updated on SAP EH&S and a revised case study must be republished immediately on the Eskom publication tool, e.g. Hyperwave.

3.9.3 Case studies must be published for the following incidents:

a) For all occupational health and safety incidents rated with a priority rating of moderate, high and extreme. In the case of near-miss incidents, publish those rated as extreme.

b) Public fatalities and injuries (excluding public crime-related incidents and incidents that occurred beyond point of supply) publish those with a priority rating of modetate high and extreme.

c) The case study must be generated and formally communicated within the OU/BU within five (5) working days after finalising the investigation report (5 days from date of signature).

d) For fatalities, the OU/BU must, within seven working days after the initial presentation of the incident at the executive committee, compile and forward the case study to Sustainability Systems, where after it will be communicated Eskom wide. The OU/BU must ensure that all case studies are published on an Eskom publication site, for example, Hyperwave.

4. Guidance to chairpersons during disciplinary hearings related to occupational health and safety incident management

In addition to the above outlined procedural requirements, non-compliance to any of the following will be treated as violation of the procedure:

a) If misleading information is deliberately supplied or information is deliberately withheld.

b) If evidence is wilfully withheld, removed, disturbed, tampered with or distributed without the relevant permission.

c) If a witness or any person involved in the incident investigation process is victimised or intimidated.

d) If notification of the incident is not given within the specified time frames.

e) If prioritisation of the incident is deliberately or wilfully manipulated to indicate a lower priority.

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f) If any incident is not fully investigated within the time frames specified.

g) If incidents are deliberately classified wrongfully.

h) If any incident is not recorded.

i) If corrective actions are not implemented within the time frames agreed and captured in SAP EH&S.

j) If the effectiveness of corrective actions is not assessed within the required time frames.

Note 1: The collection of evidence for the purpose of the disciplinary process must be conducted separately from the occupational health and safety incident investigation process.

Note 2: The disciplinary process must collect its own evidence.

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5. Acceptance

This document has been seen and accepted by:

- OHS Steering Committee.
- Risk and Sustainability Management Committee.

6. Revisions

Date	Rev.	Compiler	Remarks
March 2021	9	M Zondi	• Procedure reviewed due to request from business.
June 2018	8	M Zondi	• Inclusion of the Full Time Health and Safety Representative in OHS Investigation as committee members.
October 2017	7	M Zondi	• Align to current business requirements, e.g. Management of Occupational Diseases, review classification of incidents. • Exclusion of environmental requirements from the document.
November 2015	6	SN Middel	Clarification required as requested by the Legal Department with regard to the investigation process into cases of serious incidents and fatalities in so far as alignment with the employer investigation and the corporate investigation process. To clarify the corporate investigation process for incidents where no injuries occurred or in the case of third party investigations with serious consequences for the business.
April 2015	5	SN Middel	OHS Steering Committee raised a concern regarding the practicality of managing incidents at the operational level as some of the processes are complex. This initiated a procedure review.

7. Development Team

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

- As per the list below.

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1. Tenderer's / Supplier's name: **Tender Ref number:**

Scope of work:

Ref.	OHS Tender Returnable	Submission Y = Yes N= No N/A = Not applicable	Comments
1	**Annexure B** Is the acknowledgement of **Eskom's OHS** legal and other requirements form signed and submitted by the tenderer?		
2	**Health and Safety Plan** (must address the project /scope of work OHS risk(s) and aligned with the health and safety specification or requirements)		
3	**Costing for Health and Safety management** Has the tenderer submitted detailed costing for OHS (the cost should be broken down not provided as a lump sum).		

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Ref.	OHS Tender Returnable	Submission Y = Yes N= No N/A = Not applicable	Comments
	• The costing must be based on the overall scope of work/service to be performed; • The scope of work and the risk assessment may serve as a guideline.		
4	**Baseline OHS Risk Assessment (BRA)** Identification, assessment and management of OHS risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA		
5	**Valid Letter of Good Standing** (COIDA or equivalent)		
6	**OHS policy signed by CEO** The submitted policy must comply to OHS Act Section 7		
7	**OHS Competency** (Consider scope of work, risks, OHS plan and applicability) - CV,s and qualifications for personnel participating on activity - Certificates		

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Ref.	OHS Tender Returnable	Submission Y = Yes N= No N/A = Not applicable	Comments
	Contractor Supervisor: • Hazard Identification and Risk Assessment • Incident investigation training • Supervisor training • Legal liability Safety Officer: • OHS Diploma • Hazard Identification and Risk Assessment • Incident Investigation Training • Legal liability, • Knowledge and understanding of ISO 45001 and Minimum work experience of 2yrs.		
Recommendation			**Recommended**

…….	……..	……..……..	……..…
Eskom OHS Representative	**Designation**	**Signature**	**Date**

Public

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Eskom	Procedure	

Title: **Employees' Right of Refusal to Work in an Unsafe Situation Procedure**

Document Identifier:	**240-43848327**
Alternative Reference Number:	**N/A**
Area of Applicability:	**Eskom Holdings SOC Ltd**
Functional Area:	**Risk and Sustainability**
Revision:	**2**
Total Pages:	**10**
Next Review Date:	**November 2027**
Disclosure Classification:	**Controlled Disclosure**

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Date: 18/10/2022	Date: 19/10/2022	Date: 21 October 2022

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1. Introduction

Eskom is committed to health and safety excellence, which forms an integral part of its operations. Eskom and its subsidiaries will conduct business with respect and care for people to ensure that no operating condition or urgency of service endangers the life of anyone or causes injury or damage to the environment.

Although the Bill of Rights entrenched in the South African Constitution makes no specific reference to health and safety in the workplace, the rights relevant to health and safety in the workplace include the right to life, the right to a safe and healthy environment, and labour rights.

Employees have a duty to take reasonable care of their health and safety and the health and safety of other persons, to cooperate with the employer, to carry out lawful orders, to report unsafe situations and incidents, and engage in a manner following the behavioural safety observations elements (SMAT), which will ensure that unsafe behaviour does not continue or repeat itself.

The aim of this Procedure is to ensure that an environment is created that promotes Zero Harm by empowering employees and contractors to take responsibility for their own safety and that of others.

2. Supporting Clauses

2.1 Scope

This Procedure shall apply to all Eskom sites with the intention of promoting a safe working environment for all Eskom employees (permanent, non-permanent, employees placed by a Temporary Employee Services provider (TES), learners, and bursary students), agents, consultants, and contractors.

2.1.1 **Purpose**

This Procedure clarifies Eskom's intention to ensure that no one is exposed to unsafe conditions or is in a position, with respect to any behaviour, that can result in serious risk at the workplace.

2.1.2 **Applicability**

This Procedure shall apply throughout Eskom Holdings SOC Ltd divisions and subsidiaries.

2.1.3 **Effective date**

1 July 2015.

2.2 Normative/Informative References

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

2.2.1 **Normative**

[1] Occupational Health and Safety Act 85 of 1993.

[2] 32-727: Eskom, Safety, Health, Environment and Quality Policy.

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[3] 32-407 Behavioural Observation Procedure.

2.2.2 **Informative**

[4] DPC 34-846: Operating Regulations for High-voltage Systems.

[5] GGR 0992: Plant Safety Regulations (Low-voltage Regulations).

[6] GGR 0568: Pulverised Fuel Firing Regulations.

[7] ISO 9001 Quality Management Systems.

[8] NEMA 107: National Environmental Management Act.

[9] MHSA: Mine Health and Safety Act.

2.3 Definitions

2.3.1 **Absolute (or strict) requirement:** A requirement designed for a safe working environment, which means that the particular duty must be complied with, irrespective of cost or likelihood of injury.

2.3.2 **Unsafe situation:** Any situation involving an unsafe act from an individual or an unsafe condition.

2.3.3 **Safety rules:** Rules designed to prevent accidents and injuries when followed.

2.3.4 **Contractor:** Any employer formally contracted (directly or indirectly) by Eskom and who performs work or supplies a service, product, equipment, or material for the purposes of advancing Eskom's business and other interests. This includes personal contractors/consultants and third-party contractors (vendors, suppliers, agents, joint ventures, principal contractors and subcontractors).

2.3.5 **Suppliers:** Any person or organisation that supplies any product, equipment, or material; and this includes courier services.

2.3.6 **Agents:** Any person who acts as a representative for Eskom (as the client), as defined in the OHS Act. (With specific reference to the Construction Regulations).

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2.3.7 **Joint ventures:** An entity formed through a decision and agreement to work together between two or more persons, parties, and/or organisations to undertake an economic activity together and which entity is managed by means of this agreement. The parties agree to create a new entity by both contributing equity, and they then share in the revenues, expenses, and control of the enterprise.

2.3.8 **Treat:** to apply/administer a process to improve or remedy a risk/hazard/unsafe condition(s) or situation(s).

2.3.9 **Mitigate**: to control/prevent a hazard from causing harm and to reduce a risk/hazard/unsafe condition(s) or situation(s).

2.3.10 **Eliminate:** to remove/eradicate a risk/hazard/unsafe condition(s) or situation(s).

2.3.11 **Workplace:** Any premises or place where a person performs work in the course of his employment.

2.3.12 **Behavioural Safety Observation (SMAT):** Technique use to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, contractors or their supervisors.

2.4 Abbreviations

Abbreviation	Explanation
BU	Business Unit
EDC	Eskom Documentation Centre
ExCo	Executive Committee
H&S	Health and safety
OH&S	Occupational Health and Safety
OU	Operating Unit
TES	Temporary Employee Services
SMAT	Safety Management Audit Technique

2.5 Roles and Responsibilities

2.5.1 **The Risk and Sustainability Division (OHS):** The OHS Department shall review the Procedure every five years or as required by the OHS Steering Committee.

2.5.2 **Group and divisional executives:** Group and divisional executives are responsible for ensuring adherence to this procedure within their respective groups/divisions.

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2.5.3 **Operating units/ Business units:** The management at Business Unit level shall be responsible for:

- implementing this Procedure;
- communicating to all their employees, contractors, and contractor employees the importance of compliance with this Procedure; and the consequences of non-compliance. This includes communicating duty of care and refusal to perform an unsafe task to all new employees and new contractors;
- implementing a monitoring process for ensuring understanding of, and compliance with, duty of care and refusal to perform an unsafe task; and
- ensuring understanding of, and compliance with, the requirements of this Procedure.

2.6 Process for Monitoring

Compliance with the requirements of this Procedure has to be audited by the Operating/Business Unit,

Service Function and/or Strategic function at least annually as part of an internal review process. All records have to be audited by Assurance and Forensics Department or any person appointed by it to do so, on its behalf, at its discretion and at a frequency determined by it.

The focus areas of such monitoring will include the following:

- Self-assessments at BU/OU level (at intervals not exceeding three months)
- Auditing by Audit and Forensics Department

2.7 Related/Supporting Documents

2.7.1 Refusal to work in an unsafe workplace. (Unique identifier 240-53716047).

3. Employees' Right of Refusal to Work in an Unsafe Situation Procedure

3.1 General

The employer has the duty to inform each person of his or her right to refuse unsafe work, which includes that every employee shall, at work:

a) take reasonable care of his or her own health and safety and that of any other person who may be affected by his or her acts or omissions;

b) co-operate in order to enable that any duty or requirement, including absolute (or strict) requirements imposed on the employer in order to achieve a safe workplace, are performed and complied with;

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c) carry out any lawful order given to him or her and obey the health and safety rules and procedures laid down by his or her employer or by anyone authorised to do so by the employer in the interest of health and safety;

d) if any situation that is unsafe or unhealthy comes to his or her attention, as soon as practicable take immediate preventative and corrective action and report such situation to his or her employer or to the health and safety representative for his or her workplace or section thereof, as the case may be, who shall, in turn, report it to the employer; and

e) exercise the duty so as not to interfere with, damage, misuse or intentionally or recklessly interfere with anything that is provided in the interest of health or safety.

3.2 Standard Procedure for when an Employee Exercises his or her Right of Refusal to Work in the case of an Unsafe Work Situation

Where an employee is directed, required, or instructed to perform a task in relation to equipment, a machine, device, thing, or physical condition and he or she reasonably believes in good faith that the:

a) equipment, machine, device, or thing; or

b) physical condition of the workplace;

c) is in contravention of any health and safety requirement, may endanger, endangers, causes an undue hazard, or may cause an undue hazard to his or her health and safety, (collectively referred to as an unsafe work condition) or those of his or her co-worker or any person, such an employee has the right to refuse to perform such a task until such time as it has been corrected and made safe.

d) The employee may refuse to return to perform such a task until the unsafe work condition(s) has/have been mitigated, treated or eliminated.

e) An employee cannot refuse to work when high-risk work condition(s) and processes form part of his or her normal contractual duties, where following approved safe work procedures will ensure a safe working environment. (Example: a live line worker involved in live line work following safe work procedures).

f) Should any employee at any time reasonably believe, in good faith, that the performance of work or a task is unsafe, the following procedures shall apply:

Stage 1:

1. The employee will immediately notify to the supervisor about the details of the unsafe condition or unsafe act. The supervisor shall give the situation immediate attention.
2. The employee will explain to the supervisor (or his nominated team leader) and, where available, the applicable health and safety representative the reasons for believing that the work to be performed is unsafe. The employee has the right to invite his/her union representative.
3. The employee(s) shall remain in a safe place.
4. The supervisor shall investigate the unsafe situation together with the applicable employee and the applicable health and safety representative responsible for that particular area.

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5. The task risk assessment is to be reviewed to address the concerns of the employee and to outline the corrective actions in order to mitigate/treat/eliminate the unsafe situation.

   Alternatively, if it is found that the perceived threat is unfounded, the supervisor shall give a clearance notice to the employee, co-signed by the applicable employee, indicating that the identified perceived threat has been thoroughly investigated and that the situation has been declared to be safe. (See form referenced in Paragraph 2.7.1.)

6. If emergency action is required to correct an unsafe situation that constitutes an immediate threat to employees or any other person, only qualified and properly instructed employees or persons will be permitted to correct such unsafe condition. Every possible effort must be made to control the hazard while this is being done.

7. When the issue has been resolved and the appropriate corrective action has been taken, the employee shall return to work. If the issue has not been resolved, proceed to the following stage.

Stage 2:

The manager of that section or, if not readily available, any other person with the necessary knowledge, skills, and experience who understands the task and associated risks must then review the risk assessment and mitigation plans and, where necessary, make changes to further reduce/treat/eliminate the risk. If the issue is resolved and the appropriate corrective action has been taken, the employee shall return to work.

If the issue has not been resolved, then the work will be considered as unsafe and cannot continue until the applicable Responsible Manager (BU/OU Manager) have introduced all steps to ensure the work place is safe as defined in the Occupational Health and Safety Act, Eskom's policies, procedures and best practices.

Stage 3:

In a case, wherein, the employee is still unsatisfied or refuses to acknowledge the resolution of the threat, the matter shall be brought to the OU/BU Manager for resolution. If the matter cannot be resolved internally, the OU/BU Manager shall immediately notify the Provincial Inspector at the Department of Employment and Labour.

3.3 Participation by Subject-Matter Specialist

If a supervisor requests that a subject-matter specialist should participate in the resolution of an issue, the BU Responsible Manager:

a) must ensure the appointment of the appropriate subject-matter specialist to enter the workplace for the purpose of participating;

b) must give every reasonable assistance necessary to enable participation by the subject-matter specialist; and

c) shall:

i. ensure that the necessary steps are taken to make the workplace healthy and safe; and

ii. jointly advise the employees of the steps that are being taken

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3.4 Report

The supervisor, together with the subject-matter specialist (if applicable), must prepare a report as stipulated in form referenced in Paragraph 2.7.1, which must be tabled and discussed at the next Statutory Health and Safety Committee meeting. The chairperson of the Health and Safety Committee must enter the refusal to work into the register and ensure that all events involving any person exercising his or her right of refusal to work in unsafe situations have been recorded in the minutes of the Health and Safety Committee.

3.5 Victimisation Prohibited

Employees who exercise their right to refuse to work in accordance with the steps set out in this Procedure are protected by the Occupational Health and Safety Act. Therefore, no employer or person acting on behalf of an employer shall:

a) dismiss or threaten to dismiss an employee;

b) discipline or suspend or threaten to discipline or suspend an employee;

c) impose any penalty on an employee; or

d) intimidate or coerce an employee

Solely because the employee has acted in compliance with the applicable requirements set out in this Procedure.

Notwithstanding this, any employee who without good reason refuses to work and who fails to follow this Procedure may be dealt with in terms of Eskom's applicable policies and procedures.

4. Acceptance

This document has been seen and accepted by:

Name	Designation
M Moahlodi	Senior Manager-
Phillip Mashego	Senior Manager Human Resources
OHS Steering Committee	

5. Revisions

Date	Rev.	Compiler	Remarks
October 2022	2	S Mqanto	Stage 3 of reporting added
June 2015	1	SN Middel	Confirmed still valid. Revision date updated
August 2013	0	SN Middel	

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6. Development Team

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

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7. Acknowledgements

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Eskom	Standard	

Title: **Eskom Personal Protective Equipment (PPE)**

Document Identifier:	**240-44175132**
Alternative Reference Number:	**N/A**
Area of Applicability:	**Eskom Holdings SOC Ltd**
Functional Area:	**Occupational Health and Safety**
Revision:	**2**
Total Pages:	**56**
Next Review Date:	**March 2028**
Disclosure Classification:	**Controlled Disclosure**

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Date: 05 April 2023	Date: 10 April 2023	Date: 10 April 2023

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1. Introduction

The Occupational Health and Safety Act 85 of 1993 places an obligation on employers and/or users of machinery to evaluate all the risks attached to any condition or situation that may arise from their activities and to which persons at work may be exposed to and to take necessary steps to make such condition or situation safe.

Where it is not possible to do so, the employer shall, free of charge, provide and maintain, in a good and clean condition, safety equipment and facilities and ensure that any person exposed to any such condition or situation is rendered safe. The employer is required to instruct or train his/her employees in the proper use, maintenance, and limitations of the safety equipment and facilities provided and to document such training. This document was compiled to provide minimum requirements for generic Personal Protective Equipment (PPE) to be used in Eskom and its subsidiaries and how to care for it. This in turn will ensure the protection of the health and safety of Eskom employees and compliance with the relevant legal requirements.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this document is to prescribe the minimum requirements for generic Personal Protective Equipment used in Eskom and provide guidance with regards to the process for the selection, use, care, and maintenance of personal protective equipment (PPE).

This standard does not cover the requirements for specialised work such as Live Work, Fall Arrest Systems and any other specialised equipment that is not included herein. The requirements for specialised work disciplines are covered in their respective standards and/or specifications.

In the case where a particular PPE requirement is not covered in this standard, the onus is on the Division/OU/Cluster/ BU to ensure that all safety requirements are complied with in accordance with the relevant standards, regulations, or codes of practices for that specific PPE requirement.

2.1.2 Applicability

This document shall apply throughout Eskom Holdings SOC Limited divisions and subsidiaries.

The Operating/Business Units or Clusters may determine additional PPE requirements to suit their own needs or working conditions, provided that the minimum requirements as set out in this specification are met as well as the relevant legislation. Such additional requirements should not expose the employee to any risk. This can be determined through a comprehensive activity-related OHS risk assessment.

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2.1.3 Effective Date

This document will be effective from the day of authorization. Implementation of this document shall be monitored after a period of six months from the authorisation date to allow the business to properly transition to new requirements.

2.2 Normative/Informative References

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

2.2.1 Normative

[1] Occupational Health and Safety Act No. 85 of 1993.

[2] 240-62196227 Eskom Life-saving Rules.

[3] 240-62582234 OHS Roles and Responsibilities and Statutory Appointments.

[4] 240-43848327 Employees' Right of Refusal to Work in Unsafe Situations.

[5] 32-245 Eskom Waste Management Standard.

[6] 32-520 Occupational Health and Safety Risk Assessment Procedure.

[7] SANS ISO 9001:2015 Quality Management Systems.

[8] SANS ISO 9001 Quality Management Systems.

[9] SANS 416 Chemical resistant gloves.

[10] SANS 434 Boiler Suits and Work Wear suits.

[11] SANS 1362 Sewing threads.

[12] SANS 1387-4, 6, 7 Woven cotton and similar apparel fabrics.

[13] SANS 1397 Industrial Safety Helmet.

[14] SANS 1400 Equipment (including oculars) for eye, face and neck protection against non-ionizing radiation arising during welding and similar operations - Welding helmets, hand shields, goggles, and welding spectacles.

[15] SANS 1404 Eye-protectors for industrial and non-industrial use.

[16] SANS 1423-1 Performance requirements for textile fabrics of low flammability.

[17] SANS 1451-1 Hearing protectors Part 1 Earmuffs.

[18] SANS 1451-2 Hearing protectors Part 2 Ear plugs.

[19] SANS 1451-3 Hearing protectors Part 3 Earmuffs attached to an industrial safety helmet.

[20] SANS 1822 Slide (zip) fasteners.

[21] SANS 10101 Standard nomenclature for stitches, seams, and stitching.

[22] SANS 50136 Respiratory protective devices – Full face masks - Requirements, testing, marking

[23] SANS 50140 Respiratory protective devices – Half masks and quarter masks – Requirements, testing and marking.

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[24] SANS 50142 Respiratory protective devices – Mouthpiece assemblies - Requirements, testing and marking.

[25] SANS 50143 Respiratory protective devices – Particle filters - Requirements, testing and marking.

[26] SANS 50149 Respiratory protective devices – Filtering half masks to protect against particles – Requirements, testing, marking.

[27] SANS 50381-2 Protective clothing for users of hand-held chain saws Part 2: Test methods for leg protectors.

[28] SANS 50381-5 Protective clothing for users of hand-held chain saws Part 5: Requirements for leg protectors.

[29] SANS 50471 High-visibility warning clothing for professional use - Test methods and requirements.

[30] 240-47859177 Generation Policy on the Control of Clean Conditions When Working on Generators.

2.2.2 Informative

[31] 32-109 Brand Architecture and Corporate Identity Policy.

[32] 32-288 Policy Procurement and Supply Chain Management Standard.

[33] 32-599 Standard Procurement and Supply Chain Management Standard.

[34] 32-727SHEQ Policy.

2.3 Definitions

2.3.1 Danger: Anything that may cause injury or damage to persons or property.

2.3.2 Employee: 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 direction or supervision of an employer or any other person.

2.3.3 Hazard: A potential source of harm or a source of, or exposure to, danger.

2.3.4 Hem: Free edge of a garment that is folded over and sewn down.

2.3.5 Lining: Layer of fabric sewn to the inside of a garment to give the garment a neat finish.

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2.3.6 PPE-Free Zone: An area of a work site where employees are not required to wear certain types of PPE. This includes offices and walkways.

2.3.7 Pleat: A feature on a garment that makes provision for extra ease and formed by folding fabric onto itself.

2.3.8 Risk Assessment: Overall process of hazard identification, risk analysis, and risk evaluation.

2.3.9 Seam: Joint consisting of a sequence of stitches uniting material or materials.

2.3.10 Syce: An armhole (or occasionally, a leg hole) in tailoring or dressmaking.

2.3.11 Yoke: Part of a shirt or jacket that is positioned at the shoulder area and joined to the lower section with a seam.

2.4 Abbreviations

Abbreviation	Explanation
ATPV	Arc Thermal Performance Value
BS	British Standard
BU	Business Unit
Cal/cm^2	Calories per square centimetre
dB	Decibel
EN	European Norms
g/m^2	Grams per square meter
MAG	Metal active gas (welding)
MIG	Metal inert gas (welding)
MSDS	Material safety data sheet
NRR	Noise reduction rate
OU	Operating Unit
OHS Act	The Occupational Health and Safety Act, Act 85 of 1993.
PPE	Personal Protective Equipment
PU	Polyurethane
PVC	Polyvinyl chloride
SABS	South African Bureau of Standards
SANS	South African National Standard
SNR	Signal to noise rate
TIG	Tungsten inert gas welding
PPE	Personal Protective Equipment

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2.5 Roles and Responsibilities

2.5.1 Duties of Employer/Line Managers

- Ensure that a risk assessment is conducted, and a hierarchy of control is implemented before PPE is identified as a control measure.
- Ensure that employees are issued with correct PPE based on the hazard identification and risk assessment document and the relevant PPE Matrix.
- Ensure that all information and instructions are communicated and that the necessary training on the usage of any PPE is provided to all the applicable employees before its use. This shall include the limitations of identified/specific work wear/accessory.
- Ensure that PPE provided to employees is suitable for minimising the impact of the hazard the employees are exposed to by ensuring that risk assessments are performed before identification of PPE.
- An employer shall not require or permit any employee to work unless such an employee is issued with the required personal protective equipment and makes proper use thereof.
- Allow the employee to exercise his/her right to refuse work when exposed to hazards that cannot be eliminated or mitigated by the issuing of PPE.
- Where a possibility exists that cleaning and maintenance will result in the spread of contaminants, such as HBAs and HCAs, it becomes the responsibility of the employer to clean the PPE.
- Where applicable, provide employees with facilities to store PPE.

2.5.2 Duties of Employees

Employees shall:

- Receive or attend comprehensive training on the use and limitations of PPE.
- Personally sign for all issued PPE and wear or use issued PPE to reduce the risk of personal injury where required to.
- Maintain each item of PPE issued to them in a hygienic and good state of repair and not modify any PPE issued.
- Ensure that such PPE is always available during working hours, including stand-by emergencies and overtime.
- Where required, wear or use PPE designed to reduce the risk of personal injury as prescribed by risk assessment, procedures, or any relevant requirements.
- Immediately report if any of the PPE issued has been lost, damaged, worn out, or stolen.
- The cleaning and maintenance of PPE shall be the responsibility of the employee, except where the possibility exists that cleaning and maintenance will result in the spread of contaminants. Then it becomes the responsibility of the employer.
- Cleaning of PPE shall be done according to the manufacturer’s specification.

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- Persons who are unable to use the standard issue of PPE owing to physical or ergonomic constraints shall approach their employer, through their health and safety representative or manager, occupational health practitioner, or occupational hygienist, to arrange for specially manufactured PPE to be purchased (for example, outsize shoes or boiler suits/overalls).
- For hygiene purposes, PPE should only be used by the person to whom it is issued and should not be shared with other employees.
- Where certain PPE, for example, earmuffs and visitor hard hats, is shared, it is the responsibility of the issuer to ensure that it is properly cleaned or disinfected before storage and use.
- Do not use any PPE that has not been inspected or maintained according to the manufacturer's specification.
- Ensure that all PPE, including attachments, has not expired or damaged.

2.5.3 OHS Department

The OHS Department shall:

- provide support to line management regarding management of PPE.
- assist with the development and facilitation of training on the use of PPE and its limitations.
- ensure that a proper risk assessment is performed before PPE is issued.
- ensure compliance with the OHS Act and relevant PPE documents.
- investigate any PPE queries raised by employees and report to management.
- conduct random inspections to monitor PPE compliance requirements.
- where applicable conduct awareness training on the correct wearing of PPE.

2.6 Process for Monitoring

Compliance to this document shall be monitored and audited by the SHEQ department and Line management. Where possible SHEQ department and/or line managers shall inspect procured PPE to ensure compliance with this document and risk assessments.

3. Document Content

3.1 General

3.1.1 Minimum Requirements

All PPE shall meet the following minimum requirements:

- Must be the last means of protection as per the OHS Act and hierarchy of controls.
- Must be supplied to an employee free of charge and be readily available.

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- Must be suitable and fit for purpose.
- Must be kept in good condition and be in good working order.
- Misuse of PPE shall be discouraged to ensure proper protection of employees.
- When properly used, it must be capable of controlling the employees' exposure by providing adequate protection and reduce exposure to the specific hazards in the workplace.
- If required, must be compliant to the identified authorised body and comply with technical specifications for the identified PPE.
- Must be issued at a frequency that will ensure effective protection of employees and will depend on the condition of the equipment due to wear and tear or as specified by the Responsible manager. (Each business unit to enforce their own site-specific procedure/process).
- Locally manufactured PPE shall be given preference.

3.1.2 Issuing of PPE

- PPE shall be issued to employees to protect them against occupational hazards free of charge.
- PPE shall be issued in accordance with the approved PPE Matrix that is based on the risk assessment and exposure assessment results.
- This document prescribes the minimum amount of PPE to be issued per individual; additional needs shall be determined by the risk assessment.
- PPE shall be issued to persons on an individual basis.
- Shared PPE must be sanitised or disinfected before use by the next employee or storage.
- A record shall be kept of the issuing of all PPE to persons.
- The physical condition of all PPE shall be inspected by the supervisor or his/her delegate every three months or according to guidance from the manufacturer or applicable legislation or standards and codes.
- Each cluster or business/operating unit shall determine the PPE issuing or replacement schedule based on risk assessment and operational needs.

3.1.3 Replacement of PPE

- Replacements shall be made only based on exchanging unserviceable equipment for new items or based on fair wear and tear based on use and operational requirements.
- On replacement, the employee's line manager or supervisor shall destroy unserviceable items of PPE. Old clothing handed in shall be disfigured or cut up to prevent further use (that is, wearing or using for exchange).
- Old or damaged PPE shall be managed and disposed of according to the Eskom Waste Standard (32-245). It is encouraged that waste management principles, such as reuse or recycle, be adopted before disposal.

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- All PPE/clothing shall be issued free of charge. Where losses are due to negligence, etc., the appropriate Eskom disciplinary procedures shall be followed.
- All Eskom-branded items of PPE shall be handed in on termination of an employee's service with Eskom. These items shall remain Eskom's property and responsibility. The responsible line manager shall monitor this process within the scope of the existing processes for the issuing and replacement of PPE.

3.1.4 Special Circumstances

Employees who cannot perform their duties due to physical, medical, or ergonomic constraints that prevent them from using appropriate protective equipment may be permitted to purchase specially manufactured equipment (in terms of the Eskom procurement process), provided that a written document from a specialist on such constraints is submitted to the employer via the health and safety representative, Occupational health practitioner, Occupational Hygiene Practitioner, or manager.

3.1.5 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.

3.2 General Garments or Work Wear Specification

- Garments shall be cut and made following the standard of the prescribed specifications and shall be free from defect that affect their appearance or may affect their serviceability (or both) and free from marks, spots and stains incurred during the manufacturing process.
- All seams/stitching shall be in accordance with the prescribed national standard. Seams and stitching shall be free of twists, pleats, and puckers and shall be sufficiently extensible to obviate seams cracking and undue shrinkage in use.
- All ends of sewing that are not secured in seams or in other sewing shall be adequately back tacked.
- To improve the visibility of employee's, all garments shall have reflective strips sewn on it
- In cases where the reflective strips create a risk due to glare, for example live line and aviation activities, garments without reflective strips shall be worn. This shall be supported by a proper risk assessment.
- All ends of sewing shall be trimmed and loose threads removed.
- All garments shall be in accordance with the prescribed Eskom PPE design specification for the composition of these garments.
- All garments shall be labelled according to SANS 434 and the label shall bear information as given in 5.3.1.2 (see figure 6(a) and figure 6(b)) of SANS 434.
- The garment manufacturer shall receive a certificate of compliance from the manufacturer of the fabric confirming that the fabric complies with the SANS and EN specifications,
- Refer to Annex A for Ladies and Men's sizes (SANS 434).

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3.3 Minimum Standard Specifications for Boiler Suits/Overalls - One Piece (Figure 2 on diagram: drg.10332 SANS 434) and two piece (Figure 4 on diagram: drg.15289da on SANS 434) work wear suits

- Boiler suits or two-piece work wear suits used shall be as per with SANS 434.
- Flame-treated boiler suits material shall be pre-shrunk 100% woven cotton fabric as per with SANS 1387-4, material type of D59, flame retardant finish that complies with SANS 1423–1, class C category 1.
- Chemical boiler suits (Alkali & Acids) material shall be pre-shrunk 65% / 35% polyester/viscose fabric in accordance with SANS 1387-3 and shall have acid resistant finish.
- The colours shall be Navy Blue. Pantone 19_3920 and for Alkali & Acid shall be Bottle Green Pantone 19_6110TC.
- The zip fastener shall comply with SANS 1822 style C and be of a non-conductive material. Must be intact front and back of garments.
- The colour of the stringers of a slide fastener shall be an acceptable match to that of the fabric with which the slide fastener is used.
- The stitching shall comply with SANS 10101.
- The thread used shall comply with SANS 1362.
- Garments manufactured as per SANS 434 must bear the SABS mark of approval.
- The Eskom logo shall appear on the left-hand top pocket in white and shall be as per Eskom's Corporate Identity.
- The Zero Harm identification shall appear on the right-side sleeve of the top and shall be in accordance with Eskom's Corporate Identity.
- All Personal Protective Clothing to be fitted with flame retro reflective material strips on both sleeves' circumference on the inner upper arm, and reflective strips on both legs at the knee height , with an exception for conditions stated in 3.2. bullet point 5.

NB: Chemical (bottle green) boiler suits are acid treated only and are not flame treated.

3.3.1 Minimum Standard Specifications for Boiler Suits/Overalls (One Piece)

One Piece Boiler suits/overalls shall be in accordance with SANS 434.

- The fronts shall be shirt-style open fronts with a collar.
- The top section, if not cut in one with the trouser section, shall be joined by means of a seam at waist level.
- The back be cut in one piece and shall be joined to the trouser section by means of a seam at waist level.
- The waistline shall require elasticized from side seam to side seam.
- The collar shape shall be such as to be acceptable, the width at the centre back shall be at least 80 mm and the steps shall be of width at least 35 mm.
- Set-in sleeves shall be of one-piece construction and be fitted with a cuff at the bottom end.

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- Cuffs plain with a double folded turned-in hem of at least 15 mm.
- The front fastening at bottom of the opening shall be securely bar-tacked. All raw edges shall be turned in and stitched. Fly front shall fasten with a slide fastener as per SANS 1822 Figure 4 two-way fastener type A.
- The slide fastener shall be secured with two rows of stitching on each stringer.
- The front edges shall overlap at least 35 mm and the facing shall be grown on.
- The finished width and depth of a pocket shall be measured from edge to edge on the outside of the pocket with pencil pocket. Pocket mouths shall be finished with a hem that is deep enough to accommodate the attachment of a fastening and shall be adequately secured.
- Breast hip pockets: shall be patch pockets, with rounded corners.
- The side and bottom edges of a pocket shall be turned in at least 10 mm and stitched down with two rows of stitching of at least 2 mm and a maximum 10 mm respectively.
- The mouth of the pocket shall be hemmed and each end of the pocket mouth and shall be securely bar-tacked.
- The breast pocket shall be positioned above the scye level in accordance with acceptable patternmaking practice.
- The hip pocket shall be positioned appropriately from the side seam in accordance with acceptable patternmaking practice and at least 60 mm from the waist seam.
- Side pockets shall have a slanted mouth opening of minimum finished length 180 mm and shall have an inside patch pocket of outer material.
- Pencil pocket shall form part of the breast pocket and of width at least 40 mm and the full depth of the breast pocket and shall be positioned at the centre front end of breast pocket.
- The pencil pocket shall be formed by a row of vertical stitching from the front edge.
- Pocket flaps shall be mitred.
- Flaps shall be lined with outer material and shall fasten in the centre with a button and buttonhole.
- All flaps shall be of depth at least 50 mm, and a mitred flap shall taper to at least 30 mm at the ends.
- A flap shall be of such width as to overlap the pocket at each side and shall be positioned at least 10 mm above the pocket mouth and securely tacked at each end.
- Buttonholes shall be large enough to neatly accommodate the buttons and shall be as follows: If four-hole plastics buttons are used, a shirt type buttonhole may be used.
- The bottoms of the legs shall have a plain double folded hem of at least 15 mm.

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3.3.2 Minimum Standard Specifications Boiler Suits/Overalls (Two Piece)

3.3.2.1 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.
- 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.

3.3.2.2 Minimum Standard Specifications for Clean Condition Pants

- Material type D59 pre-shrunk 100% soft woven cotton fabric in accordance with SANS 1387-4, flame retardant class C category 1.
- The trouser shall have no pockets.
- The trouser shall have no buttons.
- The pants shall have a waistband which shall be elasticated ruched at the back with draw cord 10mm cotton belt string for fastening and without zip on the front no metal attachments.
- The colour shall be white.
- The Eskom logo shall appear on the right back in navy blue and shall be in accordance with Eskom's Corporate Identity.

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- The Zero Harm identification shall appear on the left back side and shall be in accordance with Eskom's Corporate Identity.
- All personal protective clothing to be fitted with reflective strips on both legs' circumference on the inner upper leg.
- SANS 10101 for stitching.
- SANS 1362 for threads.
- Garment to be individually packed in sealed plastic bags.

3.3.2.3 Minimum Standard Specifications for Jackets (chemical and flame)

- The jacket shall have a collar.
- The front shall be an open type with fastenings.
- The jacket bottom shall have a plain hem, without side vents.
- Pockets shall be as required (see Annex A) and without flaps. For bottom pockets.
- Sleeves shall be one-piece long and set in.
- Front edges shall have grown-on facings of width at least 45 mm and the inside edges neatly finished.
- Each front panel shall not have a yoke.
- The fronts shall fasten with a slide fastener that extends to at least 90 mm above the bottom hem.
- A front with butted edges shall be such that the slide fastener is concealed and stitched down.
- Slide fasteners shall be secured to the fronts with two rows of stitching along each stringer.
- The back shall be plain (no centre back seam).
- Sleeves shall be of the one-piece.
- The sleeve ends shall have a plain cuff of width at least 15 mm.
- Pockets shall be patch pockets of outer material and shall have round corners.
- Pocket mouth hems shall be of finished Width 10 mm or 20 mm (see 4.5.14).
- Breast and side pockets shall be of finished measurement as given in Table 6.
- The breast pocket shall be positioned above the scye level in accordance with acceptable patternmaking and garment construction practice.
- The colour shall be Navy Blue. Pantone 19_3920 for flame treated jackets and bottle green for chemical treated jackets.
- The pencil pocket shall form part of the breast pocket and of width (mouth opening) at least 40 mm and the full depth of the breast pocket and shall be positioned at the centre front end of breast pocket.
- The pencil pocket shall be formed by a row of vertical stitching from the front edge.

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- Breast pocket flap shall be mitred, lined with outer material, and fasten in the centre with a button and buttonhole.
- A flap shall be of depth at least 50 mm, at the mitred point and taper to at least 30 mm at the ends.
- A flap shall be of such length as to overlap the pocket width, shall be positioned at least 10 mm above the pocket mouth and shall be securely tacked at each end; the bottom of a jacket shall be finished with a plain hem.

3.3.2.4 Minimum Standard Specifications for Clean Condition Jacket

- The jacket shall have a collar.
- The front shall be closed one panel with a V-neck collar.
- Only material type D59 Pre-Shrunk 100% soft woven cotton fabric in accordance with SANS 1387-4, Flame Retardant class C category 1.
- The jacket shall have no pockets.
- No buttons on the garment.
- The colour shall be white.
- The Eskom logo shall appear on the left-hand top chest in navy blue and shall be in accordance with Eskom's Corporate Identity.
- The Zero Harm identification shall appear on the right-side sleeve and shall be in accordance with Eskom's Corporate Identity.
- All personal protective clothing tops to be fitted with reflective strips on both sleeves' circumference on the inner upper arm.
- SANS 10101 for stitching.
- SANS 1362 for threads.
- Garment to be individually packed in sealed plastic bags.

3.4 Minimum Standard Specifications for Dust Coats

- The dust coat length shall be ¾.
- The dust cost shall have pockets, front buttons, two front pockets, slit at the back.
- Buttons acceptable four-hole, dyed plastics buttons that comply with the requirements of SANS 1457.
- Coats shall fasten with button and buttonhole and shall be equidistantly spaced.
- Buttons shall be secured to positions corresponding to the buttonholes.
- The pencil pocket shall form part of the breast pocket and of width (mouth opening) at least 40 mm and the full depth of the breast pocket and shall be positioned at the centre front end of breast pocket.
- The pencil pocket shall be formed by a row of vertical stitching from the front edge.

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- The back shall have a seam down the centre with a vent in the lower part of the seam.
- The vent shall have an overlap of 40 mm and shall be securely tacked and bar-tacked at the top.
- A hanger loop of outer double folded material of finished length at least 70 mm and of finished width at least 10 mm, shall be securely sewn in with the collar at the back neck on the inside.
- The bottom of the coats and the lower edge of plain sleeve cuffs shall have hems of finished width at least 15 mm.
- Pocket mouths shall have hems of finished width at least 20 mm.
- Coat to be fitted with reflective strips on both sleeves' circumference on the inner upper arm and Zero Harm identification shall appear on the right side of the sleeve and shall be in accordance with Eskom's Corporate Identity.

3.5 Minimum Standard Specifications for Shirts

- All shirts must be of T006 satin weave 100% cotton fabric as per Annex C and treated with a flame-retardant finish that complies with SANS 1423-1, class C category 1.
- The shirts shall comply only with the requirements and sizes referred to Annex A.
- Button front with yoke and two breast pockets and flaps to button closure.
- The pockets shall be 16 cm deep and 14 cm wide.
- The pockets and flaps shall have round edges.
- The flaps on the pockets shall have a pen division on the left side.
- The front pocket shall be fastened by means of non-conductive buttons.
- The collar shall be a standard shirt collar.
- The back of the shirt shall have an inverted pleat with hanger loop and yoke.
- Long-sleeved shirts shall have a cuff- 65 mm wide set-in long sleeve with two knife pleats separate the cuff with button closure of non-conductive buttons. Sleeve opening bound with binding.
- The shirt shall be corporate colour (Grey). (CKS 129-188c).
- The logo shall be embroidered in accordance with Eskom's Corporate Identity.
- The front buttons shall be sewn onto a strengthened front and shall be non-conductive.
- The stitching shall comply with SANS 10101. Seams shoulder, sleeve and back yoke posted.
- Side seam and under arm safety stitch. Hems finished 10mm.
- The thread used shall comply with SANS 1362.
- The Zero Harm identification shall appear on the right side of the sleeve and shall be in accordance with Eskom's Corporate Identity.

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3.6 Minimum Standard Specifications for Ladies Shirts And Pants

3.6.1 Ladies Shirts

- All shirts shall be made of T006 satin weave 100% cotton fabric as per Annex C and treated with a flame-retardant finish that complies with SANS 1423-1, class C category 1.
- The shirt sizes shall comply to Annex A
- The front of the long-sleeved shirts shall be button down plain collar with bust and waist darts.
- Two Breast pockets shall be 14cm deep and 14.5 cm wide.
- The pockets and flaps shall have cut – edges.
- The flaps on the pockets shall have a pen division.
- The pocket corners shall be back tacked.
- The pocket shall be fastened by means of non-conductive buttons.
- The collar shall be a standard shirt collar.
- Long-sleeved shirts shall have a cuff - 65 mm wide.
- The shirt shall be corporate colour (Grey). (CKS 129 -188c).
- The Eskom logo shall be embroidered in accordance with Eskom's Corporate Identity.
- The front buttons shall be sewn onto a strengthened front and the buttons shall be non-conductive.
- The buttonholes shall be 1.2 cm shirt type buttonholes.
- The hem shall be plain finished and shall be 1.5 cm in width.
- The stitching shall comply with SANS 10101.
- The thread used shall comply with SANS 1362.
- The Zero Harm identification shall appear on the right side of the sleeve and shall be in accordance with Eskom's Corporate Identity.

3.6.2 Ladies Pants

- Long pants shall be made of pre-shrunk 100% soft woven cotton fabric in accordance with SANS 1387-4, Material Type D59, flame retardant SANS 1423-1, class C category 1.
- The size shall comply with the size specification in Annex A.
- Long pants shall have reverse pleats.
- 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 be 38-40 mm in width.
- The pants shall have 2 side pockets.
- The pants shall be Eskom Navy Blue Pantone 19_3920.

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- The Eskom logo shall be applied in accordance with Eskom's Corporate Identity and shall be embroidered on the right back pocket of the pants.
- The stitching shall comply with SANS 10101.
- The zip fastener shall comply with SANS 1822 style A figure 3 and be 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.
- 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.

3.7 Minimum Standard Specifications Thermal Jackets (Winter Jackets)

- Jackets shall be insulated with pre-shrunk hollow cotton fibre 135 g/m2 which is made of non-flammable material, the inner material shall be a tartan lining, 100% cotton of a darkish colour, with the outer covering be pre-shrunk 100% soft woven fabric in accordance with SANS 1387-4, Material Type D59, flame retardant. (SANS 1423-1), class C category 1.
- The size shall be in accordance with Annex A.
- The jackets shall have one chest pocket and four side pockets. The side pocket shall be the bellows type with a side entry into another separate pocket and shall be 22 cm deep and 21 cm wide.
- The pockets shall have flaps with cut-off edges that can be fastened by means of non-conductive press studs.
- Chest pockets shall be the bellows type – 15 cm deep and 14 cm wide.
- The jackets shall reach below the buttocks.
- The jackets shall have non-conductive press-studs down the front on a double panel strip as well as a non-conductive zip complying with SANS 1822 and be intact front and back.
- The sleeve cuffs shall have two non-conductive press-studs at the end of the sleeve so that the size can be adjusted.
- The Eskom logo shall be embroidered in accordance with Eskom's Corporate Identity.
- The stitching shall comply with SANS 10101.
- The thread used shall comply with SANS 1362.
- The jacket shall comply with the Eskom identity requirements and shall be Eskom Navy blue (Pantone 19_3920 as per corporate colour code.
- The thermal jacket to be fitted with reflective strips on both sleeves' circumference on the inner upper arms.
- The Zero Harm identification shall appear on the right side of the sleeve and shall be in accordance with Eskom's Corporate Identity.

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3.8 Minimum Standard Specifications for Rain Protection (Rain Suits)

- The fabric for the jacket and trousers shall be a minimum of 180 grams per square meter with the face side 100% polyester, plain weave with 170 threads per square inch and coated with a water-resistant coating.
- The "under" side to be laminated with PVC coating. Seams strength to be 50kPa, (converts to 50kN/m^2). The lining to be 80% polyester and 20% cotton. All sizing benchmark to SANS 434 see size chart Annexure E for rain wear and chemical chart specification.
- The rain jacket shall have a nylon spiral zip and a closed fly front secured by non-conductive press-studs and shall comply with SANS 1822 type 5(auto lock alloy sliders).
- The hood shall be attached to the rain jacket.
- The rain jacket shall cover the buttocks.
- The sleeves shall have a false elastic sleeve at the end (made of a softer material) to prevent rain entering the sleeve.
- The pants shall have two side slits and elasticised waist.
- Rain suits shall be Navy blue in colour.
- The rain suit shall be fitted with reflective strips on both sleeves' circumference on the inner upper arm, reflective strips on both legs above the knees
- The Zero Harm identification shall appear on the right side of the sleeve and shall be in accordance with Eskom's Corporate Identity.
- The Eskom logo shall be silk-screened in accordance with Eskom's Corporate Identity, on the front and on the back.
- The size of the Eskom logo on the front shall be 65 mm high and on the back the Eskom logo shall be 150 mm high.

3.9 Minimum Standard Specifications for Chemical Protection (Chemical Suits)

- The fabric for the jacket and pants shall be a minimum of 400 grams per square meter, PVC Coated Polyester, Tear strength weft 40N and warp 30N, burst strength weft 655N/50mm, warp1232N/50mm, and coating adhesive 15N/50mm.
- Polyester base fabric to be 100% polyester weight 80 grams per square meter and yarn/cm 16 by 14.5.
- Rain suits shall be Hi Vis Yellow in colour. This is global the international colour for chemical rainwear.
- Hook and loop tape 20mm-white and draw cord 3mm polyester, seams to be high frequency welded.
- The chemical rain jacket shall have a nylon spiral zip and a closed fly front secured by acid resistant press-studs and shall comply with SANS 1822 type 5(auto lock alloy sliders).
- The hood shall be attached to the rain jacket.
- The chemical rain jacket shall cover the buttocks.

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- The sleeves shall have a false elastic sleeve at the end (made of a softer material) to prevent chemicals entering the sleeve.
- The pants shall have no side slits and no pockets.
- The pants shall have an elasticised waist.
- The chemical rain suit shall be fitted with reflective strips on both sleeves' circumference on the inner upper arm, reflective strips on both legs above the knees.
- The Zero Harm identification shall appear on the right side of the sleeve and shall be in accordance with Eskom's Corporate Identity.
- The Eskom logo shall be silk-screened in accordance with Eskom's Corporate Identity, on the front.
- The PVC Coating formulation stipulated not to be changed by supplier.

Chemical tested to ASTM P903-96 for the BTT (break through time) see chemical chart specs annex E

Note Annex E for rain wear sizes and chemical chart specs

3.10 Minimum Standard Specifications for Reflective Vests and Bibs

- Shall comply with SANS 50471: High-visibility warning clothing for professional use.
- The vests/bibs design shall comply with Figure A3 on Annexure A of SANS 50471 except for employees at work A.4 design.
- The reflective tape (retro reflective material) shall comply with SANS 50471 and shall be a minimum of 50mm in width.
- Colour requirements for background and combined performance material shall comply with Table 2 in SANS 50471. Where the prescribed colour is not available, the division/cluster/OU/BU can determine the suitable colour to replace it.
- The front shall be closed by a zip fastener which shall comply with SANS 1822 and be of a non-conductive material.
- The sizes in accordance with the requirements stipulated in section 4.3 of EN 340.
- The Eskom logo shall be silk-screened in accordance with Eskom's Corporate Identity, on the front left side above the identity pocket.
- High visibility tape as per figure A.3 and A.4 where applicable as per the below mentioned table.

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Category	Colour of Vest	Colour Code	Design
Evacuation Co-ordinator	Cloud White with silver retro reflective material	Cloud White G80 (NCS 0704-G38Y)	A.3
First Aid Co-ordinator	Emerald Green with silver retro reflective material	Emerald Green E14 (NCS 3745-B99G)	A.3
Fire Protection Co-ordinator (Fire Warden)	Fluorescent red with silver retro reflective material	Signal Red A11 (NCS 1678-Y86R)	A.3
Employee at Work	Fluorescent orange-red silver retro reflective material	Light Orange B26 (NCS 1673-Y48R)	A.4
Transport Co-ordinator	Ice Blue with silver retro reflective material	Ice Blue F76 (NCS 0809-B66G)	A.3
Management (Managers, Auditors, Observers and Security).	Fluorescent yellow with silver retro reflective material	Golden Yellow B49 (NCS 1178-Y14R)	A.3

3.11 Minimum Standard Specifications for Cold Weather Protection

3.11.1 Freezer Wear

- The fabric specification for freezer wear shall be: Outer fabric: 100% cotton soft woven fabric in accordance with SANS 1387-4, Material Type D59, flame retardant (SANS 1423-1) class C category 1, Insulating Layer: 135g/m2 polyester.
- Lining: 100% cotton, uncoloured. (Not dyed).
- The jackets shall have non-conductive press-studs down the front on a double panel strip as well as a non-conductive zip complying with SANS 1822. To be intact front and back.
- Freezer suits outer material shall be Hi Vis Orange colour.
- The Zero Harm identification shall be embroidered on the right upper arm and the Eskom logo shall be embroidered in accordance with Eskom's Corporate Identity on the front top pocket; identification: indelible marks, trademark, and size on all items.
- Other special protection includes but not limited to:
  - Cotton thermal underwear
  - Woollen gloves
  - Woollen socks
  - Balaclavas

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- Freezer suits
- Gumboot inserts
- Body protection – Battery acid/alkali protection

3.12 Minimum Standard Specifications for Aprons

3.12.1 Chemical Apron

- The apron shall be rubber-coated or heavy-duty plastic polyester viscose material.
- The apron shall be full length and hang to the knees or below the knees.

3.12.2 Welding Apron

- Apron, welder: garment size: width 24 x length 42 inches; material: leather cowhide; with adjustable neck strap.
- Must provide complete front body protection.

3.13 Minimum Standard Specifications for Head Protection

- All hard hats must be of the type that has an adjustable three-point webbing chin strap as prescribed in accordance with SANS 1397 and:
- The colour of the hard hats shall be white in accordance with Eskom's Corporate Identity.

Note: The Eskom Logo must be on the front of the helmet.

- The colour of the Eskom logo on the hard hats shall be in accordance with Eskom's Corporate Identity.
- The Zero Harm slogan shall be silk screened on the left-hand side of the hat.
- The hard hat shall have a reflective sticker with emergency numbers attached at the back.

3.13.1 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.

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3.13.2 Sun Brim (For Hard Hat)

- The shape of the brim shall be oval and shall have a front back and neck protector attached to bottom of the brim.
- The material shall be pre-shrunk 100 % woven cotton fabric in accordance with SANS 1387-4, material type D59, and flame-retardant class C category 1.
- The colours shall be Navy Blue. Pantone 19_3920.
- The Eskom logo shall be embroidered on the back flap in accordance with the Eskom Corporate Identity.
- Sun brim shall have a reinforced stiffened broad brim of at least 90 mm (Brim malgray chip board material 600 to 800g/m2).
- Inside diameter 740mm (front to back 240mm and side to side 200mm).
- Outside front to back 430mm and from side-to-side 380mm.
- The stitching shall comply with SANS 10101.
- The thread used shall comply with SANS 1362.
- Insert for hard hat front peak flap centre 130mm and side fitted to other brim.
- Insert for hard hat rear section centre 130mm and sides fitted to other brim.
- Neck protector at back centre 230mm long and sides fitted halfway to outer sun brim protector.
- Velcro 40 by 25mm attach on left side of brim and rear insert of flap for stability.
- Cotton twill tape 20mm to be fit on inner, outer brim front and back peak supports and neck protector.
- Front peak support to be stitched down 70mm from other brim edge.
- Top bottom and inner layer shall have a minimum of 6 rows reinforcement stitching around the brim.

3.13.3 Hair Nets

- Hair Nets shall be made of pre-shrunk 100% soft woven cotton fabric in accordance with SANS 1387-4, Material Type D59, flame retardant SANS 1423-1 class C category 1.
- Hood with inside pocket for hair protection and additional ear protection.
- Velcro closure on hat harness, the hood will be bound with self-material binding length of hood 320mm, Width of hood 280mm, Pocket depth 220mm.

3.13.4 Soft Bush Hats

- The material shall be pre-shrunk 100 % woven cotton fabric in accordance with SANS 1387-4, material type D59, and flame retardant, class C category 1.
- The colours shall be Navy Blue. Pantone 19_3920.

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- The Eskom logo shall be embroidered on the front of the hat in accordance with the Eskom Corporate Identity.
- The Zero Harm identification shall be embroidered on the rear of the hat and shall be in accordance with Eskom's Corporate Identity.
- Soft hats shall have a reinforced stiffened broad brim of at least 80 mm and shall have a draw string fitted with a spring-loaded clip.
- The stitching shall comply with SANS 10101.
- The thread used shall comply with SANS 1362.

3.14 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, non-adherence 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.
- 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 non-ionising radiation arising during welding and similar operations – welding helmets, hand shields, goggles, and welding spectacles.

3.14.1 Spectacle Visitors

Lens and frame colour clear, lens tint clear and coating uncoated, temple style semi-dropped, brow protection both with side shield and vents, nose bridge nonslip and compliance to CE-EN-166 and ANSI Z87.1.

3.14.2 Spectacle Welders

Colour green frame colour black and lens tint welding shade 5.0. Lens coating, hard coat, and adjustable drop temple also temple style drop with adjustable length and with universal nose bridge to compliance to ANSI Z87.1.

3.14.3 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 ANZIz87.1and CE-EN 166.g.

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3.14.4 Spectacle Sunglasses

- Type wrap around ballistic protection for harsh industrial environments.
- Frame colour shall be preferably black; lens tint shall be 1) Indoor-outdoor, 2) clear and 3) amber lens coating hard coat.
- Temple style drop with adjustable lengths; soft self-fitting rubber nose bridge, super coat protection with anti-fog, anti-scratch, anti-static, and UV 100% ultraviolet protection (Amber 99% UV) comply to ANZI z87.1 and CE-EN 166; meet traffic signal colour recognition requirements of ANSI Z80.3.

3.14.5 Safety Eyewear Cord

- Colour black
- Elastic slip-on construction
- Adjustable length

3.14.6 Spectacle Storage Case

- Must be foam padded
- Nylon eyewear case
- Zipper closure with belt clip colour black to fit all spectacles

3.14.7 Goggle/Earmuffs Storage Case

Oversize microfiber eyewear bag with drawstring; suitable for goggles or earmuffs.

3.14.8 Face Shield – Acid/Alkali Protection (SANS 1404)

- The face shield shall provide protection against acid/alkali/ Hazardous biological substances burn.
- The shield shall be made of a transparent material and which material shall be made of Polycarbonate Grade 1 impact, that is, it shall resist the frontal impact of a 6 mm steel ball travelling at a velocity of 120 m/s.
- For eye protection against high impact and flying particles.
- Dimensions: width 310 X length 205 X thick 1 MM.

3.14.9 Face Shield – LV Switching

The face shield shall provide protection against electrical burns and flashes as applicable for Arc Flash Protection as per Arc Flash category requirements.

- The shield shall be made of a transparent material which shall be made of Polycarbonate.
- The face shield shall have anti-fog coating.
- The face shield shall have a protection bag.

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- The face shield shall fit the existing hard hats and shall comply with Category 1 of NFPA 70E-2000 and minimum ATPV performance value of 5 Cal/cm2.

3.14.10 Face Shield for Cutting and Grinding

- The face shield shall provide protection against cutting and grinding material.
- The shield shall be made of a transparent material and which material shall be made of Polycarbonate Grade 1 impact, that is, it shall resist the frontal impact of a 6 mm steel ball travelling at a velocity of 120 m/s.
- For eye protection against high impact and flying particles.
- Dimensions: width 310 x length 205 x thick 1 MM.

3.14.11 Welding Helmet Hard Hat Assembled

- Heat resistant thermoplastic shell; material black nylon; visor holder material AS/NZS 1337 medium rating (1); polycarbonate cover lens material AS/NSZ 1338; chipping lens material polycarbonate – medium impact (1); filter lens to have been tested/certified to AS/NZS 1338; Impact protection on the complete assembly to AS/NZS 1337.1 and TA500 series safety helmet.

3.14.12 Welding Helmet Replacement Lenses

- Welding Helmet Replacement Lenses AS/NZS 1337.1, 5051mm x 108mm.
- Polycarbonate clear chipping lens replacement high impact (V).

3.14.13 Welding Helmet Filter Arc Welding Shades

- Welding Helmet Filter Arc Welding Shade 12; AS/NZS 1337.1, 50-51mm x 108mm; high to extra high impact rating; ball speed 6.00mm – 120-190m/sec; 6.35mm – 110-175m/sec; impact protection situations : high grinding, metal cutting, air-arc gauging, welding; range of welding current ≤ 400.
- Welding Helmet Filter Arc Welding Shade 10; AS/NZS 1337.1, 50-51mm x 108mm; high to extra high impact rating; ball speed 6.00mm – 120-190m/sec; 6.35mm – 110-175m/sec; impact protection situations: high grinding, metal cutting, air-arc gauging, welding; range of welding current ≤ 400.
- Welding Helmet Filter Arc Welding Shade 9; AS/NZS 1337.1, 50-51mm x 108mm; high to extra high impact rating; ball speed 6.00mm – 120-190m/sec; 6.35mm – 110-175m/sec; impact protection situations: high grinding, metal cutting, air-arc gauging, welding; range of welding current ≤ 400.
- Welding Helmet Filter Arc Welding Clear.
- Welding Helmet Filter Arc Welding Clear; 1000 hours.

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3.14.14 Welding Helmet Filter Gas Welding

Welding Helmet Filter Gas Welding Shade 6; AS/NZS 1337.1, 50-51mm x 108mm; heavy cutting, fuse welding pre-heated cast iron and heavy thickness.

3.14.15 Auto Darkening Full Welding Helmet

Auto Darkening Full Welding Helmet; robust and lightweight; CE EN 175S, EN 329, ANSI; covers MAG-MIG – covered electrodes and TIG from 5 amps applications; enlarged viewing area: 98 x 51mm; shade, delay, and sensitivity manual adjustments; solar cells WITH rechargeable and interchangeable batteries CR2032; 3D head harness; lens warranty 24 months.

3.15 Minimum Standard Specifications for Hearing Protection

Hearing protection used shall be in accordance with SANS 1451 part 1-3 and comply with the following:

- Protector Hearing: Earplug re-usable corded woven nylon with carrying case and chain contoured 3 or 4 flange ultra-soft polymer design; universal size self-contour to fit any ear canal; non allergenic polymer material; 25 NRR ANSI and 26 SNR CE protection level 92-102 decibels(dB).
- Soft Ear Plug protector, hearing: type: Uni-fit disposable foam earplug; soft tapered slow expanding polyurethane foam; tapered with longer thinner tip; corded PVC cord colour orange 32 NRR ANSI 37 SNR CE protection level 96-106 dB
- Protector Hearing: Semi –aural headband; earplug noise reduction rate 23 decibels; comply to ANSI s.3.19-1974; clamping force 2.0 Newton.
- Protector Hearing: Earmuff high performance smart fold out design dielectric construction; multi position use without support; self-aligning suspension; soft pliable super seal ear cushions for long lasting and resistant against body oil and sweat colour black/red comply to CE SNR 30 NRR 28.
- The earmuffs can be hard hat mounted or normal fit.
- Manufacturers or suppliers of hearing protection devices must provide the device’s noise attenuation specifications such as Noise Reduction Rating (NRR) or Single Number Rating (SNR)

3.16 Minimum Standard Specifications for Foot Protection

3.16.1 Electrical 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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- Electrical safety shoes shall be electrically tested and certified to be able to withstand electrical resistance of 20 kilo volts for 60 seconds.
- 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.

3.16.2 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.
- 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.

3.16.3 Electrical Safety Shoe

- 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.
- Electrical safety shoes shall be electrically tested and certified to be able to withstand electrical resistance of 20 kilo volts for 60 seconds.
- 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 from local raw material or input will be considered.
- Item to be marked with SABS SANS 20345: mark of approval.

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3.16.4 General Safety Shoe

- 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.
- 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 from local raw material or input will be considered.
- Item to be marked with SABS SANS 20345: mark of approval.

3.16.5 Clean Condition Boots

- Toe construction type 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 shall be full grain upper leather.
- Shoes to comply with safety shoes electrical testing specification 34-232.
- The boots colour to be white.
- Type will be slip on type (No laces).
- Only locally produced or manufactured textiles leather and footwear from local raw material or input will be considered.
- Item to be marked with SABS SANS 20345 Mark of Approval.

3.16.6 Shoe Protection (Boot Spats)

- The material shall be leather cowhide with self-grip back fastener, under strap.
- The dimensions shall be length 320 X HT 250 mm.

3.16.7 Gumboots

- Gumboots shall be preferably made of solid rubber or combination of PU/rubber and shall be black in colour with a protective toe cap.
- It shall be made of low abrasion material.
- The sole shall be acid and oil resistant minimum 4, and non-slip.
- It shall be waterproof.
- Gumboots shall comply with SANS 20345.

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3.16.8 Wader Suit

- Consist of trousers and attached boots.
- It must be waterproof and made of PVC material.
- The colour of the wader must be olive green.

3.16.9 Socks

- Non-conductive, anti-static and Anti-Bacterial socks shall be made from between 72%-75% Cotton, 20%-26% Poly, 2-5%% Silver Fibre.
- The socks must be available in three different sizes, namely: small/medium, large/x-large and xx-large/xxx-large.

3.17 Minimum Standard Specifications for Hand and Arm Protection

- Where tasks require hand and arm protection, the appropriate protection must be supplied.
- All hand protection used shall be subject to a risk assessment (fit for purpose). Colours may vary according to availability of stock.
- When purchasing the protective equipment, every effort must be made to purchase equipment that bears the British Safety Standard Mark (BS) or the European Norm Standard (EN).

3.17.1 Welding Gloves

- PIMGLOVE Lined welders heat resistant glove 30cm and must be Red all cow leather gloves with double apron, cotton and foam lining and Kevlar yarn. Glove must withstand heat up to 500 degrees Celsius.
- General Purpose Welding Gloves Lined green welders' glove 20cm cuff all cow leather glove with full cotton lining that can withstand heat between 140-175 degrees Celsius.

3.17.2 General Purpose Gloves

- **General Purpose Cut: Resistant Gloves:** Lightweight, cut-resistant, micro-foam nitrile coated glove. EN388 minimum level 3 cut resistance. This glove shall be used in activities where the risk of being cut high.
- **General Purpose Gloves:** preferably dark grey or black. Shall be rated EN 388-4131; Shall have full coating colour: black or grey; palm: 1 mm; This is a general-purpose glove used for these application's: maintenance; logistics and warehousing; using tools and instruments.
- **TIG welding glove: Pigskin or Sheepskin** garment closing method: elasticated; colour: beige; cuff type: plain; type: TIG; mechanical abrasion EN level 1; cut EN level 1; tear EN level 2; puncture EN level 1; heat suitable for minimal application; cold suitable for minimal application; to be used as a general handling glove for rigging, TIG welding and electrical.

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3.17.3 Chemical Gloves

The chemical protective glove shall be type 5 and be aqueous solutions of acids, acid salts, alkalis, alkaline salts, aromatic hydrocarbons, alcohols, ethers, ketones, and organic acids resistant; material shall be butyl rubber II R coated; colour: preferably black; cuff type: rolled end; cuff length: 150 mm; specification: EN 388 / EN 374: 2003.

3.18 Minimum Standard Specifications for Skin Protection

3.18.1 Sunscreen Products – Protective Creams

- Sunscreen products shall be in accordance with SANS 1557. This code specifies requirements for sunscreen products suitable for tropical use for the protection of human skin against the adverse effects of solar UV rays.

3.18.1.1 Product Requirements

- Water resistant with moistening effect
- The product shall be free from palpable particles.
- The product shall not contain any substances prohibited in terms of the current Foodstuff, Cosmetics, and Disinfectant Act.
- The maximum concentration of the UV filters in the sunscreen product shall not exceed that approved by the Department of Health.
- The sunblock shall have a minimum SPF of 40+ rubbed on types; supplied in 150ml tubes.

3.18.2 Insect Repellent

- Form gel stick: odour perfumed; colour opaque, translucent light green; PH 8.9 to 9.0; solubility miscible in water; storage below 25 °C; and away from sunlight, conforms to Medicines Control Counsel (MCC) of South Africa – Act 101 of 1965 Registration no: l686. (mosquito insects).

- Bayticol Aerosol Spray; Insecticide fabric spray that kills ticks and prevent tick bites on humans; composition Flumenthrin (pyrethroid) 2g/kg; Net Contents 240ml; Used as a fabric spray to prevent tick bites; flammable; Supply with Material Safety Data Sheet(MSDS).

3.18.3 Barrier Cream

The barrier creams shall meet the relevant requirements for barrier creams suitable for protection of the skin against acids, alkalis, oils, and solvents. It also lays down requirements for homogeneity, wash ability, odour, stability, application, pH value, and penetrability to challenging solutions and occurrence of fungal and bacterial growth.

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3.18.3.1 Chemical and Physical Requirements

- All types of cream shall be homogeneous and soft in texture, free from grit and substances known to be harmful to the skin during long exposure. All types of creams shall be readily removed from the skin with detergent and water.
- Barrier creams complying with the requirements of this specification shall be free from objectionable odours during and after application to the skin.
- The barrier cream shall show no separation of liquid from the cream/paste at 15°C and 30°C after standing for 48 hrs.
- When applied to the skin the barrier cream shall form a flexible adhering film at temperatures of 15°C to 30°C.
- The pH value of a water extract of the barrier cream shall not be less than 5,0 and not more than 8,5.
- The barrier cream shall leave no stains on a cotton duct.
- When tested in accordance the barrier cream shall show no fungal or bacterial growth.

3.18.4 Skin Protect Cream

White smooth, non-greasy oil-in-water emulsion with a light fragrance. High quality cosmetic grade, oil-in-water silicone free emulsion including Collagen Allantoin & MF moisturising agents as skin care agents; Physical State Cream; Miscibility in water Complete; All the individual organic components of the product must be biodegradable and anticipated that when used at the recommended dilution the product must not be harmful to the environment; Packaging: 500 ml Tubs preferably with dispensing pump.

3.18.5 Solvgard Barrier Cream Against Solvents

Solvgard White oil-in-water emulsion, odourless; Containing waxes, oils, zinc oxide and skin care agents, silicone free; Skin care agents include Allantoin & Hydro MF moisturising agent; Highly effective barrier coating against petrol, dieseline, thinners, paraffin turps, dust and powders; Miscibility in water Complete; Biodegradable: All the individual organic components of the product must be biodegradable and anticipated that when used at the recommended dilution the product must not be harmful to the environment;. Packaging: 500 ml Tubs preferably with dispensing pump.

3.18.6 Skin Barrier Cream against Acids and Alkalis

Skin cream with protective blocking agent; Whitish water-in-oil emulsion slightly greasy feel, odourless. Must Contains a high proportion cosmetic oil, titanium dioxide, talcum, Vaseline and skin care agents, silicone free. Skin care agents include Allantoin & Hydro MF moisturising agent. Highly effective barrier coating against all water borne substances (e.g., acids, alkalis) + dust and powders.

Miscibility in water: Not miscible in water; Biodegradable: All the individual organic components of the product must be biodegradable and anticipated that when used at the recommended dilution the product must not be harmful to the environment; Packaged 500 ml Tubs without dispensing pump.

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3.18.7 Foot Care Cream

Cosmetic grade ingredients blended to refresh tired feet, reduce excessive perspiration, and prevent unpleasant foot odours. Reduce common irritation of athlete's foot and similar foot afflictions. Inclusion of witch hazel for soothing action. Chlorhexidine component to offers a broad antibacterial spectrum. Composition oil-in-water emulsion, off white in colour, silicone free, mixture of oils and waxes, witch hazel Chlorhexidine and camphor; All the individual organic components of the product must be biodegradable and anticipated that when used at the recommended dilution the product must not be harmful to the environment; Storage 1 year stored at room temperature. Keep lid closed. Packaging 500 ml tubs preferably with dispensing pump.

3.19 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:

3.19.1 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.

3.19.2 Dust Mask FFP2 without 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.

3.19.3 Dust Mask FFP3 with Valve

- Disposable particulate mask for protection against solid and non-volatile liquid particles only; EN 149:2001 +A1 2009 FFP3 NR D CE 0086.
- Can be supplied plain or carbon coated (welding).

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- Protection factor 20 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.

3.19.4 Full Face Mask Reusable Air-Purifying Respirator

- Tight Fitting; 5 Point; EN 136 CL 2. CE 0158. Part Number D2055790. FP 42, OF CLASSES 1, 2, OR 3 (MASK).
- Highest standard of face seal to protects the eyes.
- These respirators for use with chemical cartridges in emergencies.

3.19.5 Canister Filter Gas and Combination Filter

- Canister filter gas and combination filter for solids and vapours according to EN 14387 A2 B2E2 K1 HG-P3 R D PART NUMBER 1070705 D 1070705 MEE CE 0121 ES 5/16 MAX 50 H.
- If the respirator is of a different make from the one specified above the user shall ensure to supply the correct part number before purchase.
- The user and/or buyer shall ensure that the canister is compatible to the mask if the different for the mask specified in paragraph 3.18.5 bullet 1.
- Protective respirator filter to be suitable for use in full face mask filter housing fitted with round thread in accordance with EN148-1 (RD 40 X 1/7”).
- Chemical cartridges should be replaced when saturated or expired.

3.19.6 Canister Filter Organic Gasses and Vapour

- Canister filter organic gasses and vapour; combination filter EN 141 A2 P3 PART NUMBER HFP/C3/3.
- If the respirator is of a different make from the one specified above the user shall ensure to supply the correct part number before purchase.
- The user and/or buyer shall ensure that the canister is compatible to the mask if the different for the mask specified in paragraph 3.18.6 bullet 1.
- Filter to be suitable for use in full face mask filter housing fitted with round thread in accordance with EN148-1 (RD 40 X 1/7”).

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3.20 Minimum Standard Specifications for Protective Clothing for Users of Hand-Held Chain Saws

- Protective clothing for users of hand-held chain saws shall be in accordance with SANS 50381-5. This code defines design and specifies the requirements for leg protectors that offer protection against cutting by a hand-held chain saw.
- SANS 50381-2 specifies the test methods to be used to assess the resistance of leg protectors to cutting by hand-held chain saws and other properties.

3.20.1 Requirements in terms of SANS 50381-5

- SANS 50381-5 defines three designs for leg protectors and all three designs have different specified protective areas, as indicated in sections 4.2, 4.3 and 4.4 of SANS 50381-5.
- The protective clothing shall be as lightweight as possible.
- Between the crotch and the fly, a break of 30 mm is allowed, but it is recommended that this break is kept as small as possible.
- The design shall be without appendages, which could become entangled in the machinery.
- Braces shall have a minimum width of 30 mm.
- The construction around the knee shall facilitate bending of the leg.
- For zippers or buttons, an opening break of 30 mm shall be allowed.
- The Zero Harm identification shall appear on the right-side sleeve of the top and shall be in accordance with Eskom's Corporate Identity.
- All Personal Protective Clothing tops and raincoats to be fitted with reflective strips on both sleeves' circumference on the inner upper arm, reflective strips on both legs above the knees.

Note: With the aid of risk assessment techniques Line Management supported by Safety Risk Management shall determine the most effective design, per person required for this category of tasks.

Note: When purchasing the above protective equipment and SANS specification are not available every effort must be made to purchase equipment that bears the British Safety Standard Mark (BS) or the European Norm Standard (EN).

Note: All hand protection used shall be subject to a risk assessment (fit for purpose). Colours may vary according to availability of stock.

3.21 Minimum Standard Specifications for Tog Bags

- Tog bags shall be made from hard-wearing PVC canvas material and shall have a drawstring closure.
- A label holder with a clear plastic window shall be stitched on one side of the tog bag.
- The colour of the tog bag shall be Eskom Navy blue Pantone 19_3920.

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- The Eskom logo shall appear in white silkscreen printing in accordance with Eskom's Corporate Identity.
- The height of the bag shall be a minimum of 60 cm with a diameter of 30 cm.

4. Selection Use, Care, And Maintenance of PPE

4.1 Head Protection

4.1.1 Hard Hats

4.1.1.1 Use

Hard hats shall be worn:

- by all persons working or entering an area where people are working above them or where there is a danger of objects falling or flying, whether it be at ground level or at height.
- in areas where the international symbolic sign is displayed (designated hard hat area).
- when so requested by the person in charge of a work site.
- in confined spaces where the risk of bumping the head exists; and
- where a risk assessment has identified a need for hard hats.

4.1.1.2 Care and Maintenance by the Employee

Hard hats shall:

- be kept clean and maintained in good condition, and cradles and sweatbands shall be washed at least once a month using warm soapy water only and not solvents.
- be inspected before use by the employee for cracks and signs of impact and wear that may reduce the degree of safety originally provided; and
- not be painted or defaced in any manner whatsoever, except for attachment of stickers that have been approved by the manufacturer and the Eskom Corporate Identity Department.
- The wearer shall ensure that the hard hat fits properly and that the lining or cradle is properly adjusted to fit the head. It must be secured in such a manner that it does not fall off when leaning forward.
- The wearer shall also ensure that nothing is worn under the hard hat, except a balaclava without a pom-pom, as this prevents the hard hat from performing as intended, and that the chin straps are worn at all times.
- If the hard hat is worn continuously in the sun or exposed to any other substances that deteriorate the quality of the hat, it may be replaced after two years. Otherwise, it will only be exchanged, when necessary, where a wear-and-tear principle shall be applied.

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- A “bend test” can be performed to see whether the hard hat material has become brittle, in which case it should be replaced.

4.1.2 Sun Brim for Hard Hats

4.1.2.1 Use

A sun brim shall be used:

- by all persons exposed to the sun and working in an area where they are required to wear a hard hat and shall be fitted on the hard hat; and
- where a risk assessment has identified the need for a sun brim.

4.1.2.2 Care and Maintenance by the Employee

The sun brim shall be:

- kept clean and maintained in good condition; and
- not be defaced/modified in any manner whatsoever.
- When fitting the sun brim on the hard hat, the employee shall ensure that it fits properly.
- Exposed facial and neck areas not protected by the sun brim shall be protected by the application of approved sunblock issued by the employer.

4.1.3 Hairnets

4.1.3.1 Use

Hairnets shall be used:

- by all persons who have long or extended hair and are required to wear a hard hat; and
- where a risk assessment has identified the need for a hairnet.
- The hairnet serves to ensure that long hair is not forced into the hard hat, thus minimising its effectiveness.

4.1.3.2 Care and Maintenance by the Employee

Hairnets shall be:

- kept clean and maintained in good condition; and
- not be defaced/modified in any manner whatsoever.
- When wearing a hairnet, the employee shall ensure that it is properly fitted on the hard hat and that hair is placed inside the hairnet pocket.

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4.1.4 Soft Hats

4.1.4.1 Use

Soft hats shall be worn:

- by all persons exposed to the sun and working in an area where a hard hat is not required; and
- where a risk assessment has identified the need for soft hats.

4.1.4.2 Care and Maintenance by the Employee

Soft hats shall be:

- kept clean and maintained in good condition; and
- not be defaced/modified in any manner whatsoever.
- When wearing a soft hat, the employee shall ensure that it fits properly and that exposed facial and neck areas not protected by the soft hat is protected by the application of approved sunblock issued by the employer.

4.2 Eye/Face Protection – Goggles, Eyeglasses, Welding Helmets, and Face Shields

4.2.1 Use

Eye/Face protection shall be used:

- by all persons working in an area where a risk of eye or face injury exists.
- by persons performing welding activities, and the user shall ensure that he/she uses the correct welding filter for the work he/she is performing.
- in an area where the international symbolic sign is displayed (designated eye/face protection); and
- where a risk assessment has identified a need for eye or face protection.
- All eye protection shall be SANS-approved eye/face protection, including welding helmets and shall be issued to all persons required to perform work where the risk of sustaining injury to the eyes/face exists.

Note: As a general rule, face shields should be worn over suitable basic eye protection. A variety of face shields protect the face and neck against flying particles, sprays of hazardous liquids, splashes of molten metals, and hot solutions. In addition, they provide antiglare protection, where required.

4.2.2 Care and Maintenance by the Employee

- Eye and face protection shall be kept clean and maintained in good condition.
- When not in use, these items shall be stored in a manner to prevent any scratches or damage, preferably in a storage case.

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- The employee shall ensure that eye/face protection fits properly and that the correct eye/face protection is used for the specific task being performed.
- Face shields and a hard hat assembled welding helmet shall be used with compatible headgear or hard hat.
- The welding filters shall be stored in a safe manner to avoid breaking.
- Damaged filters shall be replaced, when necessary.

4.3 Hearing Protection

4.3.1 Use

Hearing protection shall be used:

- in the vicinity of noise levels equal to or more than 85 decibels (dBA);
- where noise signs are displayed, at a predetermined radius to demarcate the noise zone;.
- in an area where the international symbolic sign is displayed; and
- where a risk assessment and a noise level survey have identified a need for hearing protection.

4.3.2 Care and Maintenance by the Employee

- Hearing protection shall be kept clean and maintained in good condition. Reusable protection shall be washed with warm soapy water and rinsed properly to prevent infections.
- When not in use, hearing protection items shall be stored in such a manner as to prevent the ingress of foreign matter, preferably in a storage case or bag.
- When wearing hearing protection, the employee shall ensure that it fits properly and that the correct hearing protection is used to reduce the noise level to an acceptable level.
- Disposable earplugs shall be used once and disposed of after use.
- Earplugs shall not be shared between employees and shall be disposed of, when necessary.

4.4 Foot Protection

4.4.1 Safety Boots/Shoes

4.4.1.1 Use

Safety boots shall be worn:

- by all persons exposed to the possibility of injury to the feet in the performance of their duties (for example, construction work and the workshop environment).
- in an area where the international symbolic sign is displayed (designated foot protection

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area); and

- where a risk assessment has identified the need for foot protection. This shall include the type of safety boot to be worn.

4.4.1.2 Care and maintenance by the employee

- The boots/shoes shall be kept clean and maintained in good condition.
- Polish shall be applied to the boots/shoes routinely.
- Laces will be replaced on a basis of fair wear and tear.
- Boots/Shoes shall not be defaced in any manner whatsoever.
- When not in use, boots/shoes shall be stored in an approved manner.
- The employee shall ensure that the safety boots/shoes fit properly and that the laces are tied when worn.

4.4.2 Gumboots

4.4.2.1. Use

Gumboots shall be worn:

- by all persons exposed to wet concrete, muddy, or wet conditions.
- in an area where the international symbolic sign is displayed (designated foot protection area); and
- where a risk assessment has identified the need for gumboots.

4.4.2.2 Care and Maintenance by the Employee

Gumboots shall:

- be kept clean and maintained in good condition.
- not be defaced in any manner whatsoever; and
- be stored or secured in an approved manner when not in use.
- The employee shall ensure that the boots fit properly.

4.4.3 Wader Suits

4.4.3.1 Use

Wader suits shall be worn:

- by employees who work in/on water sources such as water treatment plants, dams, etc.; and
- where a risk assessment has identified the need for a wader suit.

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4.4.3.2 Care and Maintenance

- Wader suits shall be kept clean and maintained in good condition.
- The suits shall be dried before storage.
- Wader suits shall not be defaced in any manner whatsoever.

4.4.4 Socks

4.4.4.1 Care and Maintenance

- Socks shall be kept clean and maintained in good condition.
- They shall not be defaced in any manner whatsoever.
- When wearing socks, the wearer shall ensure that they fit properly.

4.5 Garments (Clothing)

4.5.1 Boiler Suits (One-Piece or Two-Piece Workwear Suit)/Overalls

4.5.1.1 Use

Boiler suits/Overalls shall be worn:

- by all persons performing work where the protection offered by the optional/alternative clothing is inadequate; and
- by all persons performing work in construction and workshop environments; and
- where a risk assessment has identified a need for boiler suits/overalls.
- Acid-resistant boiler suits/overalls shall be worn in an area where employees are exposed to chemicals.
- Where the concentration of the chemicals in the workplace is above the limits stipulated on the boiler suit label and/or in Annexure E (chemical chart specification), an acid-proof apron or chemical suit shall be worn.

4.5.1.2 Care and Maintenance by the Employee

- Boiler suits/Overalls shall be kept clean and maintained in good condition.
- They shall not be defaced or modified in any manner whatsoever.
- The washing of boiler suits/overalls shall be the responsibility of the employees concerned.
- The boiler suits/overalls shall be washed according to the manufacturer’s instructions reflected on the label to ensure that flame retardancy lasts longer.
- When wearing an overall, the employee shall ensure that it fits properly.

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4.5.2 Dust Coats

4.5.2.1 Use

Dust coats shall be worn:

- where a risk assessment has identified the need for a dust coat to be worn.

4.5.2.2 Care and Maintenance by the User

- Dust coats shall be kept clean and maintained in good condition.
- They shall not be defaced in any manner whatsoever.
- When wearing a dust coat, the wearer shall ensure that it fits properly.
- The dust coat shall be washed according to the manufacturer's specifications.

4.5.3 Shirts

4.5.3.1 Use

- Shirts shall be worn as determined by the risk assessment and PPE Matrix.
- Unless stated in the risk assessment, an operator's jacket shall be worn over the shirt when performing work.

4.5.3.2 Care and Maintenance by the User

- Shirts shall be kept clean and maintained in good condition.
- They shall not be defaced in any manner whatsoever.
- When wearing a shirt, the wearer shall ensure that it fits properly and is in good condition.
- The shirts shall be washed according to the manufacturer's specifications.

4.5.4 Thermal Jackets

4.5.4.1 Use

- Thermal jackets shall be worn in addition to a two-piece (long pants with a long-sleeved shirt) when working in cold weather.
- They shall also be worn where a risk assessment has identified the need for a thermal jacket to be worn.

4.5.4.2 Care and Maintenance by the Employee

- Thermal jackets shall be kept clean and maintained in good condition.
- They shall not be defaced or modified in any manner whatsoever.
- The cleaning of thermal jackets shall be the responsibility of the employees concerned.

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- When wearing a thermal jacket, the employee shall ensure that the thermal jacket fits properly.
- The jackets shall be washed according to the manufacturer's specifications.

4.5.5 Rain Protection (Rain Suits)

4.5.5.1 Use

- Rain protection shall be worn by all persons exposed to wet weather in the performance of their duties and where a risk assessment has identified the need for rain protection.
- Rain suits shall not be worn for warmth.

4.5.5.2 Care and Maintenance by the Employee

When not in use, rainwear shall be:

- stored in an approved manner.
- dried before storage; and
- kept clean and in good condition.
- When wearing rainwear, the employee shall ensure that it fits properly and that it is in good condition.
- Rainwear shall not be defaced in any manner whatsoever.

4.6 Chemical Protection

A chemical outfit can consist of a one-piece or two-piece chemical-resistant suit, chemical-resistant gloves, chemical aprons, disposable covers for shoes, breathing apparatus, and full-face masks.

4.6.1 Use

Chemical-resistant protective clothing shall be worn:

- by all persons performing work where the protection offered by the optional/alternative clothing is inadequate.
- by all persons working with hazardous chemicals where there is a risk of coming into contact via spillage with those chemicals or where the MSDSs of those chemicals require this type of protective clothing to be worn; and
- where a risk assessment has identified the need for a chemical-resistant outfit.
- Where the chemical-resistant suit cannot provide the required level of protection, a chemical-proof suit or apron shall be worn.

4.6.2 Care and Maintenance by the Employee

- Chemical-resistant outfits shall be kept clean and maintained in good condition.
- They shall not be defaced or modified in any manner whatsoever.

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- The acid-resistant PPE shall be washed according to the manufacturer's specifications as attached to the garment.
- The chemical-resistant PPE shall be washed separately to prevent contamination and the deterioration of other domestic laundry.
- The acid-resistant PPE shall be maintained in good condition.
- If the chemical-resistant PPE is cut or damaged or is perishing, it shall be replaced immediately.
- When wearing a chemical outfit, the employee and supervisor shall ensure that the correct protective clothing is worn for the specific task being performed.

4.7 Reflective Vests and Bibs

4.7.1 Use

- Reflective vests/bibs shall be worn where there is a need for the wearer to be visible and where the risk assessment has identified the need for reflective vests.

4.7.2 Care and Maintenance by the Employee

- Reflective vests/bibs shall be cared for in accordance with the manufacturer's recommendations.
- They shall be kept clean and maintained in good condition.
- They shall not be defaced in any manner.
- The wearer shall take care when working in an area that has open flames to avoid the vest/bib catching fire.

4.8 Hand and Arm Protection

4.8.1 Use

Hand protection shall be worn:

by all persons working on or with equipment **where** a risk of injury/infection to the hand or forearm exists, for example, welding, handling chemicals, etc.

- in an area where the international symbolic sign is displayed (designated hand protection area); and
- where a risk assessment has identified the need for hand protection.

4.8.2 Care and Maintenance by the Employee

- All hand protection shall be cared for in accordance with the manufacturer's recommendations.
- All hand protection shall be kept clean and maintained in good condition.
- When wearing hand protection, the employee shall ensure that it fits properly.

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- The correct hand or forearm protection must be worn for the specific task being performed, that is, to protect the individual against physical damage and against cuts, scratches, skin diseases, etc.

4.9 Respirators and Dust Masks

4.9.1 Use

- Respirators shall be worn by employees exposed to the risk of dust, fibres, gas, smoke, vapours, fumes, or in areas where insufficient oxygen is present, such as employees working in confined spaces as determined by a risk assessment.
- The risk assessment shall determine the type of respirator or dust mask to be used.
- Proper selection will depend on the toxic substance encountered, conditions of exposure, individual human capabilities, and equipment fit.
- The wearer shall ensure that a proper canister is attached to the respirator for the chemicals to which he/she is exposed.

4.9.2 Care and Maintenance

- Employees shall be trained in the proper use, care, and limitations of respiratory equipment.
- Employees shall conduct daily equipment inspections before use.
- The storing and maintenance programme shall comply with the manufacturer's instructions.
- A respirator shall be kept clean and maintained in good condition.
- It shall not be defaced or modified in any manner whatsoever.
- The cleaning of a respirator shall be the responsibility of the employee concerned.
- The dust masks shall not be shared and should be used once and disposed of after use.
- Employees must ensure that they check expiry dates of canisters before use.

4.10 Cold-Weather Protection (Freezer Wear)

4.10.1 Use

- Cold-weather protection can consist of cotton thermal underwear, woollen gloves, woollen socks, balaclavas, freezer suits, and gumboot inserts.
- Cold-weather protection shall be used when employees are working in an area that has extremely cold temperatures as determined by the Environmental Regulations for Workplaces Regulation 2, framed under the Occupational Health and Safety Act, and the risk assessment.

4.10.2 Care and Maintenance

- Cold-weather protection shall be cared for in accordance with the manufacturer's recommendations.
- It shall be kept clean and maintained in good condition.

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- It shall not be defaced in any manner.

4.11 Skin Protection

4.11.1 Use

- Skin protection, that is, barrier cream, sunscreen, foot cream, and insect repellent, shall be used by employees exposed to UV rays, chemicals, insects, and employees who require foot care cream, as identified by an applicable risk assessment.
- Skin protection shall be used according to the manufacturer's instructions.

4.11.2 Care and Maintenance

- Skin protection shall be stored and used according to the manufacturer's requirements and care taken to see that it has not expired before use.

4.12 Tog Bags

4.12.1 Use

- A tog bag shall be issued to staff who require PPE to do their work and so that they can keep their PPE in one place and take it with them to their work site and prevent damage.
- PPE, such as workwear (garments) and boots that must be worn most of the time, shall be worn according to work area requirements or risk assessments, and the tog bag shall be used to carry accessories such as a hard hat, earplugs, gloves, etc.

4.12.2 Care and Maintenance

- It shall be kept clean and maintained in good condition.
- It shall not be defaced in any way.

5. Acceptance

This document has been seen and accepted by:

[1] Occupational Health and Safety Steering Committee.

[2] Risk and Sustainability Division Management Committee.

[3] Eskom Corporate Identity.

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6. Revisions

Date	Revision	Complier	Remarks
April 2013	0	Mxolisi Thanjekwayo	New document
February 2020	1	Ntokozo Ngubane	• The document was due for review and had to be aligned to the latest revision of SANS standards. • New definition for textile industry added. • PPE performance requirements included in some of the PPE items.
	2	Ntokozo Ngubane	• The PPE specification document was combined with the PPE standard to ensure that general PPE requirements are stipulated in a in one document. • The review was also meant to remove issuing and replacement requirements from a level 1 document so that division can specify own issuing and replacement requirements based on their risk assessments.

7. Development Team

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

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8. Acknowledgements

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Annex A - Personal Protective Clothing – Standard Sizes

MENS SHIRT, TROUSERS SIZE CHART													
	S			M				L			XL	XXL	
Men's Shirts	34	36 14	37	38 15	39	40	41 16	42	43 17	44	46 18	47 48 49	
Men's Trousers Waist		1 66 26	2 71	3 76 30	4 81 32	5 87 34	6 92 36	7 97 36	8 102 40	9 107 42	10 112 44		

LADIES PANTS SIZE CHART															
Sizes	67	72	77	82	87	92	97	102	107	112	117	122	127	132	137
Waist Extended	67	72	77	82	87	92	97	102	107	112	117	122	127	132	137
Seat*	92	97	102	107	112	117	122	127	132	137	142	147	152	157	162
Out-Leg	106	106	107	108	108	109	109	110	111	111	112	113	113	114	114
In-Leg	79	79	80	80	0	81	81	81	82	82	83	83	83	83	83

*MEASURED 20cm DOWN FROM WAIST BAND.

ALL MEASUREMENTS SUBJECT TO A TOLERANCE OF ± 4.0%

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LADIES LONG SLEEVED SHIRTS SIZE CHART															
Sizes	77	82	87	92	97	102	107	112	117	122	127	132	137	142	147
Bust @ Base Of Armhole	92	97	102	107	112	117	122	127	132	137	142	147	152	157	162
Back Length	64	65	65	66	66	67	67	68	68	69	69	70	70	71	71
Back Width	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64
Sleeve Length*	41	41	41	42	42	42	43	43	43	44	44	44	45	45	45
Hip	102	107	112	117	122	127	132	137	142	147	152	157	162	167	172
Cuff	21	21	21	22	22	22	23	23	23	24	24	24	25	25	25

*UNDER ARM MEASUREMENT

ALL MEASUREMENTS SUBJECT TO A TOLERANCE OF ± 4.0%

	MEN'S LONG SLEEVE SHIRTS					
Collar Size	**Size**	**Chest**	**Back Length**	**Back Width**	**Long Sleeve U/Arm**	**Cuff Button**
34/35	XS	112	79.5	43	50.5	20
36/37	S	116	80	45	51	21
38/39	M	120	80.5	47	51.5	22
40/41	L	124	81	49	52	23
42/43	XL	128	81.5	51	52.5	24
44/45	2XL	132	82	53	53	25
46/47	3-XL	136	82.5	55	53.5	26
48/49	4-XL	140	83	57	54	27
50/51	5-XL	144	83.5	59	54.5	28
52/53	6-XL	148	84	61	55	29
54/55	7-XL	152	84.5	63	55.5	30
56/57	8-XL	156	85	65	56	31

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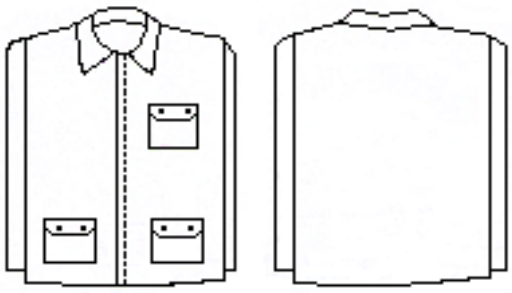
THERMAL JACKETS				
Sizes	**Chest at base of armhole**	**Back Length**	**Back Width**	**Sleeve length ***
Small	135	76	56	49.5
Medium	140	77	56	50
Large	145	80	58	50.5
X-LG	150	81	60	51
2X-LG	155	82	62	51.5
3X-LG	160	83	64	52
4X-LG	165	84	66	52.5
5X-LG	170	85	68	53
6X-LG	175	86	70	53.5

****Measured at the underarm seam*** ***** All measurements subject to a tolerance of 2%***

****Measurements in centimetres and according to SANS standards***

Jacket Sketch



Jackets	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
	87	97	107	117	122	132	137	147	157
Soft Bush Hats	56 67/8	57 7	58 71/8	59 71/4	60 73/8	62 71/2			

Shoes gumboots and boots	Ladies		210 2	220 3	230 4	240 5	250 6	255 7	262 8	
	Men	5	247 6	255 7	262 8	270 9	277 10	285 11	292 12	300 13
Socks	Men/ ladies	S	M	L	XL	XXL	XXX L			

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Annex B - Standard Nomenclature for Stitches, Seams and Stitching (Informative)

B1 Stitches, seams and stitches

B1.1 General

All sewing shall be in accordance with SANS 10101

B1.2 Stitches

a) Main seaming and ruching. Stitch type 401.
b) Over locking. Stitch type 402-505.
c) Other sewing. Stitch type 301.

B1.3 Seams

Seams shall be at least 8 mm wide. They shall be as follows:

a) Main seams. Seam type Ssa – 2, Lsc – 2 or Lsc – 3.
b) Breast pocket flaps to blouse. Seam type Lsc – 2, Lsba – 2 or sewn in with yoke seam.
c) Leaf edge of collar and flaps. Seam type – 4.
d) Breast waist seam. Seam type Ssag – 3 or similar acceptable seam type.
e) Side wing-pocket bags. Seam type Sse – 2, Bsc – 2, Bse – 4.
f) Side patch-pocket bags. Seam type Lsd – 4.
g) Other seams. Seam type Ssa – 1.

B1.4 Number of stitches

a) Seaming and top stitching. 40 + 4 per 1 cm.
b) Overclocking. 32 + 2 per 10 cm.
c) Button holes. 12 + 1 per 1 cm.
d) Back-tacks. 18 min per 1 cm.
e) Buttons. 18 min per button.

B 1.5 Sewing threads

The sewing threads shall comply with the relevant requirements of SANS 1362 and shall be compatible with, and the colour shall be an acceptable match to, the material(s) with which they are used and shall be 100 % cotton.

The thread shall be as follows:

a) Needle, bobbin and looper threads shall have a breaking strength of at least 12 N.
b) Over locking threads shall have a breaking strength of at least 8

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Annex C - Material Specification for T006 (Shirts) and all Garment Labels

C1. T006 fabric specification

FABRIC SPECIFICATIONS

BLEND	100% COTTON
WARP COUNT	30
WEFT COUNT	30
WEAVE	4/1 SATIN
FINISHED DETAILS:	
ENDS/CM	46
PICKS/CM	22
O/ALL WIDTH (CMS)	140 to 143
MASS (GSM)	206
TENSILE STRENGTH:	
WARP	900N
WEFT	350N
STABILITY%:	
WARP	3
WEFT	3
COLOUR FASTNESS:	
WASH	5
RUB	4 – 5
LIGHT	5
PILLING:	2
MARTINDALE (RUBS):	10000 – 12000
SEAM SLIPPAGE:	
WARP	117N
WEFT	211N

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Annex D - Flame Retardant Retro Reflective Material Sewing on Garments

a) Product: Retro-reflective material referenced WATT – FRIS91 – Silver (50mm)

b) Product shall comply to EN 471 + A1; 2007 requirements including the following three

c) EN469, Clause 6.1, Annex B.3.2

d) EN469, Clause 6.5, Annex B.3.1

e) BSENISO14116: Limited Flame Spread

f) Retro-reflective tape shall be fitted mid-way on both sleeves circumference of the inner leg and U/arm sleeve measurement on one and two piece work wear including rainwear long pants and jackets.

Garments labels as per SANS 1309

a) All garments shall have a cotton or rayon label firmly sewn to the yoke at the back neck on the inside

b) The label shall provide the following information in legible and indelible marking ink for textiles as per SANS 432

c) Manufacturer’s name or trade mark or both

d) Name of the manufacture of the material and their location

e) Year of manufacture

f) VAT registration number of the manufacture

g) Full washing instructions

h) Material fabric type Ex (D59 Zero flame) and (T006 Zero flame)

i) Size

j) Customer item code / traceability number as per SANS 432 indelible marking ink for textile fabrics

k) Country of origin

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Annex E - For Rain Wear Sizes and Chemical Chart Specs

Size Chart

Jackets	Chest	Back Len.	Sleeve Len.	Cuff Circ.
Small	115	75	75	33
Medium	125	76	78	34
Large	135	77	81	35
X-Large	140	80	84	36
2X-Large	145	85	86	37
3X-Large	150	85	87	38
4X-Large	155	85	88	39

Pants	Waist	In-Leg	Outer-Leg	Hem Circ
Small	103	70	100	46
Medium	107	72	103	48
Large	111	74	106	50
X-Large	115	76	109	52
2X-Large	121	80	115	56
3X-Large	127	84	121	60
4X-Large	140	88	125	64

Overalls	Chest	Sleeve Len.	Cuff Circ.	Waist
Small	109	48	28	95
Medium	119	49	28	105
Large	129	50	29	115
X-Large	139	51	30	125
2X-Large	149	52	30	135
3X-Large	159	53	31	145
4X-Large	169	54	32	155

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Chemical Chart Specifications

Liquid	Pressure Kpa	Time Minutes
1: Phosphoric	0	5
	20	10
	100	10
2: Hydrochloric	0	5
	20	10
	100	10
3: Hydroflouric	0	5
	20	10
	100	10
4: Sulphuric	0	5
	20	10
	100	10
5: Phenol	0	5
	20	10
	100	10

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Eskom	Standard	

Title: **Life-Saving Rules**

Document Identifier:	**240-62196227**
Alternative Reference Number:	**N/A**
Area of Applicability:	**Eskom Holdings SOC Ltd**
Functional Area:	**Risk and Sustainability - OHS**
Revision:	**7**
Total Pages:	**12**
Next Review Date:	**February 2030**
Disclosure Classification:	**Controlled Disclosure**

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Risk and Sustainability	**Risk and Sustainability**	**Risk and Sustainability**
Date: 13 February 2025	Date: 13 February 2025	Date: 17 February 2025

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1. Introduction

Eskom and its subsidiaries will conduct business with respect and duty of care for people to ensure that no operating condition or urgency of service endangers the life of anyone or causes injury, ill-health or damage to the environment. Eskom is committed to preventing all work-related injuries and ill-health. In fulfilling this commitment to protect people, the environment and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and compliance with legislative requirements.

At-risk behaviour leads to incidents. Life-saving Rules are safety rules created to enforce zero tolerance for serious at-risk behaviours. These rules have been determined in terms of the consequences of the behaviours they describe, that is, a particular set of behaviours or actions with a high probability of causing disabilities or fatalities when performed.

The Eskom Life-Saving Rules complement our existing health and safety best practices and are safety rules to be followed at all locations.

The Life-Saving Rules apply to all Eskom employees, agents, consultants, and contractors. Visitors to Eskom should also respect and adhere to these rules as applicable and could be instructed to leave the Eskom premises with immediate effect should they refuse to do so.

2. Supporting Clauses

2.1 Scope

This standard shall apply at all Eskom sites to promote a safe working environment for all Eskom employees, agents, consultants, and contractors. Visitors to Eskom should also respect and adhere to these rules, as applicable.

2.1.1 Purpose

This standard clarifies the six most prominent causes of serious injuries, and fatalities within Eskom, and Eskom's intention to enforce "**ZERO TOLERANCE**" concerning non-adherence to these rules, due to the potential consequences of serious injury or fatality at the workplace.

2.1.2 Applicability

This standard shall apply throughout Eskom Holdings SOC Limited, its divisions, subsidiaries, and entities wherein Eskom has a controlling interest and/or Eskom contractors unless specifically exempted by Risk and Sustainability, where the business transacted may be completely different to the core business of Eskom.

2.1.3 Effective Date

This document will be effective from the date of authorisation.

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2.2 Normative/Informative References

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

Note: The documents listed below are not an exhaustive list of Eskom policies, procedures, standards, work instructions, safe work procedures and method statements that are utilised when performing work.

2.2.1 Normative

[1] Occupational Health and Safety Act 85 of 1993.

[2] ISO 9001 Quality Management Systems.

[3] ISO 45001 Occupational Health and Safety Management Systems – Requirements.

[4] 32-37 Substance Abuse Procedure.

[5] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure.

[6] 32-136 Contractor Health and Safety Requirements.

[7] 32-345 Eskom Vehicle Safety Specification.

[8] 32-407 Behavioural Safety Observations.

[9] 32-418 Working at Heights Standard.

[10] 32-477 Safety, Health and Environment Training and Development Procedure.

[11] 32-520 Occupational Health and Safety Risk Assessment Procedure.

[12] 32-524 Developing a SHE Specification.

[13] 240-150642762 Plant Safety Regulations.

[14] 32-726 SHE requirements for Eskom Commercial Process.

[15] 32-727 Safety, Health, Environment and Quality Policy.

[16] 240-114967625 Operating Regulations for High Voltage Systems.

[17] 240-61523882 LV Operating Regulations

[18] 32-1112 Disciplinary Code.

[19] 32-1113 Disciplinary Procedure.

[20] 240-44175132 Eskom Personal Protective Equipment Specification.

[21] 240-62946386 Vehicle and Driver Safety Management Procedure.

[22] 240-43848327 Right to Refuse Employees' Right of Refusal to Work in an Unsafe Situation Procedure.

[23] 240-84733329 Medical Surveillance Procedure.

[24] 240-100979499 Personal Protective Equipment for Working at Heights Specification.

[25] 240-78692652 Standard for use and maintenance of Earthing Gear

[26] 240-69125290 Standard for the use of Equipotential Earth Footplate or MAT

[27] 240-146738795 Distribution High-voltage live working

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[28] 240-60725816 Transmission High-voltage live working

2.2.2 Informative

[29] National Road Traffic Act 93 of 1996.

[30] 240-58554227 Health and Safety Agreement

2.3 Definitions

2.3.1 Contractor: (Also referred to as mandatory as per section 1 of the OHS Act): Any employer formally contracted (directly or indirectly) by Eskom and who performs work and supplies a service, product, equipment or material to advance Eskom's business or other interests is classified as a contractor. This includes Eskom non-executive board members, personal contractors (that is, consultants) and third-party contractors (that is, vendors, suppliers, agents, joint ventures, principal contractors and subcontractors).

2.3.2 Equipotential zone: means a safe work area created to ensure that any two or more conducting parts that can be touched by a person simultaneously are bonded together by approved earthing leads to ensure a zone of equal potential between different parts of the working area.

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

2.3.4 Visitors: Any person (including a minor) who visits an Eskom site/office during working hours to attend a meeting or for any reason whatsoever.

2.3.5 Work at height: This means 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. Work at height is, as a result, work in any place (except a staircase in a permanent workplace), including a place at, above or below ground level, where a person could be injured if he/she fell from that place. Access and egress that present a risk of fall can also be classified as work at height.

2.3.6 Zero Tolerance: The standard that provides for the imposition of severe consequences for a prescribed offence or behaviour without making exceptions for extenuating circumstances.

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2.4 Abbreviations

Abbreviation	Explanation
ISO	International Standard Organisation
OHS	Occupational Health and Safety
ORHVS	Operational Regulations for High Voltage Systems
PPE	Personal Protective Equipment
PSR	Plant Safety Regulations
PTW	Permit to Work
SHEQ	Safety, Health, Environment, and Quality
SOC	State-Owned Company

2.5 Roles and responsibilities

2.5.1 Risk and Sustainability OHS Department

The Risk and Sustainability OHS Department shall:

a) Compile and review the Life-Saving Rules for Occupational Health and Safety;

b) Develop awareness material;

c) Ensure that the rules are communicated throughout the business;

d) Ensure compliance is monitored; and

e) Ensure that violations that are related to safety incidents are communicated to the organisation.

2.5.2 All Groups/Divisions

The management at Group/Divisional/Subsidiaries level shall be responsible for:

a) Implementing the Eskom Life-Saving Rules in their Groups/Divisions/Subsidiaries/ Clusters/Business Units.

b) Communicating to all their employees, contractors, contractor employees and visitors the importance of compliance with the Eskom Life-Saving Rules and the consequences of non-compliance therewith. This includes communicating Life-Saving Rules to all new employees and new contractors.

c) Ensuring that the awareness material is made available, distributed and displayed at all workplaces.

d) Ensuring all employees sign confirmation that the rules have been discussed with them, that they understand the rules and the consequences of violating these rules and retain copies thereof.

e) Investigating any violation of a Life-Saving Rule and initiate the disciplinary process within five (5) working days.

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f) Ensuring consistency in the application of appropriate sanctions on employees, contractors and contractor employees.

2.5.3 All employees (Eskom and contractors)

a) Always observe and adhere to the Life-Saving Rules.

b) Ensure that you have the relevant training, competence and/or authorisation before undertaking any task.

c) Avoid taking shortcuts when executing tasks. Always do the right thing even when no one is watching.

d) Only perform work that you are authorised to do.

e) Where the situation exists that there is a likelihood of a contravention of a Life-Saving Rule, you shall exercise the right to refuse to perform such work.

2.6 Process for monitoring

Groups/Divisions shall be responsible for ensuring compliance with the standard through their annual audit and inspection plans.

2.7 Related/Supporting documents

[1] 240-62196227 - Life-Saving Rules – revision 6 (superseded).

[2] 240–63942960 - Life-Saving Rule Acknowledgement Form Document Content.

3. Document content

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.

The objective of this Standard is to clarify Eskom's intention to enforce "ZERO TOLERANCE" with respect to behaviour resulting in serious risk to an individual at the workplace.

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.

3.1 Eskom Life-Saving Rules

3.1.1 RULE 1: OPEN, ISOLATE, TEST, EARTH AND CREATE AN EQUIPOTENTIAL ZONE BEFORE TOUCH

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:

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a) He/she is trained and authorised 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 authorised 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 [1]low voltage work) are worn.

Note: The equipotential zone is only applicable for work being done on medium and high voltage apparatus.

3.1.2 RULE 2: HOOK UP AT HEIGHT

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.

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.

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3.1.3 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 wearing their seatbelts at all times 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.

3.1.4 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.

3.1.5 RULE 5: ENSURE THAT YOU HAVE A PERMIT TO WORK

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.

3.1.6 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).

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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.

3.2 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.

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.

4. Acceptance

This document has been seen and accepted by:

Name	Designation
Kerseri Pather	General Manager – Risk & Sustainability
Miranda Moahlodi	Senior Manager – Risk & Sustainability – OHS
Risk and Sustainability Management Committee	Members of the Risk and Sustainability Management Committee
Centralised Consultative Forum	Members of the Centralised Consultative Forum
HR Policies and Procedures Committee	Members of the Human Resources Policies and Procedures Committee
OHS Steering Committee	Members of the OHS Steering Committee

5. Revisions

Date	Rev.	Compiler	Remarks
February 2025	7	K Modiole	Document due for review and alignment to the organisational changes

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Date	Rev.	Compiler	Remarks
January 2017	6	A Stramrood	Substituted the words “Disciplinary hearing” with Disciplinary process. Updated the Purpose and Applicability to specify that this Standard applies to contractors. Updated Normative and Informative References. Updated Definition section by removing agent and consultant as these have been incorporated into the definition of contractor. Updated the definition of Work at height and Zero Tolerance. Reviewed and updated the Roles and Responsibilities section and Process for monitoring. Added permit requirement to Rule 1, updated Rule 2 - Removed the words “psychologically fit to work” as this is no longer a requirement in terms of the Construction Regulations, 2014 and updated Rule 3 – Removed the words “(for example transporting people on the back of trucks in a cabin)” Updated Consequences of violating a Life-Saving Rule with regard to contractors.
October 2015	5	A Stramrood	The revision date needed to be extended. The content is still valid and the same.
May 2012	4	S Govender	Amended Section 3.6 Consequences of Violating a Life-Saving Rule to align with EXCO decision.
March 2013	3	S Govender	Changed Cardinal Rules to Life-Saving Rules and amended content to ensure a better understanding of the intent and requirements.
September 2010	2	K Terblanche	The content of Rev 1 was incorporated into the new policy template. The content was revised and updated.
December 2008	1	K Terblanche	Annexure 1: Acknowledgement of Eskom Life-saving Rules of this document was removed. The references made to Annexure 1 in paragraphs 3.5.2 and 3.8 were also removed.
August 2008	0	K Terblanche	The document with reference numbers 32-421 was developed and approved.

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- Francois Du Toit – Officer Technical Support

7. Acknowledgements

- None

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Eskom	**Procedure**	

Title: **Occupational Health and Safety Risk Assessment Procedure**

Document Identifier:	**32-520**
Alternative Reference Number:	**Not applicable**
Area of Applicability:	**Eskom Holdings SOC Ltd**
Functional Area:	**Occupational health and safety**
Revision:	**5**
Total Pages:	**28**
Next Review Date:	**April 2028**
Disclosure Classification:	**Controlled Disclosure**

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Date: 16/05/2022	Date: 28/05/2022	Date: 28 May 2022

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1. Introduction

Eskom has adopted a value of Zero Harm. This requires all business to be conducted with respect and care for people and the environment. Safety, health, environment, and quality (SHEQ) management is an important part of all operations within Eskom and exists to prevent harm to both people and the environment.

OHS risk assessment process ensures that Eskom can proactively identify, predict, evaluate, and control the actual and potential impact Eskom may have on the health, safety, environment, socio-economic conditions, and cultural heritage of the country. The risk assessment process allows for the hazards, risks, causes, and consequences to be identified and controlled. In turn, this will minimise the negative impact and maximise the benefits of its activities. This promotes compliance with legal requirements and principles of occupational health and safety.

2. Supporting clauses

2.1 Scope

2.1.1 Purpose

This document describes the mandatory processes, requirements, and advisory guidance for managing occupational health and safety hazards and risks. The aim of this procedure is to ensure and facilitate the effective management of hazards and risks.

Compliance with this procedure is mandatory in its area of applicability.

2.1.2 Applicability

This document shall apply throughout Eskom Holdings SOC Limited, its divisions, subsidiaries, and entities in which Eskom has a controlling interest. In cases where Eskom does not have a controlling interest, this procedure shall apply if no such similar document exists.

2.2 Normative/Informative References

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

2.2.1 Normative

[1] 240-49308149: Process Control Manual for Occupational Health and Safety Management

[2] 240-114036246: Occupational Hygiene Health Risk Assessment Work Instruction

[3] 240-84733329: Medical Surveillance Procedure

[4] 32-477: SHE Training and Development Procedure

[5] 32-6: Document and Records Management Procedure

[6] 32-136: Contractor Health and Safety Requirements

[7] 32-726: SHE Requirements for the Eskom Commercial Process

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[8] 240-62582234: OHS Roles and Responsibilities and Statutory Appointments

[9] 32-391: Eskom Integrated Risk Management Standard

[10] 32-124: Eskom Fire Risk Management

[11] 32-86: Enterprise Risk and Resilience Policy

[12] 32-727: Safety, Health, Environment, and Quality (SHEQ) Policy

[13] 32-86: Enterprise Risk and Resilience Policy

[14] ISO 9001: Quality Management Systems

[15] ISO 31000:2009: International Risk Management Standard

[16] ISO/IEC Guide 73:2009: Vocabulary for Risk Management

[17] MHS Act: Mine Health and Safety Act 29 of 1996

[18] OHS Act: Occupational Health and Safety Act 85 of 1993

[19] ISO 45001: Occupational Health and Safety Management Systems, Requirements.

2.3 Definitions

2.3.1 Assurance

Assurance is a process that provides confidence that objectives will be achieved with a tolerable level of residual risk.

2.3.2 Communication and consultation

Continual or iterative process that an organisation conducts to provide, share and/or obtain information, and to engage in dialogue with stakeholders regarding the management of risk.

2.3.3 Consequence

Outcome of an event/exposure affecting objectives.

2.3.4 Contractor

External organisation providing services and/or goods to the organisation in accordance with agreed specifications, terms, and conditions.

Note 1: Services may include construction activities, among others.

2.3.5 Control

Measure that is modifying risk.

Note 1: Controls include any process, policy, device, practice, or other actions that modify risk.

Note 2: Controls may not always exert the intended or assumed modifying effect.

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2.3.6 Control owner

Person nominated as accountable for the assurance of the control to ensure that both the design and the operation of the control are effective. The names of control owners are recorded in risk registers.

2.3.7 Employee

A person who has entered into, or works under, a contract of service, apprenticeship, or learnership with an employer, whether the contract is express or implied, oral, or in writing, whether the remuneration is calculated by time or work done, and paid for in cash or in kind, or tacitly (by tacit agreement), and includes cases where such a person is under the control, instruction, and supervision of his/her employer, namely:

a permanent employee, which includes:

a full-time employee;

a part-time employee;

a shift worker; and

a person referred to as a learner (18.1) or an apprentice in the Conditions of Service for Bargaining Unit Employees;

a non-permanent employee, which includes:

a person placed through a TES (includes a labour broker/personnel agency);

a temporary employee;

a casual employee employed for the purpose of the employer's business;

an occasional employee;

a vacation student;

any person employed in terms of a fixed-term contract, and

a person under a learnership contract (18.2); and

a bursary holder while under the supervision and/or direction of an employer.

2.3.8 Employer

Any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her. The employer is Eskom Holdings SOC Limited and not the section 16(1) or section 16(2) appointee. The Act stipulates that a section 16(1) appointee is required to ensure that the duties of the employer (Eskom, in this instance) are properly discharged. The section 16(1) appointee accordingly assigns his/her duties (that is, to ensure that the duties of an employer are properly discharged) to the section 16(2) appointee (s). Business unit responsible managers assist with ensuring that the duties of the OHS Act are carried out.

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2.3.9 Event

Occurrence of, or change in, a particular set of circumstances.

2.3.10 Exposure

Extent to which an organisation is subjected to an event.

2.3.11 External context

External environment in which the organisation seeks to achieve its objectives.

2.3.12 Frequency

Measure of the likelihood of an event, expressed as a number of events or outcomes per defined unit of time.

2.3.13 Hazard

Potential source of harm.

2.3.14 Hazard identification

Process of finding, recognising, and describing hazards.

2.3.15 Incident

Occurrence arising out of, or in the course of, work that could or does result in injury and ill health.

2.3.16 Injury and ill health

Adverse effect on the physical, mental, or cognitive condition of a person.

Note 1: These adverse effects include occupational disease, illness, and death.

2.3.17 Internal context

Internal environment in which the organisation seeks to achieve its objectives.

2.3.18 Level of risk

Magnitude of a risk expressed in terms of the combination of consequences and their likelihood.

2.3.19 Likelihood

Chance of something happening.

2.3.20 Line management

Means any employee in a leadership position from executive to supervisory level. This includes appointed responsible managers.

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2.3.21 Monitoring

Continuous checking, supervising, critically observing, or determining the status in order to identify change from the required or expected level of performance.

2.3.22 Occupational health and safety opportunity

Circumstance or set of circumstances that can lead to improvement of OH&S performance.

2.3.23 Occupational health and safety performance

Performance related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces.

2.3.24 Occupational health and safety risk

Combination of the likelihood of occurrence of a work-related hazardous event(s) or exposure(s) and the severity of injury and ill health that can be caused by the event(s) or exposure(s).

2.3.25 Occupational health risk assessment

It is a systematic procedure to identify potential health hazards, evaluate the extent of exposure (for example, occupational hygiene surveys) and establish the need for and methods of control (for example, engineering at the source, administrative control and provision of proper personal protective equipment [PPE]).

2.3.26 OEL (Occupational Exposure Limits)

Limit value set by Minister of Labour for a stress factor in the workplace as stipulated in the *Government Gazette*.

2.3.21 Occupational health assessments

Are risk-based examinations (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health nurse or in prescribed cases, by an occupational medicine practitioner.

The objectives:

- To evaluate whether the hazards that the employees is/was exposed to is/has caused an occupational disease or not.
- To evaluate whether the employee is fit, fit with restrictions, or unfit to perform the inherent requirements of the job.

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2.3.27 OHS steering committee

Functions as a governance body responsible for, and playing a significant role in, making recommendations to Sustainability Systems, Exco subcommittees, and the organisation of OHS management matters.

2.3.28 Operating unit (OU)/Business Unit (BU):

In the context of this document, any reference to an OU/BU includes a defined unit within any Eskom division and its subsidiaries.

2.3.29 Probability

Measure of the chance of occurrence expressed as a number between 0 and 1, where 0 is impossibility and 1 is absolute certainty.

2.3.30 Residual risk

Risk remaining after risk treatment.

2.3.31 Responsible manager

A manager of a department, section, or OU/BU who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) appointee in executing his/her duties in terms of the Occupational Health and Safety Act.

2.3.32 Review

Activity undertaken to determine the suitability, adequacy, and effectiveness of the subject matter to achieve established objectives.

2.3.33 Risk

A chance that injury, ill health, or damage could occur as a result of an uncontrolled hazard.

Effect of uncertainty on objectives.

A risk with a negative consequence can be the result of human interaction with a hazard.

Note 1: An effect is a deviation from the expected – positive and/or negative.

Note 2: Objectives can have different aspects, such as financial, health and safety, and environmental goals and can apply at different levels such as strategic, organisation-wide, project, and product and process levels.

Note 3: Risk is often characterised by reference to potential events, a consequence or a combination of these and how they can affect the achievement of objectives.

Note 4: Risk is often expressed in terms of a combination of the consequences of an event or a change in circumstances and the associated likelihood of an occurrence of the risk.

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2.3.34 Risk acceptance

Informed decision to take a particular risk.

2.3.35 Risk analysis

Process to comprehend the nature of risk and to determine the level of risk.

2.3.36 Risk assessment

Overall process of hazard and identification, risk analysis, and risk evaluation.

2.3.37 Risk evaluation

Process of comparing the results of the risk analysis to risk criteria to determine whether the level of risk is acceptable or tolerable.

2.3.38 Risk management

Co-ordinated activities to direct and control an organisation with regard to risk.

2.3.39 Risk management framework

Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing, and continuously improving the risk management processes throughout the organisation.

2.3.40 Risk management information system

The database operated by Eskom that holds all risk management information, including all risk registers, risk treatment plans, and risk management plans.

2.3.41 Risk management plan

Document in the risk management framework, specifying the approach to, the management elements of, and resources to be applied to the management of risk.

2.3.42 Risk management process

Systematic application of management policies, procedures, and practices to the tasks of communicating, consulting, establishing the context, identifying, analysing, evaluating, treating, monitoring, and reviewing risk.

2.3.43 Risk matrix

Tool for ranking and displaying risks by defining ranges for the consequences and likelihood.

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2.3.44 Risk owner

Person with the accountability and authority for managing the risk and any associated risk treatment. With regard to Occupational Health and Safety, and in line with the OHS Act, designated 16(1) and 16(2) appointees have this accountability. This includes the responsible manager as defined in 240-62582234: OHS Roles and Responsibilities and Statutory Appointments Standard.

2.3.45 Risk profile

Description of a set of risks.

2.3.46 Risk register

Record of information about identified risks.

2.3.47 Risk reporting

Form of communication intended for particular internal or external stakeholders to provide information about the current state of risk and its management.

2.3.48 Risk sharing

Form of risk treatment involving the agreed distribution of risk with other parties.

2.3.49 Risk tolerance

Organisation’s readiness to bear the risk after risk treatment in order to achieve its objectives.

2.3.50 Risk treatment

Process of developing, selecting, and implementing measures to modify risk.

2.3.51 Safety/OHS professional

Any appropriately qualified person who is employed to perform OHS-related activities as his/her primary role and job function. (This would exclude statutory health and safety representatives.)

2.3.52 SHEQ committee

A SHEQ committee is a governance structure that is established and governed by a terms of reference to address and decide on all OHS, environmental, and quality issues presented to it for a particular defined area of the business and includes subcommittees, where applicable. To accommodate the variations of names across the organisation, this committee includes committees at divisional, operating, and BU level that address OHS, environmental, and quality issues, for example, health and safety committees, OHS committees, SHE committees, etc.

2.3.53 Stakeholders

The people and organisations that may affect, be affected by, or perceive themselves to be affected by, a decision or activity.

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2.3.54 Task owner

The person nominated as accountable for the completion of a risk treatment action.

2.3.55 Workplace

Any premises or place where a person performs work in the course of his/her employment, including a private home or portion of it in the case of telework, a vehicle, aircraft, boat, or vessel**.**

2.4 Abbreviations

Abbreviation	Explanation
AIA	Approved inspection authority
BU	Business Unit
CBRA	Contractor Baseline Risk Assessment
COID Act	Compensation for Occupational Injuries And Diseases Act, 1993 (act no. 130 of 1993)
HAZOP	Hazards of Operations
HIRA	Hazards Identification And Risk Assessment
IRM	Integrated Risk Management
ISO	International Standards Organisation
LTIR	Lost-time Injury Rate
OEL	Occupational Exposure Limits
OH	Occupational Hygiene
OHS	Occupational Health And Safety
OHS Act	Occupational Health And Safety Act 85 of 1993
OHS SC	Occupational Health And Safety Steering Committee
OU	Operating Unit
RACI	Responsible, Accountable, Consulted, And Informed
SHE	Safety, Health, And Environment
SHEQ	Safety, Health, Environmental, And Quality
SMAT	Safety Management Audit Technique
SOC	State Owned Company
SOPs	Safe Operating Procedures
SS	Sustainability Systems
SWPs	Safe Work Procedures

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2.5 Roles and responsibilities

Eskom and its subsidiaries shall take all reasonably practicable steps to manage risks to an acceptable level.

2.5.1. Risk and Sustainability Division

Risk and Sustainability Division's Sustainability is responsible for providing support to divisions in terms of the interpretation and understanding of the legal and procedural requirements of this procedure. The division is responsible for the maintenance and review of this procedure and to ensure that there is a standard and common understanding of the OHS risk assessment process.

Risk and Sustainability Division shall ensure that this procedure is complied with through conducting inspections and reviews to measure compliance.

2.5.2. General manager (Risk and Sustainability)

The general manager (Risk and Sustainability) is accountable for the overall direction and function of Eskom's risk management programme and reports back directly to the holdings board, through the Board Risk Management Committee.

The Risk and Resilience Strategic Function has developed a common Eskom Enterprise Risk and Resilience framework, supported by appropriate methodologies, one common language, and an executive sponsor (GE – Risk and Sustainability).

2.5.3. Line managers - Responsible managers

The responsible managers of the various OUs, service functions, and strategic functions in Eskom are responsible for, and committed to, the implementation of the OHS risk management standards, including the Occupational Health and Safety Risk Assessment Procedure. These aspects include co-ordinating the risk management strategy, ensuring compliance with these standards, and the planning and implementation of the procedure in their OUs, service functions, and strategic functions, as well as projects.

Responsible managers are responsible for the development of baseline OHS risk assessments and all other associated risk assessments for all activities and processes in their OUs, the implementation of risk treatment plans, and for ensuring that risk registers are kept up to date. Responsible managers are responsible for ensuring that all OHS risks that need intervention from senior and executive management are logged on the Integrated Risk Management system, with appropriate actions uploaded to mitigate those risks. In addition, all OHS risks that have an impact on the department, OU/BU, divisional or business achieving its objectives shall be assessed and tracked through the Integrated Risk Management system.

The responsible managers are responsible for the monitoring and review of OHS risks, the assurance of controls, and the completion of risk treatment tasks.

- Risk owners (16(1) and 16(2) appointees and those delegated with authority, for example, OU/BU Responsible managers) are responsible for ensuring that the assessment of that risk is up to date and is properly recorded in risk registers.
- Control owners should ensure that appropriate and periodic assurance takes place to check that the controls on which the organisation relies are in place, are effective, and cannot be cost-effectively improved.
- Task owners will have treatment actions to complete by an agreed date. Of course, these tasks can be delegated, but the accountable manager will remain fully responsible for their completion.

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2.5.4. Line managers – Supervisors

Supervisors including direct supervisors, senior, middle and “junior” managers are responsible for, and committed to, the implementation of the OHS risk management standards; including the Occupational Health and Safety Risk Assessment Procedure. They shall assist responsible managers by implementing the requirements of this document through facilitation of risks assessment development sessions and implementing the treatment plans and actions. They shall ensure that subordinates are trained on the risk assessment and participate where possible in the risk assessment process.

Supervisors shall ensure that all work activities and tasks and subjected to a risk assessment process and that issue-based and continuous risk assessments are conducted, documented, and reviewed when necessary. Supervisors are responsible for ensuring that all employees under their supervision are included in an active medical surveillance programme depending on the occupational stressors or hazards they are exposed to.

2.5.5. Employees

Employees are responsible for their own health and safety and the safety of their colleagues in accordance with the requirements of section 14 of the OHS Act 85 of 1993. They are responsible for complying with the requirements of this document and the outcome of any risk assessment process.

Employees are responsible for assisting the employer with identification of hazards and risks in the workplace. They shall report all health and safety hazards and risks to the employer and/or health and safety representatives.

2.5.6. Project and contract managers

Project managers and contract managers are responsible for ensuring that OHS risk assessments are conducted during the design phases of the project and for ensuring that baseline risk assessments are conducted for all projects including non-construction work and construction activities in their OUs. Project managers should ensure that all contractors working on the projects are informed of, and comply with, Eskom’s risk assessment requirements prior to the commencement of construction as well as during construction and prior commencement of work and during performance of the work for non-construction activities.

2.5.7. Safety/OHS professionals

OHS personnel on site are responsible for providing support within their OUs/BUs, service functions, and strategic functions in terms of the interpretation and understanding of the requirements of this procedure for their specific processes and activities. They will have to ensure assurance through the periodic verification of control measures and their effectiveness. OHS personnel are also responsible for assisting and supporting responsible managers in fulfilling their duties by providing necessary advice, expertise, and administrative support where required and agreed to by both parties.

2.5.8. Joint ventures

There may be occasions when Eskom and other organisations combine resources to carry out a joint venture. Unless otherwise stipulated, where the work is to be managed jointly with a joint venture partner, the requirements imposed on the responsible manager in this procedure will also apply to the joint venture and will also be indicated in the memorandum of understanding as such, unless the joint venture contractual agreement specifies, in writing, the health and safety arrangements as required in terms of section 37.2 (if applicable) of the OHS Act.

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2.6 Process for monitoring

The SS OHS Department and Safety Professionals are responsible for providing guidance on the risk management process. Line management with assistance from safety/OHS professionals is responsible for the day-to-day co-ordination of risk management activities and information sharing between OU, service, and strategic functions.

Compliance with the requirements of this procedure has to be reviewed internally by the OU, service function, and/or strategic function at least annually as part of an internal review process.

Records shall be audited internally and externally by any authorised entity, which include Eskom Assurance and Forensic and external certification bodies. The focus areas of this monitoring process will include training in OHS risk assessment, previous risk assessment reviews, general adherence to the OHS risk assessment process, and determining the adequacy of risk assessment.

2.7 Related/Supporting documents

[1] 240-70044602 Occupational Health and Safety Risk Assessment template

[2] 240-114036246 Occupational Hygiene Health Risk Assessment (HRA) Work Instruction (Issue-based/Task-specific assessment)

[3] 240-129709629 Fire Risk Assessment Template

[4] 240-106061693 Public Safety Risk Assessment Template

3. Occupational health and safety risk assessment

3.1 Risk management in Eskom

Risk management in Eskom is governed by the Eskom Enterprise Risk and Resilience Policy 32-86. This policy sets out the principles, rules, and associated responsibilities for managing risk and resilience across all the groups, divisions, and subsidiaries of Eskom Holdings SOC Ltd and calls for one standard to be used when managing all types of risks in Eskom. It is aligned with the governance requirements of in King IV.

The Integrated Risk Management Framework and Standard 32-391 is a document that describes the process for managing risk in Eskom and is based on the ISO 31001 management system.

Section 8 of the OHS Act and related regulations require an employer to provide a work environment that is free from health and safety hazards and risks. Thus, the need exists for a proper OHS risk assessment process for identification, assessment, and control of occupational hazards and risks. The OHS risk assessment process shall follow the framework set out in the Eskom Integrated Risk Management Framework and Standard.

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3.2 Types of occupational health and safety risk assessments

3.2.1 Baseline risk assessment

- Baseline risk assessment refers to the OHS hazards and risks that are identified and assessed before the inception of a new project and commencement of operations. The baseline risk assessment shall include both routine and non-routine tasks.
- The output of baseline risk assessments is a set of OHS risk profiles per operation and/or process and/or activity, which is used to prioritise action programmes.
- The OHS Baseline Risk Assessments Template 240-70044602 shall be the tool used to perform baseline risk assessments within Eskom Holdings.

a) Project baseline risk assessments

i. Client risk assessment

- The OHS Act, Construction Regulations 5.1(a), (b), (c), (d), (e), (f), (g), and (h) require the client to prepare a baseline risk assessment and site-specific health and safety specifications based on the baseline risk assessment for consideration by the designer during the project design phase. It also requires the client and the designer to provide the principal contractor or his or her agent with any information that might affect their health and safety while performing work on behalf of the client.
- The baseline risk assessment and health and safety specifications should be submitted as part of the tender documents and during negotiations, so that the potential contractor can make provision for the cost of health and safety measures during construction.
- A multidisciplinary risk assessment needs to be performed during the planning or design phase of the project, so as to eliminate hazards and implement OHS engineering controls before the project is executed among other controls that will enhance our ability to achieve the desired objectives.
- Baseline risk assessments should take into consideration hazards and risks that could have an impact beyond the site borders as well as external factors that could affect the health and well-being of persons on site and employees off site (for example, roads).
- The baseline risk assessment should include occupational/environmental stressors and hazards, or any other factors that have the potential for affecting employees or contractors health so that an occupational hygiene and medical surveillance programme can be developed and implemented.
- The baseline risk assessment shall be used to develop project health and safety specifications. Where a construction work permit is required, the baseline risk assessment and health and safety specifications shall be attached as part of the application.
- The baseline risk assessment must be periodically reviewed based on, for example, project life-cycle changes, incident trend analysis or changes to the scope of work, and newly introduced risks due to residual risks.

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ii. Contractor baseline risk assessment (CBRA)

- The contractor shall, based on the client risk assessment, develop a baseline risk assessment for all planned activities, which shall form part of the OHS plan submitted to the client.
- The CBRA will be an essential consideration during the tender evaluation/adjudication/negotiation and/or clarification processes before the contract is awarded.
- A CBRA must be carried out for all planned project elements/activities/tasks regardless of the frequency and duration with which those tasks are expected to be carried out.
- The CBRA must be periodically reviewed based on, for example, changes to the scope of work, changes to work methods/procedures/equipment, organisational changes (including personnel), incident trend analysis, or new/revised technology.
- The CBRA should include occupational/environmental stressors and hazards or any other factors that have the potential for affecting employees' health. An occupational hygiene and medical surveillance programme should be included in the SHE plan.
- The CBRA shall be submitted to the client at the agreed times.

b) Baseline risk assessments for routine tasks

- Baseline risk assessments need to be developed for routine activities that the business performs on a daily basis. These will assist the business in developing treatment measures, such as standard operating procedures or work instructions to reduce the hazards and risk attached to these activities.
- Occupational exposures with potential health effects must be identified, assessed, documented, controlled, and communicated.
- The hazards and control measures from this baseline risk assessment shall be communicated to all affected employees, so as to inform them of hazards attached to the work they are to perform.
- The hazards identified from this baseline shall be incorporated in employee person-job specifications, so that they can be conducted along with occupational medical assessments.
- This baseline risk assessment shall be reviewed periodically based on, for example, changes in the scope of work, new technology, etc.

3.2.2 Issue-based risk assessments

- Although most standard activities should already be covered by a baseline risk assessment, the circumstances surrounding the activities may vary from day to day. Therefore, each task or activity needs to be assessed and analysed before work starts.
- Issue-based risk assessment can also be conducted for a specific hazard, for example, fire risk assessment.

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- All relevant stakeholders need to be involved when an issue-based risk assessment is conducted.
- Issue-based risk assessment looks at assessing the risks attached to each activity and hazard; for instance, if chemicals were identified as part of the baseline risk assessment, the task-specific risk assessment needs to assess and analyse each chemical individually.
- If there is no baseline risk assessment, the issue-based risk assessment must cover all aspects of the job, the core activity, as well as the circumstances.
- Issue-based risk assessment needs to be performed before every activity or task and it shall be informed by the baseline risk assessment.
- The issue-based risk assessment is essential for the development/review of SOPs/SWPs, method statements, critical task manuals, emergency plans, and so forth, as it addresses work-specific hazards and risks.
- On construction projects, the contractor shall conduct the issue-based risk assessments and submit them to the client before the commencement of work.
- The client shall sign an acknowledgement that risk assessments have been reviewed. However, this does not absolve the contractor of his/her duties in terms of the OHS Act.

a) Pre-task (daily) risk assessment

- As part of the issue-based risk assessment, there is a requirement that a pre-task risk assessment be conducted before any task, as circumstances may change, for example, the weather and site location.
- The pre-task risk assessment is also required as part of the work permit, required by the Life-Saving Rules, Operating Procedures for High Voltage Systems (ORHVS), and Plant Safety Regulations (PSR).
- The pre-task risk assessment shall be completed as part of the pre-job planning processes by the responsible and authorised person(s), together with all the people who will perform the task.
- The pre-task risk assessment shall be conducted at the location where the activity takes place to ensure that all circumstances can be evaluated properly.
- All people who participate in the activity must be trained on the contents of the risk assessment to ensure that they understand the hazards associated with the task.
- A qualitative, simple checklist method is advisable for a pre-task risk assessment, as staff at all levels in the organisation should be able to perform this task with quality. As a minimum, the checklist should consider the following areas:
    - Work area
    - Unsafe conditions
    - Environmental conditions
    - Condition of PPE, tools, and equipment

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- Ergonomic risks
- Personal risks, health conditions
- Emergency response risks
- Work permit (ORHVS, PSR)

- When circumstances change during the course of the activity, activities must be stopped and risk assessments must be updated and discussed with all involved in the task.

3.2.3 Continuous risk assessment

Occupational health and safety risk assessments should take place continuously, as an integral part of day-to-day health and safety management. This form of risk assessment is an important tool for ensuring the reduction of OHS hazards and risks in the workplace, as it addresses day-to-day changes in the activity.

It is the duty of employees and supervisors to ensure that effective continuous risk assessment actually takes place in the workplace. Continuous risk assessment includes tool box talks, behavioural observation, task observations, supervisor, inspections, etc, which are an integral part of the OHS risk management process. The employer must ensure that all employees are competent to perform continuous risk assessments.

3.2.4 Occupational Hygiene Hazard Identification and Risk Assessment (OH HIRA)

The OH HIRA shall be conducted for all activities and processes, by a person who in respect of conducting HIRA for occupational hygiene stress factors, has:

a) at least two years' experience in conducting risk assessments;

b) have successfully completed Eskom training for OH HIRA through the Eskom Academy of Learning (EAL);

c) required knowledge in accordance with the OSH Act and the relevant regulations; and

d) comprehensive knowledge of the Occupational Hygiene Hazard Identification and Risk assessment Work Instruction (240-114036246).

The OH HIRA shall consider, but not be limited to:

a) the Hazardous Chemical Agent (HCA) to which an employee may be exposed;

b) what effects the HCA can have on an employee;

c) where the HCA may be present and in what physical form it is likely to be;

d) the route of intake by which and the extent to which an employee can be exposed; and

e) the nature of the work, process, and any reasonable deterioration in, or failure of, any control measures.

Occupational health risk assessments shall be developed according to the 240-114036246: OH HRA Work Instruction (Issue-based/Task-specific assessment) guideline.

The outcome of the OH HIRA shall inform the implementation requirements for OH monitoring programme and medical surveillance programme, and to also recommend exposure control measures such as elimination/substitution, engineering, administrative, and PPE control measures.

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Where exposure is anticipated to exceed the maximum limit (control limit), the control of the exposure shall be regarded as adequate if the exposure is at a level as low as is reasonably practicable below that maximum limit (control limit); provided that in the case of temporary excursions above the maximum limit (control limit), measures shall be put in place to ensure

i. that the excursion is without a significant risk from exposure; and

ii. that the excursion is not indicative of a failure to maintain adequate control.

3.3 Occupational health and safety risk assessment process

Note: Before conducting risk assessments, proper planning and preparation shall be done.

3.3.1 Communication and consultation

- Conduct a stakeholder analysis to define the relevant stakeholders, their roles, and communication needs.
- Stakeholder analysis shall include internal and external stakeholders relevant issues that can have an impact on the health and safety of employees, including risks and opportunities presented by those issues.
- Identify who is exposed to risks, who is responsible and accountable for the management of risk (risk owner), who needs to be included in the risk analysis process, and who needs to be consulted and informed.
- Communicate information on OHS risks and opportunities to management, the employees, and other affected stakeholders.

3.3.2 Hazard identification

- Determine the scope, purpose, or objective of risk assessment, which can include walk-through inspections, incident analyses, etc.
- List all the activities that are to be performed by the business, taking into account routine and non-routine activities, potential emergency situations, third-party stakeholders, such as the community, and other social factors.
- Identify hazards or stress factors that have an impact on the health and safety of employees, the environment, and third-party stakeholders. Note: hazards are generally tangible and can be seen, heard, felt, measured, smelt, or determined through the use of one's senses.
- The hazard identification process shall take into account, but not be limited to:
    - how work is organised, social factors (including workload, work hours, victimisation, harassment, and bullying), leadership, and the culture of the organisation;
    - how the work is performed;

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- past relevant incidents, internal or external to the organisation, including emergencies, and their causes; and
- situations occurring in the vicinity of the workplace caused by work-related activities under the control of the organisation and situations not controlled by the organisation and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace.

- Classify the OHS hazards into one of these broad areas (but not limited to them):
  - Physical, for example, light, heat and cold, or vibration
  - Chemical, for example, hazardous substances, poisons, vapours, or dust
  - Biological, for example, plants, bacteria, parasites, or viruses
  - Mechanical/electrical, for example, working at height, or plant and equipment
  - Ergonomic, for example, posture, weight, or repetition
  - Psychological, for example, stress, boring/repetitive work, or violence/aggression

3.3.3 Risk identification

- Identify risks attached to listed hazards, and list the implications and causes of such risks.
- Describe the risks in terms of an event, changes in a situation, circumstances, and how these lead to consequences, for example, when you identify a risk of fire, it should also describe the source of the fire instead of only identifying the fire (fire caused by flammable liquid).
- Record the identified risks in the risk registers, with the following information:
  - A description of the risk, its possible cause, and consequence
  - The risk owner (typically a responsible manager)
  - The risk category (safety or health)

3.3.4 Assess and analyse (quantifying) risk

- This is a step where risks are analysed in order to determine the effectiveness of existing control measures and implement further control measures to minimise the consequences of those risks for the health and safety of employees and the environment.
- Both qualitative and quantitative techniques can be used to assess and analyse risks, for example, qualitative incident investigation reports or quantitative data/measurements.
- Assessing and analysing the risk will be using these steps, a) determine existing controls (RCE), b) determine consequence rating, and c) determine likelihood rating.

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3.3.5 Determine existing controls

- Determining existing controls is done to assess OH&S opportunities to enhance OH&S performance, while taking into account planned changes to the organisation, its policies, its processes, or its activities and opportunities to adapt work, work organisation, and work environment to workers, opportunities to eliminate hazards, and reduce OH&S risks.
- OH&S risks and OH&S opportunities can result in other risks and other opportunities for the organisation.
- Existing controls are recorded through walk-throughs, inspections, records, interviews, and observations.
- Controls will include systematic controls and elimination, engineering, administrative, or PPE controls.
- Risk Control Effectiveness (RCE) will be estimated during risk analysis, taking into account both the adequacy and effectiveness of controls. RCE will be a measure of the completeness, relevance, and efficacy of the existing controls when compared with that which is reasonably achievable.
- RCE will be rated using the guide in the table below. RCE will be estimated for each control taking into account both the adequacy and effectiveness of each control in light of the objectives of that particular control.
- Elaborating on existing controls and measuring the effectiveness of these controls, treatment tasks will be created in an endeavour to enhance controls for controls that were not fully effective and others that included control tasks to enhance the ineffective controls.

RCE	Guide
Fully effective	Nothing more to be done except review and monitor the existing controls. Controls are well designed for the risk, are largely preventive and address the root causes. Management believes that they are effective and reliable at all times. Reactive controls only support preventive controls.
Mostly effective	Most controls are designed correctly and are in place and effective. Some more work to be done to improve operating effectiveness or management has doubts about operational effectiveness and reliability of the controls.
Mostly ineffective	While the design of controls may be largely correct in that they treat most of the root causes of the risk, they are not currently operationally very effective. There may be an over-reliance on reactive controls, or some of the controls do not seem correctly designed in that they do not treat root causes.
None	Virtually no credible control. Management has no confidence that any degree of control is being achieved.

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3.3.6 Determine consequence rating

When determining the consequences of the risk, take into account existing controls and their adequacy and effectiveness.

Consequence rating	Description
Health and safety	
6	Multiple fatalities
5	Fatality or life-threatening health effects
4	Lost-time injury; irreversible health effects/occupational disease with permanent consequence
3	Medical treatment case; occupational disease with reversible/non-permanent effect
2	First-aid treatment case and temporary discomfort case
1	No injuries or health effects (near misses)

3.3.7 Determine likelihood rating of risk

The likelihood considers the probability that the consequences will be experienced as well as the frequency of exposure to the hazard.

This is determined by using the likelihood table below:

Score	Descriptor	Safety	Occupational hygiene	
			Exposure	**Probability of exceeding OEL**
A	Highly unlikely	▪ More than a “100 year event” ▪ Exceptionally unlikely, even in the long-term future ▪ < 5% probability.	Rare (once a year)	No exposure (or exposure < 10% of OEL)
B	Unlikely	▪ Could occur in “years to decades” ▪ May occur but not anticipated ▪ ≥ 5% and < 20% probability.	Short periods of time, a few times per day/ intermittent (once in six months, three months, or a month)	Low exposure (< 50% of OEL)

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C	Possible	▪ Could occur within "months to years" ▪ May occur shortly but a distinct probability it will not, or ≥ 20% and < 70% probability.	Continuous for between one and two hours (often/ weekly)	Moderate exposure (chronic exposure > 50% of OEL or acute exposure ≥ OEL)
D	Likely	▪ Could occur within "weeks to months" ▪ Balance of probability will occur ▪ ≥ 70% and < 90% probability.	Continuous for between two and four hours (frequent/daily)	High exposure (chronic exposure > OEL, or exposure exceeding OEL-STEL)
E	Unavoidable	▪ Could occur within "days to weeks" ▪ Impact is imminent ▪ ≥ 90% probability.	Continuous for eight-hour shift	Very high exposure (chronic exposure > 2 x OEL or exposure exceeding OEL-C)

3.3.8 Determine risk rating

Plot the consequence and the likelihood on the risk matrix below to determine the risk priority level.

Consequences	A	B	C	D	E
6	I	I	I	I	I
5	II	II	II	I	I
4	III	III	II	I	I
3	IV	III	II	II	I
2	IV	IV	III	II	II
1	IV	IV	III	III	III
	Likelihood				

3.3.9 Evaluate risk

- Rank the risks in different categories based on the level of risk that has been determined as well as the effectiveness of the current risk controls, that is, very high, high, medium, or low, using the qualitative method below:

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Priority	Risk ranking	Action required
I	Very high	Immediate action required.
II	High	Strong mandatory action required
III	Medium	Action required, possibly at administrative level.
IV	Low	Minor or no action required.

- Test the identified risk against safe limits, internal requirements, and external requirements, including legislation and other requirements, limits, and conditions of authorisations issued for that activity, and any other possible requirements to ascertain whether the risk exists or not.
- Depending on the risk ranking, determine the degree of control and tolerance against the defined limits.
- Determine whether the risk is acceptable; if acceptable, no further assessment is required.

3.3.10 Eliminate and reduce risk

- Develop a risk management strategy to treat the impact, consequence, and/or likelihood/exposure of assessed risks.
- Establish the actions to be taken (controls), where the highest-order type of preventive measure will be the most effective and sustainable.
- Different approaches can be taken that are aligned with the agreed risk-tolerance level. Consider treatment/hierarchy of control measures in terms of the following priorities when developing controls:

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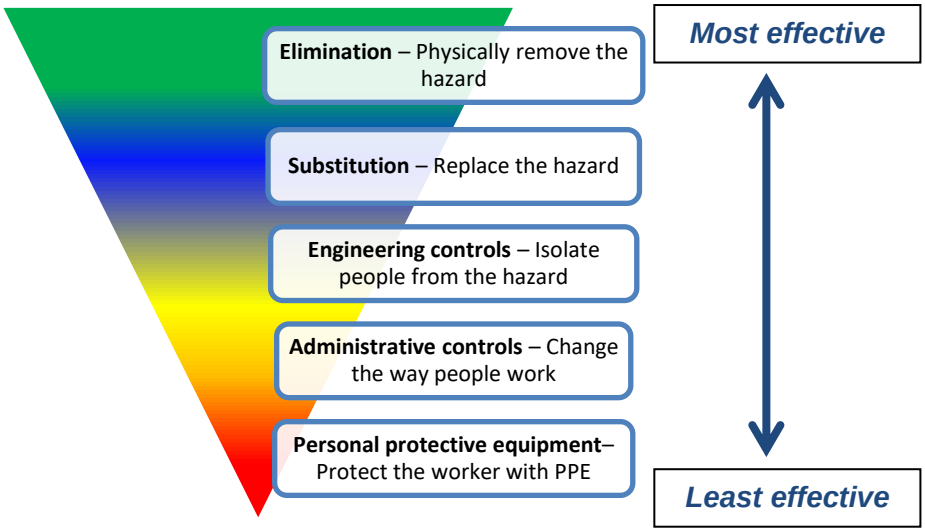

- Risk elimination or avoidance: totally removing the risk.
- Risk reduction: involves methods that minimise either the impact or the likelihood of a risk, or a combination of both.
- Risk sharing/transfer: means causing another party to accept the risk fully, for example, by transferring the risk to a contractor who is better equipped to deal with the risk.
- Risk tolerance or risk retention: involves accepting the risk as it occurs. This is a viable option for minor risks where the total "cost" of treatment exceeds the expected benefits in terms of loss reduction.

- A risk assessment shall form basis for the development and maintenance of the following:
  - Occupational hygiene programme
  - Medical surveillance programme
  - Persons job specifications
  - Training
  - PPE
  - Project baseline risk assessment
  - SOPs, SWPs, method statements, task manuals, etc.
  - Treatment plans
  - Audit schedule or protocols
  - Responsible managers shall discuss the outcome of the risk assessment and develop plans and make decisions on the residual risk.
  - The residual risk shall be reduced to the lowest level of rating where possible.

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3.3.11 Monitor risk

- On a continuous basis, review/reanalyse the identified risks and control measures at intervals determined by the applicable legislative requirements or if there is a change in the risk.
- During the review of the risk assessment incident statistics, behaviour observations, and inspection reports shall be reviewed to measure the effectiveness of controls.
- Treatment actions from risks shall be monitored, tracked, and reported on during management review meetings, SHE committee meetings.
- Where a frequency of review is not prescribed by specific regulations or standards, the risk assessment shall be reviewed every two years.

3.4 Report risk

- Document all assessment results irrespective of the risk rating.
- Risk assessments shall be discussed with all employees, and implementation of control measures is to be supervised.
- The risk assessment shall be reported to all affected stakeholders to ensure that corrective measures are implemented.
- The outcome of a risk assessment can be communicated through but not limited to the following:
    - OHS induction
    - Tool box talks
    - Emergency plans
    - Signage
    - Formal training
    - Procedures, guidelines, and standards

3.5 Training and support

A major component of implementation is the awareness and training of all staff members in the OHS risk management processes in Eskom. Divisions and projects should have a training plan that covers the following:

- Awareness briefings for all staff members
- Training for OHS personnel, line managers, project managers, and contractor managers in the principles of OHS risk management, line management responsibilities, and the use of risk assessment tools

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4. Acceptance

This document has been seen and accepted by:

- Risk and Sustainability Mancom
- OHS Steering Committee

5. Revisions

Date	Rev.	Compiler	Remarks
September 2009	0	S Seme	New procedure
August 2011	1	Pulane Raophala	This document was compiled to address the PCM in line with the objectives of the Back to Basics project. Changes to the document include alignment with the mapped business process.
June 2014	2	Ntokozo Ngubane	The document was due for revision and was developed to standardise the OHS risk assessment processes in Eskom and to align them with IRM.
March 2019	3	Ntokozo Ngubane	The document was reviewed to include the changes made to the Eskom Integrated Risk Management Standard and to incorporate Occupational hygiene health risk assessment work instruction requirements. Changes also include requirements from the ISO 45001 standard.
February 2021	4	Ntokozo Ngubane	The review was prompted by the requirement to log level 1 and 2 OHS risks on the IRM system under Roles and responsibilities. In the current review the requirement was reviewed to logging of risks that requirement management intervention and/or have an impact on objectives.
May 2022	5	Ntokozo Ngubane	The review done to remove requirement for logging 1 and 2 OHS risks on the IRM system which was left out during in some of the sections during revision 4 review.

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6. Development team

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7. Acknowledgements

- Ndiape Maphanga
- Gunther Rhode
- Mahlatse Thlapane
- Avhapfani Luvhengo

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MEMORANDUM

To:	All Contract Custodians, Contractor Companies, Safety Practitioners, Supervisors, and Plant Managers.	Reference:	PPE NON-COMPLIANCE
From:	Avi Singh, General Manager, Peaking Operating Unit	Version:	1
Date:	04 February 2026		

SUBJECT: IMPLEMENTATION OF ROLES, RESPONSIBILITY, AND CONSEQUENCE MANAGEMENT FOR PPE NON-COMPLIANCE

PURPOSE

1. The purpose of this memorandum is to reaffirm and clarify the roles, responsibilities, and consequence management processes related to Personal Protective Equipment (PPE) compliance for all contractor employees and Eskom Peaking employees. This directive aims to ensure consistent application of the Eskom PPE Standard (240-44175132), promote safety, and prevent operational disruptions resulting from non-compliance.

BACKGROUND

2. Persistent PPE non-compliance by Eskom and contractor employees remains a concern in the stations, regularly identified during BSO activities, housekeeping, and routine plant walkdowns. These issues also consistently feature in monthly outage management reports. Business Units are therefore required to issue clear PPE compliance instructions, reinforcing standards and outlining consequence-management measures.

3. ROLES AND RESPONSIBILITIES

3.1 Contract Custodians

Ensure that the PPE Standard is included in all Pricing Schedules/Bills of Quantities (BoQ) and enforce compliance.
Identify minimum PPE requirements for contractor employees based on contract duration.
Ensure non-compliance clauses are included in all new contracts to prevent contractors from charging standing time resulting from work/activity stoppage.
Ensure contractors apply consequence management for non-compliant employees.
Ensure full compliance with the Eskom PPE Standard.

3.2 Contractor Companies

Issue PPE based on risk assessments.
Ensure PPE procured complies with Eskom PPE Standard (240-44175132).
Regularly inspect employee PPE for suitability and compliance.
Provide training on PPE usage and maintenance.
Apply consequence management for employees not complying with PPE requirements.
Sign off on PPE verification.
Ensure PPE is issued free of charge as per General Safety Regulations

3.3 Safety Department

Ensure PPE costs are included in tender Pricing Schedules/BoQs.
Create awareness on PPE compliance and Eskom procedure requirements through SHE induction.
Conduct contractor audits and inspections to monitor PPE compliance.

CONSEQUENCE MANAGEMENT

4. Contractor Employees

4.1 Employees not complying with PPE requirements must stop work immediately and leave the site. Supervisors, Site Managers, and Contract Custodians must be informed.
An enquiry must determine whether PPE was issued. If PPE was issued, the employee must be suspended, and consequence management implemented.
If the company failed to issue PPE, work must stop until PPE is issued, proof submitted, and an NCR issued.

5. **Eskom Employees**

5.1 Employees not complying with PPE requirements must stop working until an inquiry determines facts.
Should it be determined that the employee failed to use issued PPE willfully, the manager responsible must initiate consequence management and submit the outcomes to the Safety Department.

CONCLUSION

6. Compliance with PPE requirements is mandatory and essential for maintaining safety across all operational areas. All stakeholders are required to uphold these responsibilities. Failure to comply will result in strict consequence management actions in line with Eskom standards and contractual obligations.

Compiled by:

Nene Mkhize
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04 February 2026

Recommended/~~Not recommended~~

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04 February 2026

IMPLEMENTATION OF ROLES, RESPONSIBILITY, AND CONSEQUENCE MANAGEMENT FOR PPE NON-COMPLIANCE

Approved/~~Not approved~~

Avi Singh
GENERAL MANAGER PEAKING OU
Date: 2026-02-04

Eskom	Standard	

Title: **Work at Height Standard**

Document Identifier:	**32-418**
Alternative Reference Number:	**Not applicable**
Area of Applicability:	**Eskom Holdings SOC Ltd**
Functional Area:	**Occupational Health and Safety**
Revision:	**5**
Total Pages:	**16**
Next Review Date:	**February 2025**
Disclosure Classification:	**Controlled Disclosure**

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Date: 20/02/2020	Date: 26.02.0020	Date: 02/03/2020

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1. Introduction

Work 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 shall apply.

2. Supporting clauses

2.1 Scope

This standard defines the framework that must be followed to ensure that work at height is carried out safely in terms of Eskom's SHEQ Policy and legislative requirements.

2.1.1 Purpose

The purpose of this standard is to standardise the requirements for work at height, to ensure the occupational health and safety of employees while working at height, and to minimise risks and hazards.

2.1.2 Applicability

This standard shall apply to Eskom Holdings SOC Limited and its divisions, subsidiaries, and contractors where work at height is conducted by or on behalf of Eskom. This standard, together with other relevant legislative requirements, applies to any work performed above a stable work surface or where persons put themselves in a position where they are exposed to a fall. Emergency Response Team members operating during a rescue in accordance with their training as Rope Rescue Technicians, as prescribed in 32-107 (Fire Risk, Emergency Management and Fire-Fighting Training Programme) will be deemed to be satisfying the purpose and requirements of this standard.

2.1.3 Effective date

This document will be effective from the date of authorisation. The implementation of this standard shall be monitored after a period six months from the date of authorisation (refer to 2.6).

2.2 Normative/Informative references

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

2.2.1 Normative

[1] ISO 9001 Quality Management Systems
[2] 240-62196227 Life-Saving Rules Standard
[3] 240 -62582234 OHS Roles and Responsibilities and Statutory Appointments Standard

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[4] 240-84733329 Medical Surveillance Procedure
[5] 240-141493501 Work at Height on Job Observation Form
[6] 32-136 Contractor Health and Safety Requirements
[7] 32-107 Fire Risk, Emergency Management and Fire-Fighting Training Programme
[8] 32-37 Substance Abuse Procedure
[9] 32-520 Risk Assessment Procedure
[10] 32-727 SHEQ Policy
[11] Occupational Health and Safety Act, Act No. 85 of 1993.

2.2.2 Informative

[1] SANS 50353-2: Personal Protective Equipment against Falls from a Height – Guided-type Fall Arresters on a Flexible Anchorage Rope
[2] SANS 50354: Personal Protective Equipment against Falls from a Height – Lanyards
[3] SANS 50355: Personal Protective Equipment against Falls from a Height – Energy Absorbers
[4] SANS 50358: Personal Equipment for Work Positioning and Prevention of Falls from a Height Work Positioning Systems
[5] SANS 50361: Personal Protective Equipment against Falls from a Height – Full Body Harness
[6] SANS 50362: Personal Protective Equipment against Falls from a Height – Connectors
[7] SANS 50363: Personal Protective Equipment against Falls from a Height – Fall Arrest System
[8] SANS 50365: Personal Protective Equipment against Falls from a Height – General Requirements for Instructions for Use and for Marking
[9] SANS 50795: Protection against Falls from Height – Anchor Devices; Requirements and Testing
[10] SANS 50341: Personal Protective Equipment against Falls from a Height – Descender Device
[11] SANS 1397: *Safety Helmets for Industrial Use and for Firemen*
[12] SANS 10085: The Design, Erection, Use and Inspection of Access Scaffolding
[13] British: *The Work at Height Regulations 2005*
[14] AS/NZS 1891.4: Industrial Fall-arrest Systems and Devices – Selection, Use and Maintenance
[15] SANS 10333-1 Industrial rope access.
[16] SANS 10333-3 Industrial rope access.
[17] SANS 33 Equipment for use in industrial rope access work.
[18] SANS 50360 Personal protective equipment against falls from a height – Retractable type fall arresters.

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2.3 Definitions

2.3.1 Anchor point: means an element to which personal protective equipment can be attached after the installation of the anchor device.

2.3.2 Anchor device: means an element or series of elements or components which incorporate an anchor point or anchor points.

2.3.3 Barricading: means a physical barrier to prevent people from accessing a work area, to warn staff below of workers above and of potential falling objects.

2.3.4 Competent person: means a person who, in respect of the work or task to be performed, has the required knowledge, training and experience and, where applicable, qualifications specific to that work or task; provided that, where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No. 67 of 2000), those qualifications and that training shall be regarded as required qualifications and training.

2.3.5 Drop Zone: means a specific area upon which material/equipment may be dropped from a position at height.

2.3.6 Employer: means any person who employs or provides work to any other person and remunerates that person or expressly or tacitly undertakes to remunerate him/her.

2.3.7 Fall arrest equipment: means the equipment used to restrain a person in a fall, including personal equipment such as a body harness, lanyards, deceleration devices, lifelines or similar equipment.

2.3.8 Fall arrest system: means the personal protection equipment used for creating a system to prevent falls from a height, comprising a full body harness and a connecting subsystem for fall arrest purposes.

2.3.9 Fall prevention equipment: means the equipment used to prevent persons from falling from a fall-risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment, such as guardrails, screens, barricades, anchorages or similar equipment.

2.3.10 Fall protection plan: means a documented plan, which includes and provides for –

a) all risks relating to working from a fall-risk position, considering the nature of the work undertaken;
b) the procedures and methods to be applied in order to eliminate the risk of falling; and
c) a rescue plan and procedures.

2.3.11 Fall risk: means any potential exposure to falling either from, off or into.

2.3.12 Height safety equipment: means any equipment used while working at height, including the following categories:

a) Equipment used to work at height, for example scaffolds, ladders, mobile elevated work platforms, platforms, and climbing irons;
b) Fall prevention equipment;
c) Fall arrest equipment.

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2.3.13 Medical certificate of fitness: means a valid medical certificate of fitness issued by the Occupational Health Nurse/Practitioner/Doctor as contemplated in the Construction Regulations.

2.3.14 Risk assessment: means a process of determining any risk associated with any hazard in order to identify the steps that must be taken to mitigate, remove, reduce or control such hazard. A risk assessment is typically a careful examination of what could cause harm to people as a result of a work activity. It allows one to take the necessary precautions to prevent harm from occurring.

2.3.15 Training records (work at height): mean the documented training records that identify the holder as having successfully completed appropriate work-at-height training and that allow the holder to perform permitted work. These must be readily available on site.

2.3.16 Work at height: means 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. Work at height is, as a result, work in any place (except a staircase in a permanent workplace), including a place at, above or below ground level, where a person could be injured if he/she fell from that place. Access and egress, for example climbing, that present a risk of falling, can also be regarded as work at height.

2.3.17 Work platforms: mean a surface from which work can be carried out, such as a roof, floor, podium and/or scaffold. The purpose of the work platform is to support the combined imposed loads of workers, materials, equipment and plant.

2.4 Abbreviations

Abbreviation	Explanation
A&F	Assurance and Forensic
AS/NZS	Australian/New Zealand Standards
CE	Chief Executive
DE	Divisional Executive
EAL	Eskom Academy of Learning
FAS	Fall Arrest System
EDC	Eskom Documentation Centre
GE	Group Executive
HR	Human Resources
kN	Kilo Newton
MEWP	Mobile Elevated Work Platform
OHS Act	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
PPE	Personal Protective Equipment
SETA	Sector Education and Training Authority
SHEQ	Safety, Health, Environment and Quality
SANS	South African National Standards
SAQA	South African Qualifications Authority
SOP	Safe Operating Procedure
T&D	Training & Development

2.5 Roles and responsibilities

The delegated manager, in terms of section 16(2) of the OHS Act, together with appointed responsible managers as defined in the OHS Roles and Responsibilities and Statutory

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Appointments Standard (240-62582234), shall be responsible for safety in their designated area of responsibility. Each division/group/subsidiary shall, where required, compile appropriate work instruction documents to support this standard.

2.6 Process for monitoring

Compliance with the requirements of this standard must be audited by the Operating/Business Unit at least annually as part of an internal review process. The Sustainability Systems OHS Department will monitor the implementation of the standard through its audit programmes.

2.7 Related/Supporting documents

[1] 240-100979553 Appointment of a Fall Arrest System Inspector

[2] 240-103139003 Inspection Checklist for FAS

[3] 240-100979499 Personal Protective Equipment for Work at Heights Specification

[4] 240-70044602 Risk Assessment Template

[5] 240-83818077 Fall Protection Plan Compiler Template

[6] 240-44175132 Eskom Personal Protective Equipment

[7] 240-100979553 Inspector of Fall Arrest Systems – CR 10 (2)(d)

[8] 240-100979499 Leadership Overview Questionnaire for PPE for Work at Heights Specification

[9] 240-141493501 Work at Height on Job Observation Form

3. Work at Height Standard

3.1 General requirements

3.1.1 While work is in progress, and where reasonably practicable, adequate warning signs and/or barricades shall be used in areas where there is a risk that persons may be injured by materials or equipment falling from the work area.

3.1.2 The risk assessment has to address falling objects and controlled movement or access inside the drop zone.

3.1.3 Where reasonably practicable and subject to the risk assessment, a drop zone shall be established before work at height commences, with appropriate warning signs or barricading to warn staff members below of workers above and of potential falling objects.

3.2 Risk assessment

3.2.1 A risk assessment should be conducted according to the Risk Assessment Procedure 32-520, using the Risk Assessment Template 240-70044602.

3.2.2 Work-at-height risk assessments shall take into account factors such as –

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- the necessity for the work to be done in an elevated position as opposed to doing the work at ground level;
- barricading and other fall-prevention measures;
- requirements of the safe work procedure;
- restrictions in fall distances and clearances;
- the mobility required for the task, for example the degree of vertical or horizontal movement;
- the height being worked at;
- possible injuries;
- the duration of exposure;
- the frequency of performing these activities;
- the type of work and ergonomic considerations;
- the work site/area congestion;
- the potential/likelihood/causes of a fall occurring;
- the endurance of workers;
- the risk control measures;
- electrical hazards and safe clearances from overhead power lines;
- the structure (ease of access, secure footing and compatibility with fall-prevention and/or fall-arrest equipment);
- the terrain;
- barricading;
- the restrictions with reference to working alone (a rescue must always be executable);
- falling objects;
- suitable anchor points;
- weather conditions;
- the type of equipment and its intended use;
- the medical fitness of the employees who work at height;
- other persons or contractors working in close proximity;
- competency in and understanding of the applicable work procedures.

3.2.3 The risk assessment will determine the selection of suitable work-at-height equipment and systems for the work to be performed safely.

3.2.4 Be aware of the hazards resulting from adverse weather conditions and, where necessary, modify the work method accordingly.

3.2.5 Ensure that planned job observations are conducted at least annually on each person working at height.

3.2.6 In the case of live work, the work has to be performed in accordance with the relevant/applicable standards and procedures, while maintaining the minimum safe working clearance.

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3.3 Fall Protection Plan

3.3.1 A task-specific/job-specific Fall Protection Plan shall be developed by a competent fall protection plan developer for any activity where there is a risk of a fall.

3.3.2 The Fall Protection Plan shall be approved by a competent person.

3.3.3 A competent fall protection plan developer must be appointed.

3.3.4 The Fall Protection Plan shall include a task-specific/job-specific risk assessment and requirements relating to the following:

a) The training programme for employees working from a fall-risk position;
b) Appointments and authorisations;
c) The procedure addressing the inspection, testing and maintenance of all fall protection equipment;
d) A risk assessment that is site-specific with regard to fall risks for work to be performed;
e) The processes for the evaluation of the employees' medical fitness necessary to work in a fall-risk position and the records of this (medical surveillance programme);
f) Equipment use and specification;
g) Fall prevention, fall arrest and fall rescue;
h) Method statements or safe work procedures/task analysis/work instructions.

3.3.5 Adherence to the Fall Protection Plan is mandatory.

3.3.6 The Fall Protection Plan must be suitably amended in accordance with the risk assessment, equipment technology, standards and legislation.

3.3.7 The Fall Protection Plan must be monitored and reviewed as required by the work performed and changes in hazards.

3.3.8 The Fall Protection Plan must include the rescue plan.

3.4 Training and authorisation

3.4.1 Every employer shall ensure that no person engages in any activity in relation to work at height unless they are competent to do so.

3.4.2 The responsibility for evaluating and accepting accredited instructors to present the basic Fall Arrest System and Rescue Course for Eskom employees is co-ordinated by the EAL in conjunction with the National Work-at-Height Workgroup.

3.4.3 Only training providers that use competent training instructors and assessors who are SETA-accredited and SAQA-registered in terms of the relevant unit standards shall be used.

3.4.4 All persons who work at height or who will be required to do rescue at height shall receive three days of FAS training and two days of rescue training in accordance with unit standard 229998 and 229995

3.4.5 The contractor must ensure that all persons who work at height and those who will be required to do rescue at height shall receive training according to the relevant unit standards. As a minimum, individuals who work at height and are not responsible for performing a rescue must undergo three days of FAS training (Unit Standard 229998), and

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the rescuers must furthermore undergo two days of rescue training in accordance with unit standard 229995. Rescuers must be appointed in writing for that particular site/project.

3.4.6 The client or contractor may identify further training (e.g. Advanced rescue US229999) applicable to the scope of work, and ensure that their employees are trained.

3.4.7 Official FAS training shall not have an expiry date on the certificate. Only the date of training shall be indicated on the certificate.

3.4.8 Official rescue training shall expire every three years.

3.4.9 A certificate of successful completion of training shall be issued to the candidate upon the completion of training.

3.4.10 Upon completion of institutionalised training, the candidate will be required to work at height under the supervision of a competent person. The candidate shall only be competent to work at height after being observed on the job and declared so by the competent person.

3.4.11 A minimum of one job observation per annum shall be conducted on each person working at height.

3.4.12 All employees required to perform rescues shall be trained in First Aid Level 2 before attending rescue training.

3.4.13 Documented training records for all work-at-height training must be kept and filed for auditing purposes.

3.5 Height safety equipment

3.5.1 All height safety equipment purchased shall conform to relevant national standards, international standards, statutory requirements and the approved Eskom Specification.

3.5.2 All height safety equipment must comply with an appropriate maintenance, testing and inspection standard.

3.5.3 Any new or amended specification and/or standard for height safety equipment must be accepted by the National Work-at-Height Workgroup.

3.5.4 Any new or amended work-at-height equipment must be included in the specification and subjected to a technical assessment by the workgroups mandated by the National Work-at-Height Workgroup prior to any acquisitions.

3.5.5 The use of a work-positioning belt with a work-positioning lanyard (safety belt) without a full body harness and fall arrest system is strictly prohibited for fall arrest purposes.

3.5.6 Equipment should not place a load greater than 6 kN or as stipulated by the relevant SANS or accepted international standards on the user in the event of a fall. The equipment should protect the user from impact with the ground or surrounding structures, as well as injury from the harness in the event of a fall.

3.5.7 FAS equipment will be scrapped, using a condition-based approach where the FAS equipment inspector inspects FAS equipment on a routine basis (usually every 3 months) and takes the known limits on usable life into account, if stipulated on the FAS unit.

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3.6 Personal protective equipment (PPE)

3.6.1 When working at height, appropriate PPE as determined by the risk assessment and written safe work procedure/task analysis/work instruction has to be used at all times. (The equipment must comply with the 240-100979499 Personal Protective Equipment for Work at Heights Specification.)

3.6.2 All equipment selected must be compatible, for example a retractable lanyard should not be extended by another shock absorber or a small snap hook should not be used on an eye bolt.

3.6.3 The equipment selected must be suitable for the job and not harm the user in the event of a fall.

3.6.4 The type of personal protective equipment to be used must be appropriate to the activity and provide adequate hand, eye, face, foot and head protection.

3.6.5 Work restraint methods must be used before placing workers in fall arrest situations.

3.6.6 Once issued to an individual, that particular fall prevention and/or fall arrest system is for the exclusive use and control of that user. A formal issue control system must be implemented that records –

a) the condition of equipment when issued;
b) the condition of equipment when returned;
c) the name and employee number of the user;
d) the name and employee number of the issuer;
e) the date(s) of issue and return;
f) any acceptable repairs carried out.

3.7 Anchor points

3.7.1 The selection of anchor points is determined by the type of work and structure involved. NOTE: certain structures may not provide adequate strength for fall arrest purposes. In such cases, alternative means of fall protection have to be developed, based on an appropriate risk assessment.

3.7.2 Dedicated fall arrest anchor points shall be tested annually, according to SANS 50795, and records of such tests shall be kept. NOTE: not applicable to fixed anchor points forming part of the original structure.

3.7.3 Dedicated anchor points must be clearly marked as such, with the load-bearing capability, direction of use, date of inspection, standard to which it was tested and unique serial number.

3.7.4 If there is any doubt about the structural adequacy of the anchor structure, a structural engineer will make an assessment and sign off the structure.

3.7.5 Technicians have to be able to connect to anchor points before they enter a fall risk position.

3.7.6 Anchor points must, as far as practicable, be placed above a technician to minimise the fall distance and pendulum effect.

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3.7.7 Rope or webbing anchor slings may not be placed around a structure with sharp edges without adequate protection.

3.7.8 In vertical or diagonal orientation, sufficient means must be used to prevent the sling from sliding, for example by double-wrapping the attachment sling or by attaching it to a cross-member. Choking is allowed only for slings designed for choking.

3.7.9 Handrails may not be used as anchor points for any fall arrest equipment or fall arrest systems, unless they have been specifically engineered and certified for this purpose.

3.8 Safe use of equipment and systems

3.8.1 The following general points apply to any work where fall arrest is required:

a) The user of fall arrest equipment should be connected to at least one anchor point/fall arrest system whenever that user is at risk of falling.
b) Equipment and systems must be used according to the manufacturer's instructions.
c) Equipment must be carefully handled to ensure that no parts are damaged.
d) The user must ensure that the equipment is in good working order and has been serviced, inspected and maintained before and after use.
e) Defective equipment may not be used and must be removed from circulation, destroyed or marked as defective.
f) Users must check the correct assembly of the equipment before use, for example check that all buckles are used correctly and that no clothing is caught in snap hooks.
g) The carrying of hand tools must not interfere with the movement of the operator or the working of the system. A tool bag with a rope must be used to attach tools.
h) Equipment shall be stored in a cool, dry environment away from chemicals.
i) If the equipment has arrested a fall, it must be withdrawn from service and referred for inspection.

3.8.2 Fall over sharp edges

Where lanyards can strike a sharp edge in the event of a fall, the result may be a failure to arrest the fall safely or a complete break in the lanyard. Selecting a different anchor point or using a protective covering can overcome this hazard.

3.8.3 *Fragile work surfaces*

a) As far as is reasonably practicable, avoid work or movement over fragile surfaces.
b) As far as is reasonably practicable, provide and use suitable and sufficient platforms, coverings, guardrails or similar means of support or protection so that any foreseeable load is supported by such supports or borne by such protection.
c) Where a risk remains that a person at work may fall despite the measures taken under point b, suitable and sufficient measures must be taken to minimise the distances and consequences of a fall.
d) Prominent warning notices shall, as far as is reasonably practicable, be affixed at the approach to the place where the fragile surface is situated, or persons must be alerted to the risk by other means if this is not practicable.

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e) On fragile surfaces such as roofs, where there is a risk of falling through or over the edge, the following must be taken into account:
   i. Potential fall distance – a fixed-length lanyard can cause an unacceptably long fall close to the anchor if the fall is through the surface;
   ii. Fall clearance – the areas around and underneath the surface have to be checked for potential obstructions;
   iii. Sharp edges;
   iv. Swing clearance;
   v. The use of walkways, preferably with handrails, is the preferred method of movement over fragile surfaces.

3.8.4 Restraint systems

Restraint systems are suitable for areas where the users can keep a secure footing without tensioning the system or using their hands to do so. Fall arrest systems should be used in the following situations:

a) If the users can reach a point where they can fall over an edge;
b) If the restraint line can be adjusted in length, resulting in a fall position;
c) If the user can fall through a fragile surface;
d) If any other reasonable misuse of the system could result in a free fall;
e) Where restraint systems are in use, adequate controls and supervision must be in place to prevent the misuse of the system.

3.9 Work platforms and access to work areas

3.9.1 Make sure that access to work areas does not present any fall hazards, for example open holes or fragile surfaces.

3.9.2 Select the correct means of access to the work area, taking into account the job requirements; for example use a scaffold to create a safe work platform for a longer job duration and heavier work, and use rope access instead of a scaffold for jobs of shorter duration.

3.9.3 Make sure that the operator of the access equipment, for example a mobile elevated-platform, is properly trained in the use of the equipment.

3.9.4 Every work area or means of access or egress at height must –

a) be stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used;
b) where applicable, rest on a stable, sufficiently strong surface;
c) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area, having regard to the work to be carried out there;
d) possess suitable and sufficient means for preventing a fall;
e) possess a surface that has no gap –
   i. through which a person could fall; or
   ii. through which any material or object could fall and injure a person;

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f) be constructed, used and maintained in a condition to prevent, as far as is reasonably practicable –
   i. the risk of slipping or tripping; or
   ii. any person from being caught between it and any adjacent structure;
g) where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height;
h) be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;
i) when altered or modified, be so altered or modified as to ensure that it remains stable and does not alter the integrity there; and
j) be dismantled in such a way as to prevent accidental displacement.

3.9.5 A working platform and any supporting structure may not be loaded to the point where it presents a risk of collapse or any deformation that could affect its safe use. Safe work load shall be displayed.

3.9.6 Scaffolding may be assembled, dismantled or significantly altered only under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged, which training addresses specific risks that the operations may entail and the precautions to be taken and, more particularly, in –

a) understanding the plan for the assembly, dismantling or alteration of the scaffolding concerned;
b) safety during the assembly, dismantling or alteration of the scaffolding concerned;
c) measures to prevent the risk of persons, materials or objects falling;
d) safety measures in the event of changing weather conditions that could adversely affect the safety of the scaffolding concerned;
e) permissible loadings; and
f) any other risks that the assembly, dismantling or alteration of the scaffolding may entail.

3.10 Inspection, care and maintenance

3.10.1 All fall prevention and/or fall arrest equipment must be uniquely marked and/or numbered and registered in a statutory and/or approved maintenance register for inspection, testing and maintenance.

3.10.2 Only competent persons are allowed to inspect, test and maintain fall prevention and/or fall arrest equipment.

3.10.3 The inspection by the competent person may not replace the inspection that must routinely be performed by the user prior to using the equipment.

3.10.4 Where a user suspects that fall prevention and/or fall arrest equipment is unsafe, the equipment must immediately be withdrawn from service and inspected by a competent person.

3.10.5 Where an inspection carried out by a competent person reveals that an item is unsafe for use, that item shall be withdrawn from service immediately.

3.10.6 After a fall arrest system has been subjected to a fall, it is removed from service until it has been inspected and recertified as safe for use by the manufacturer or the authorised agent.

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3.10.7 All fall prevention and/or fall arrest equipment must be transported and stored in accordance with the manufacturer's specifications.

3.10.8 No fall prevention and/or fall arrest equipment may be painted and/or defaced or modified in any way without the prior approval of a competent person.

3.10.9 FAS equipment will be scrapped, using a condition-based approach where the FAS equipment inspector inspects FAS equipment on a routine basis (usually every 3 months).

3.10.10 The surface and every parapet, permanent rail or other such fall protection measures of every place of work at height must be checked on each occasion before the place is used.

3.11 Duties of persons at work

3.11.1 Every person shall, where working under the control of another person, report to that person any activity or defect relating to work at height that they know is likely to endanger their safety or that of another person.

3.11.2 Every person must use any work equipment or safety device provided to them for work at height by their employer or by a person under whose control they work, in accordance with any training they have received in the use of the work equipment or device concerned.

3.12 Falling objects

3.12.1 A drop zone must be established and demarcated.

3.12.2 Suitable steps must be taken to prevent any material or objects from falling that could cause harm to people or property.

3.12.3 Where it is not reasonably practicable to comply with the requirements of paragraph 3.12.1, every employer must take suitable and sufficient steps to prevent any person from being struck by any falling material or object that is liable to cause personal injury.

3.12.4 No material or object shall be thrown or tipped from height in circumstances where it is likely to cause injury to any person.

3.12.5 Materials and objects must be stored in such a way as to prevent risk to any person arising from the collapse, overturning or unintended movement of such materials or objects.

3.13 Disposal of height safety equipment

There must be a divisional and/or business unit work instruction for the disposal and/or destruction of all withdrawn height safety equipment that cannot be satisfactorily repaired.

3.14 Medical fitness

a) "Working at height" must be indicated on all the job specifications of employees who are expected to work at height and taken into account in all medical assessments/surveillances.
b) It is a prerequisite for workers to be medically fit to work safely in a fall-risk position or similar environment, and as proof of this, such workers have to be in possession of a medical certificate of fitness.

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c) Medical Fitness for Duty shall be evaluated by the Occupational Health Practitioner in terms of the Medical Surveillance Programme and Standard.

4. Acceptance

This document has been seen and accepted by:

- Risk and Sustainability MANCOM
- Work-at-Height Workgroup

5. Revisions

Date	Rev.	Compiler	Remarks
Dec 2019	5	Brenda Matsie	Revision of an existing document
Sep 2017	4	Brenda Matsie	Revision of an existing document
April 2017	3	Brenda Matsie	Revision of an existing document

6. Development Team

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

- Brenda Matsie (Sustainability Systems)
- Work-at-Height Workgroup members

7. Acknowledgements

Not applicable.

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