

	SHE Specification For Security Upgrade for Perimeters, Access Control and Cameras at Simmerpan Complex	Template Identifier	240-180000591	Rev	1
		Document Identifier	559-234464829	Rev	1
		Effective Date	08 January 2025		
		Review Date	08 January 2028		

Project Name: Security Upgrade for Perimeters, Access Control and Cameras Installation at Simmerpan Complex

Project Address: Cnr Refinery and Power Road

Germiston

14001

Scope of the project: Security Upgrade, Supply, and Integrate of Access Readers System and Pan-tilt-Zoom Closed Circuit Television (PTZ CCTV) Cameras

Eskom's Project Manager

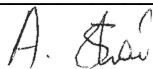
Name: Sakhi Nkebe

Signature: 

Date: 24/10/2025

Eskom's SHEQ Snr Advisor

Name: Albert Shai

Signature: 

Date: 02 July 2025

Eskom's SHEQ Officer

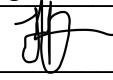
Name: Mangaka Magaoga

Signature: 

Date: 01 July 2025

Eskom's Environmental Officer

Name: Tshegofatso Nnene

Signature: 

Date: 02 July 2025

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1. Introduction

National Transmission Company of South Africa (NTCSA) is part of Eskom Group that is mandated for the planning, operating and maintaining transmission assets throughout their economic life, provides access to an interconnected transmission system and influences customer demand and behaviour.

National Transmission Company of South Africa develop optimal plans and engineering solutions for the expansion, maintenance and refurbishment of the power transmission network as well as providing a technology and asset management service to ensure that the integrated power system is reliable, adequate and secure.

The Division execute projects related to the capital expansion, strengthening and refurbishment of transmission assets as well as construction management of transmission networks required for the integration of new generators and loads. Ensure a reliable and sustainable transmission network through operating, maintaining and commissioning of new assets.

NTCSA's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

This SHE specification is Transmission Real Estate's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The contractor is expected to develop a SHE Plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work.

Transmission Real Estate in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

This SHE specification reflects minimum requirements and should not be construed as all encompassing.

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

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

2. Supporting Clauses

2.1 Scope

This SHE specification lists the legislative and Transmission Real Estate requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

2.1.1 Purpose

Ensure compliance to legal and other requirements pertaining to the issued scope of work.

2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Simmerpan Complex for installation of smart meters.

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] Basic Conditions of Employment Act No 75 of 1997.

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- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] Compensation for Occupational Injuries and Diseases Act 130 of 1993
- [4] National Environmental Management Act 107 of 1998.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 32-726 Contract and Contractor Occupational Health and Safety Management
- [8] 240-62196227 Life- saving Rules
- [9] 32-95 Occupational Health and Safety Incident Management
- [10] 240-131838225 Occupational Health and Safety Incident Management Definitions and Classifications Parameters
- [11] 32-727 SHEQ Policy
- [12] 32- 418 Working at Heights Procedure
- [13] 240-62946386 Vehicle and Driver Safety Management Procedure
- [14] 32-520 Risk Assessment procedure
- [15] ISO 9001: Quality management system
- [16] ISO 45001:2018 Occupational Health and Safety Management System
- [17] Eskom's Covid-19 Health and Safety Policy statement
- [18] 240-43848327 Employees' Right of Refusal to Procedure
- [19] Plant Safety Regulations / The Operating Regulations for High Voltage Systems (ORHVS) - 240-114967625

2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996

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- [4] Department of Employment and Labour (DoEL) notice: 29 April 2022
- [5] Conservation of Agricultural Resources Act No.43 of 1983
- [6] National Key Points Act 102 of 1980
- [7] DMN 34-1981 Excavations.
- [8] Criminal Procedure Act 51 of 1977
- [9] Protection of Information Act 84 of 1982
- [10] Control of Access to Public Premises and Vehicle Act 53 of 1985
- [11] Protection of Personal Information Act 4 of 2013
- [12] Trespass Act of 1959
- [13] Building to comply with National Building Regulations (SANS10400)

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2.3 Definitions

Definition	Explanation
Appointed contractor	Means the main contractor awarded the contract
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex-labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)

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Definition	Explanation
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people

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Definition	Explanation
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
COID Act	Compensation for Occupational Injuries and Diseases Act
CCTV	Closed Circuit Television
DEL	Department of Employment and Labour
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing

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Abbreviation	Description
NEMA	National Environmental Management Act
NTCSA	National Transmission Company of South Africa
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
PTZ Camera	Pan-tilt-Zoom Camera
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SDS	Safety Data Sheet
SANS	South African National Standard
Tx	Transmission
GHS	Globally Harmonized System

2.6 Roles and Responsibilities

2.6.1 Appointed Principal contractors and contractors

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

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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.

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2. Carry accountability and responsibility for the safety and health of their employees and their sub- contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Shall keep a record of all employees including the sub- contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Tx Real Estate Project Manager.
4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Tx Real Estate SHE requirements are complied with on all work sites.
6. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
7. The sub- contractor must hand over a consolidated (to include any sub- contractor's files) health and safety file to the Tx Real Estate project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub- contractors, the agreement, and the type of work completed.
8. The appointed contractor must provide the project manager **with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes.** The letter of good standing shall reflect the name of the contractor's company. The nature of business reflected on the issued Logs must be in line with the issued scope of work. Similarly, the appointed contractor must provide the Tx Real Estate project manager with all the valid letters of good standing from their sub- contractors.

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9. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
10. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
11. Co-ordinate the activities of all the sub- contractors in the interests of safety and health;
12. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
13. Stop his /her employees and any sub- contractors if project work is not in accordance with the safety health and environmental plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
14. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
15. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 2: No work may commence and or continue without the presence of the project manager or project supervisor during performance of the contracted work.

Note 3: In determining the number of competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

Note 4: If a sufficient number of competent employee(s) have been appointed to assist the works supervisor, the works supervisor may supervise more than one site.

16. Appoint a safety officer full time as per project risk.

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17. Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
18. Follow a process of disciplinary action if any of their employees or their sub- contractor employees has transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
19. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
20. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
21. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
22. Provide any sub- contractor who is making a bid or is sub- to perform work on Tx Real Estate's behalf, with the relevant sections of the documented Tx Real Estate's SHE Specification.
23. Principal contractors are required to approve sub- contractor's health and safety plans if they meet all the requirements.
24. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
25. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.

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Note 5: should the appointed contractor or his/her sub- contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

26. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
27. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
28. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

Note 6: Tx Real Estate will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

29. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
30. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
31. Be involved in all of their sub- contractor's investigations.
32. Establish health and safety committees, hold such committee meetings on all sites, and ensure that sub- contractors participate in their health and safety meetings.
33. Chair their own health and safety committee meetings and record such meetings.
34. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the sub- contractors appoint health and safety representatives for their work sites.
35. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

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36. Shall keep a record of all employees including the sub- contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Tx Real Estate Project Manager.

2.6.3 Construction Managers/ Contract Manager

Note 1: No work may commence and or continue without the appointed supervisor or manager during the performance of the contracted work.

1. Assist the contractor and/or the safety officer in conducting site induction training for new staff and site visitors;
2. Communicate to all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
3. Ensure the issued SHE Specification is provided to the contractor or sub-contractor.
4. Ensure that the minimum legislative and Tx Real Estate SHE requirements are complied with on all work sites;
5. Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to the client and are investigated as stipulated in the Incident Management procure (32-95).
9. Be involved in all investigations that occur within their area of responsibility.
10. Be competent to perform incident investigation and have incident investigation and legal liability training

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11. Carry out audits and or inspections on their sub- contractors on instructions of their contractor.
12. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
13. Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
14. Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
15. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
16. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;
17. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
18. Not victimise their employees by virtue of their employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
19. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.

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20. Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan which poses a threat to the health and safety of persons.

2.6.4 Contractor site supervisor or Contract Supervisor

Must:

1. Be competent to perform the required supervisory tasks; have attended a Supervision or Legal liability competent training and a 3 years supervision experience.
2. Ensure their employees and all sub- contractors comply with the required statutory and Tx Real Estate requirements;
3. Inspect all work done by the employees and all sub- Contractors to ensure adherence to Tx Real Estate's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
6. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Tx Real Estate project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
7. Ensuring that quality records are maintained in accordance with legislative and Tx Real Estate requirements;
8. Continual liaison between the appointed contractor, sub- contractors and employees.

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9. Ensures that employees and sub- contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Tx Real Estate:
10. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
11. Participate in all sub- contractor incident investigations.
12. Participate in the appointed contractor's emergency preparedness planning.
13. Ensure that their own employees and those of any sub- contractor are competent to perform the tasks assigned.
14. Issue site instructions on behalf of the appointed contractor where and when the sub- contractors deviate from safety requirements.
15. Assist the appointed contractor with the handing over process, in particular the SHE files and relevant documentation.
16. The appointed supervisor shall be in possession of excavation competency

2.6.5 Contractor Health and Safety officer

1. The Safety Officer must be suitably qualified with recognised safety qualification (ND Safety Management/ Environmental Health) and relevant experience with minimum of 2 years' experience and registered with SACPCMP-.
2. Must be full time on site as per project risk.
3. Promote a SHE Culture within the organisations involved in the project / contract.
4. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
5. Be involved in the developing the project SHE Plan and SHE policy.

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6. Be in constant liaison and cooperate with Tx Real Estate's SHE professionals responsible for providing them with a health and safety service.
7. Ensure that this SHE specification is adhered to by his/her appointed contractor and is submitted to any sub- contractors.
8. Conduct audits and inspections of all work sites for the duration of the project.
9. Be involved in the organisations incident investigations when required.
10. Participate in the organisation's statutory and non-statutory health and safety committees' meetings.
11. Conduct organisational, site and visitor induction training.
12. Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan which poses a threat to the health and safety of persons.
13. Carry out audits and or inspections on their contractors at least monthly and any sub- contractors on instructions of their contractor;
14. Carry out frequent behaviour observations of employees under their control at least monthly and any sub- contractors on instructions of their contractor.
15. Promote OHS culture within the organisations involved in the project / contract
16. Participate in the organisation's statutory and non-statutory health and safety committee's meetings

2.6.6. Employees

Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;

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3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - a. familiarising themselves with their workplaces and safety and health procedures;
 - b. working in a manner that does not endanger them or cause harm to others;
 - c. ensuring that the work area is kept tidy;
 - d. reporting all incidents and near misses;
 - e. protecting fellow workers against injury by performing job observations;
 - f. reporting unsafe acts and unsafe conditions;
 - g. reporting any situation that may become dangerous; and
 - h. carrying out lawful orders and obeying safety and health rules;
4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
6. Obey any safety signs and adhere to any site demarcation at all times.
7. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
8. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
9. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
10. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
11. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
12. Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.

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14. Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
15. Maintain the surrounding area of the work site in a neat and tidy condition.
16. Have meaningful participation in regular health and safety meetings.
17. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
18. When given instructions, understand the instructions and be permitted to clarify those instructions.

3. Specification

3.1 Scope of work

The Contractor shall provide Security Upgrade, Supply, and Integrate of Access Readers System and PTZ CCTV Cameras at Simmerpan Complex on a frequency basis, and in exceptional circumstances as requested by the Employer, which include, but not limited to the following areas:

- Upgrade, supply, and integrate of access readers system and PTZ CCTV cameras.
- Replacement of old and faulty equipment.
- Installation and programming (configuration) of security system
- Designing of the Desktop of access security system per the user's requirements.
- Upgrade hardware and software integration to ensure optimal functioning of all systems.
- Ensure that connectors and cable entry points are properly connected and operational.
- Ensure that the security system of the entire facility is connected/linked to the Zero Control building

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

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Note: The contractor who will be awarded this contract will be known as the “appointed contractor” and any contractor who be working for the appointed contractor will be known as the “sub- contractor”.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Tx Real Estate and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the appointed contractor and all their sub-contractors for the contract.

The original copy of the section 37(2) Agreement must be retained by the contractor and a copy retained by the responsible project manager.

A copy of all the agreements must form part of the respective appointed contractor’s SHE files.

Note: *The agreement must be signed by both parties i.e., Tx Real Estate Project Manager and the Appointed Contractor. The authorization shall not be issued to the appointed contractor without the signed 37(2) document.*

3.2.2 Site Access requirements

The Safety file package must be submitted to the OHS department electronically and hardcopy 4 weeks before the agreed project commencement date.

Before the successful Contractor commences with any work, the Tx Real Estate Project Manager/Contract Manager shall ensure that;

- A copy of the SHE Specification document is in the possession of the principal contractor as well as the Tx Real Estate baseline risk assessment.

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- The responsible person of the contracting company and the Tx Real Estate project manager/contract manager have signed the Tx Real Estate section 37 (2) agreement.
- The appointment of the appointed Contractor has been concluded and signed by the Contractor and Appointed Project Manager.
- The SHE Plan has been discussed with the responsible person of the contracting company and approved in writing by the Tx Real Estate Contract Manager.
- A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable Tx Real Estate SHE specifications to the Sub Contractor(s).
- Where a Sub Contractor(s) is appointed by the Appointed Contractor, the safety file for the sub-contractor must also be submitted to safety department for approval
- The OHS department shall assess and give written feedback to the contract manager.
- The safety file shall be approved by a form of a written letter, the letter shall authorise the appointed contractor to commence with site establishment.

3.2.3 Hazardous work by children (Child Labour)

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

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that
 - i. are inappropriate for a person of that child’s age; or
 - ii. place at risk the child’s well-being, education, physical or mental health or spiritual, moral or social development; and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.

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

3.2.4 OHS Act

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

3.2.5 Legislative compliance

All contractors will comply with all the legislation pertaining to this contract being:

The appointed contractor and all sub- contractors which may be appointed by the principal contractor will comply with all the legislation pertaining to the issued scope of work and issued SHE Specification.

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

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3.2.6. Notification of Construction Work

Unless otherwise contractually agreed upon, the principal contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act. The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act. A copy of the notification letter sent to the DoL shall be forwarded to the Project Manager on the same day as sent to the DoL. A copy of the letter and their approval must be kept in the OHS file. When the DoL provide a letter of approval, a copy of the approval must be sent to the Eskom Project Manager and a copy filed in the OHS file

3.3 Requirements specific to the issued scope of work

- The issued scope of work falls under a high-risk category under the list of services and commodities on the Supplier category list, as the supplier will be responsible for electrical installation, risk of fall exposure for working at heights activities.
- In compliance with legal and other requirements, the following requirements must be complied with fully:
- Contractor employees should go through the vetting process and submit criminal clearance certificates with the safety file.
- Employees must be medical fit to perform the task and to work at height.
- The Supplier should provide detailed method statement accepted by the Client for any high-risk activities such as work at heights, electrical installation and excavation
- A detailed fall protection plan with a fall risk assessment and fall rescue plan compiled by a competent Fall protection plan developer to be submitted to the Client for approval.
- Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates
- The contractor shall ensure where employees are exposed to biological agent establish a medical surveillance program to ensure employees are vaccinated and provide supporting document to the client.

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- The safe work procedures must indicate how refurbishment project will be done safely without endangering the health and safety of employees.
- A detailed Risk Assessment to be submitted for review before the start of any activities.
- The Department of Employment and Labour (DoEL) incorporated GHS as part of the newly amended Regulations for Hazardous Chemical Agents (RHCA), replacing the 1995 Hazardous Chemical Substances (HCS) Regulations. Some of the significant changes contained in the RHCA (Reg. 14,14A,14B,14C) requires the Contractor to make use of new labeling elements and standardized format for safety data sheets (SDSs) to align with the United Nation's "Purple Book".
- The Contractor to ensure that they store chemicals away from fire hazards.
- The Contractor to ensure the use of Environmentally friendly painting chemical agent.
- Submit a detailed SHE plan which must be suitable, practical, site specific, well-documented and a workable SHE documents, compiled to satisfy the requirements of the OSH Act 85 of 1993, the Sub-'s safety specifications and other relevant legislation. The SHE Plan must be aligned in terms of suitability and adequacy to the extent of the scope of work. The SHE Plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.
- The SHE Plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE Plan as well as include how deviations/non-conformances shall be managed.
- The SHE Plan must be approved by the Tx Real Estate project manager/contract manager in writing before it is submitted to OHS department.
- The contractor must identify suitable PPE required for the activities including the identification of appropriate tools as per the completed Risk Assessment.
- The contractor or sub-contractor must submit job descriptions supported by proof of competencies for all employees, including Work at height competencies.
- The Contractor shall consider temperatures and other weather conditions as they change drastically from morning to afternoon. Check the weather for the day, and then plan accordingly.

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- First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.
- Applicable legal appointments must form part of the safety file with competency certificates per appointment.
- All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.
- The principal contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- The contractor shall ensure to make provision of qualified Electrical Installation.
- The contractor shall ensure that for all Hot work activities such as welding permit is by provided by the Client and precautionary measures are provided for the task.
- The contractor shall ensure all excavation work is carried out under supervision of competent supervisor
- The erection of scaffold is completed by qualified personnel as per SANS10085

3.4 Safety, Health and Environmental file package requirements

The following documentation must form part of the SHE File:

- The appointment contractor and each sub-contractor shall each have a SHE Policy that shall be duly signed by an authorised signatory concerning the protection of the health and safety of contractor's personnel and others in and about the execution of the Works, including a description of his organisation and the arrangements for carrying out and reviewing such policy.
- A copy of the SHE Policy shall be provided as a tender returnable. Tenderers shall furthermore supply method statements containing sufficient detailed information to demonstrate compliance to this Schedule.
- Proof of communication of the SHE policy to employees must be attached with the submitted signed SHE policy

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- All contractors shall prominently display a copy of the policy in the workplace where the contractor's personnel normally report for service.
- The sub- contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this schedule and other contract documents requirements.
- These management processes shall identify each activity, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the Works commence and continue safely and without risks to health or to adjacent operations
- The SHE Plan shall further demonstrate the Contractor's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:
 - Compliance to this SHE specification
 - Relevant applicable legal and other requirements as per issued scope of work
 - Roles and responsibilities including organisational structure
 - Process for hazard identification and risk assessment including monitoring and review plans, a further identification of opportunities must be part of the process. Interested and affected parties must be clearly outlined.
 - Process for change management
 - Process for employee training, competency, communication, awareness and participation
 - Process for incident management and investigation
 - Process for setting objectives and programmes
 - Process in place to review the SHE Plan

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- Process for performance management and monitoring
- Process for internal audits
- Process for document and records management
- Planning of conduct of work activities including planning for changes and emergency work
- Personal Protective Equipment procedure and rules.
- Emergency planning and fire risk management
- Vehicle and driver behavior safety
- Competency, training, appointments
- Communication and awareness
- Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.
- Management commitment and visible leadershipThe sub- contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the client) to ensure that it fully addresses all the issues and complies with these requirements to the satisfaction of the client.

3.5 Costing for SHE within the Project

The SHE costing must be itemised and must take into consideration the scope of work. The appointed contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process. However, this does not replace the normal SHE requirements pertaining to the organisation in terms of the OHS Act, General Safety Regulations 2 and Section 8 (2)(e).

3.6 COID

The appointed contractor and all his/her sub- contractors shall be registered and in good standing with compensation fund or with a licensed compensation insurer as contemplated in

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the compensation for occupational injuries and diseases Act, 1993 (Act No. 130 of 1993). The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

3.7 Legal and other Appointments

- For the duration of the contract, the appointed contractor and all sub- contractors shall appoint competent employees who will meet the requirements of the OHS Act.
- The contractor shall provide OHS structure for all personnel required for the project.
- Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment.
- The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments must reflect the extent of the scope of work issued.

3.8 Eskom Life-saving Rules

1. Six Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of an Appointed Contractor or sub- contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
2. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

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RULE	DESCRIPTION OF RULE
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
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	ENSURE SAFE LIVE WORKING 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

Eskom will take a stance of zero tolerance on these rules.

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

This is to ensure that **every person** who works on or visits an Eskom **returns home safely to his or her family**.

3.9 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

3.10 Contractor organisational Structure

3.10.1 Appointed Contractor Organogram

The Appointed contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the Chief Executive Officer down to the supervisors responsible for the contract. List the relevant positions held, names of

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appointees and legal appointments. The organogram must be accompanied by CVs of the workforce as well as proof of competencies.

The Appointed contractor must ensure that all sub- contractors comply with this requirement. The appointed contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE Plan. All organograms shall be updated timeously when appointments are changed.

This diagram must be kept up to date and filed in the project SHE files.

3.10.2 Sub- Contractor/s Organogram

1. Sub- contractors are required to compile their company organogram for the project, listing the reporting structure from their Chief Executive Officer down to their project supervisors. The diagram must list the names, positions held and any appointments made.
2. This diagram must be kept up to date, a copy of which must be given to the appointed contractor and a copy filed in the relevant project SHE files.
3. This diagram must be kept up to date and filed in the project SHE files.

3.11 Risk assessment (refer sec 8 & 9 of the OHS Act)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported.

Tx Real Estate shall prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package.

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The appointed contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act, in alignment to Eskom 32-520 procedure. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor.

3.11.1 High Risk Activities

When the appointed contractor and/or his contractors are working in an area where a high health and safety hazard exists, the appointed contractor shall:

- Ensure that permanent and adequate on-site supervision is available for the entire duration of the work that is being conducted.
- Ensure correct PPE is worn for the task
- The appointed contractor shall on a daily basis and for every task to be performed, conduct an issue task base risk assessment with all contractors' personnel involved with the task(s). The issue task base risk assessment shall form the basis of the daily pre-job briefings / tool box talks prior to the start of work. Proof of communication that contractor employees were involved in the assessment will be noted on a standard form, which shall be kept at the job site during the job execution.
- The completed signed by a competent risk assessor pre-task risk assessment form shall be filed in the contractor's Health and Safety File.

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3.12 Working at Height Procedure

3.12.1 General Requirements

Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.
2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. The procedure addressing the inspection, testing and maintenance of all fall protection equipment is in place.
5. A fall rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

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While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

3.12.2 Every employer shall ensure that work at height is:

1. Properly planned;
2. Appropriately supervised; and
3. Carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.
4. Rescue team available

3.12.3. Risk Assessments

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

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

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

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

3.12.4. Safe Work Procedures and Practices / Safe Operating

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.

3.13 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First Aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Appointed contractor must ensure that his /her employees and sub- contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.

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8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Appointed Contractor and sub- contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.14 SHE Communication Systems

- Appointed Contractor/s and their sub- contractors must develop a communication procedure outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of there SHE communication. Communications shall include:
 - ✓ The daily Tool box talks that shall be documented and accompanied by proof that employees were part of the talks.
 - ✓ Pre- job briefing before commencement of tasks and post- job briefing after the completion of the task.
 - ✓ Any shift handover must be documented where applicable
- Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.16 SHE Committees

1. The Appointed contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, sub- contractors shall establish their own statutory health and safety committee.
2. All sub- contractors shall be members of the appointed contractor's safety committee.
3. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues.

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

3.17 non-statutory health and safety committees

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

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3.18 SHE Training

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

3.19.1 Induction training

The appointed contractor shall ensure that all his / her employees, sub- contractors and their employees have undergone the Tx Real Estate Safety Contractor Management and contractor induction training prior to commencing work on site and shall be renewed annually.

Appropriate time must be set aside for training (induction and other) of all Contractors' Personnel including the annual Re-Induction Training.

1. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
2. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE files on site for the duration of the project.

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3. All employees and visitors on site shall carry the proof of induction training.

3.19.2 Site specific induction training

The appointed contractor shall ensure that all his / her employees and sub- contractor employees undergo site specific work induction with regard to the approved project SHE Plan, general hazards prevalent on site, risk assessment, rules and regulations, and other related aspects. Records of site-specific induction must be kept in the safety file.

3.19.3 Visitors to site induction

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

3.19.4 Requirements for vehicles

1. The appointed contractor must have a system/ process to manage vehicle access to site.
2. The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
3. Contractor vehicles can be subject to inspections by the contract/project manager
4. Vehicles which are not roadworthy will not be permitted to be used on site.

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5. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
6. All vehicles must be fitted with fire extinguisher and first aid kit

3.19.5 Requirements for Drivers

7. The driver must have a valid national licence for the type of vehicle used.
8. The driver must have level 1 first aid training and basic fire extinguisher training
9. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
10. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
11. All drivers of such vehicles are to have valid medical fitness certificates.
12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.

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3.19.6 Housekeeping and Order

1. Prompt disposal of waste materials, scrap and rubbish is essential.
2. Cleaning materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
3. All packaging material including boxes, equipment, etc. to be removed from the work area immediately.
4. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, and building bases to the satisfaction of the client/agent.
5. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the appointed contractor in the first instance and the Tx Real Estate Facilities manager in the second instance.
6. The Tx Real Estate Facilities manager has the right to instruct the appointed contractor and sub- contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the appointed contractor.
7. The sub- contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The appointed contractor shall document the results of each inspection and shall maintain records for viewing.
8. All contractors must comply to the TRE Barricading practice note

3.20 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments.
3. The equipment should be numbered or tagged so that it can be properly monitored and inspected.

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4. All tools that emit noise shall be avoided in office areas and use silent equipment i.e., deep cleaning industrial vacuum cleaner, and must be clearly marked with the emitted noise levels
5. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto site and the records shall form part of the SHE Plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
6. Tx Real Estate reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
7. Should Tx Real Estate personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Tx Real Estate personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Tx Real Estate 's instructions.

8. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
9. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.21.2 Eskom SHE audits

Tx Real Estate shall evaluate the principal contractor SHE performance on quarterly basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

These audits shall be attended by the contractor's site manager or the safety officer.

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

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Note: Tx Real Estate reserves the right to conduct unannounced audits and inspections on contractors

3.21.3 Contractor audit

The appointed contractor is required to audit their sub- contractors on the implementation of their SHE Plan on a quarterly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Tx Real Estate OHS department within one week after completion of the audit and a copy of the audit report shall be submitted to the sub- contractor within 7 days of the audit.

3.22 Smoking

The national smoking policy must be adhered to. At Eskom premises, smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

3.23 Cellular Phones

The national requirements regarding the use of cellular phones must be adhered to, in particular when driving and or operating mobile equipment and or machinery.

3.25 Medicals

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

1. Appointed contractors must ensure that their employees and their sub- contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.

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4. The appointed contractor must ensure that his / her employees and sub- contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The sub- contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

Pre-Existing / Current Medical Condition

Disclosure of pre-existing injuries or medical conditions

What is a pre-existing condition – The OHS Incident Management Definitions and Classification Parameters Standard (240- 131838225) which defines pre -existing medical condition/medical impairment as an incident arising out of, and in the course of, employment shall be considered:

- a) non-work-related if the incident arises solely as a result of a pre-existing medical condition/medical impairment and if a worker without such a condition/medical impairment would not have suffered such an incident; or
- b) work-related if the incident arises where the pre-existing condition/medical impairment may have been a contributing factor.

Note 1: the decision with regard to the impact/implication of such pre-existing medical condition/medical impairment must be confirmed by an Eskom Doctor.

Note 2: contractors are to follow their own processes and procedures for classification. At a minimum, the decision with regard to the impact/implication of such pre-existing medical condition/medical impairment must be confirmed by an occupational medicine practitioner (as defined in the OHS Act, section 1).

Pre-existing medical conditions can include health issues such as cancer, diabetes, lupus, depression, acne, hypertension, asthma, arthritis, ulcerative [Allergies] colitis etc or just about any other health condition such as previous medical operational condition in any part of the body.

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An injury are any old injuries that existed prior to the work injury that may or may not have fully healed. Some workplace environments could aggravate pre-existing conditions even if they would not necessarily have caused a new condition in an otherwise healthy individual. Examples may include amongst others, traumatic injury worsening back pain, joint pain (condition), sore neck, knee injuries etc.

A prospective employer / Supplier expectations/ duties

A prospective employer / supplier shall:

- request a prospective worker to disclose all pre-existing injuries or medical conditions existing during the period of the employment process that could reasonably be expected to be aggravated by performing their employment related duties
- request disclosure in writing and this request must be accompanied by details of the nature of the duties that are subject to the employment
- advise prospective workers that if they knowingly supply false or misleading information, they will not be entitled to compensation or damages under the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 for any event that aggravates the non-disclosed pre-existing injury or condition.
- ensure that pre-existing or current condition is part of:
 - ✓ Individual employment contract.
 - ✓ Because the contract defines the terms and conditions of employment
 - ✓ Included in the employment induction
 - ✓ Person Job Specification shall be developed to have a portion where the individual when visiting the occupational medical practitioner, it has been completed by the employer, employee and the medical practitioner can complete the document.
 - ✓ The employee shall reveal any pre-existing or current medical condition to the Occupational Medical Practitioner prior the assessment
 - ✓ Part of toolbox talk at least monthly, and awareness conducted more often, and
 - ✓ Records shall be kept.

A prospective contractor employee duty

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A prospective employee must, where requested in writing by a prospective employer, disclose all pre-existing injuries or medical conditions of which they are aware of, that could reasonably be expected to be aggravated by performing the employment related duties. If the prospective employee is engaged before making the disclosure (or being requested to make the disclosure), his or her entitlement to compensation is unaffected.

However, if the prospective employee does not disclose pre-existing medical condition or injury, this may have an impact on the future management of incidents in particular the work relatedness or not of an incident which may be attributed or not to pre-existing conditions

Key considerations for employers

Employers considering implementing changes to their employment conditions and processes in relation to these amendments shall note:

- it is the prospective employer's duty to request disclosure of pre-existing injuries or medical conditions from prospective workers during the pre-employment, periodic and post screening process, and such information shall be kept confidential
- when providing details of the nature of the duties that are subject to the employment, it is important that this information is accurate and provides specific details of the nature of the duties. The prospective employee must receive information that will enable them to make an informed decision about whether their pre-existing injury or condition might be aggravated by the duties
- if the Workers' Compensation Commissioner has previously provided a copy of the employee's claims history summary the employer shall not:
 - disclose to anyone else the contents of or information contained in the summary
 - give access to the document to anyone else
 - use the contents of or the information contained in the summary for any purpose other than for the purposes of the employment process (penalties apply).
- changes to employment conditions and processes should be made in consultation with the employer's human resources or advisor and employee representative. Employers who may have queries concerning equal employment condition and processes should seek independent advice

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- employers shall keep accurate records relating to this disclosure as this information will be requested where applicable during the claim's determination process.

The employer shall follow their own disciplinary procedure and share the outcome with the client.

Note:

- The employer shall ensure that the employees are not exposed or expected to execute an activity that will exacerbate the pre-existing or current medical condition. Risk assessment shall be conducted to determine the area where the individual shall be expected to execute the duties.
- The pre-existing or current medical condition shall be applicable to new or current employees within a specific employer.
- The employer shall manage all the pre-existing or current medical condition (this include referrals medical conditions) as per legal requirements as all information shall be kept private and confidential all the time.

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3.26 Personal Protective Equipment Requirements

1. The appointed contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and sub- contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. Additional PPE shall be identified from task risk assessments for specific areas and tasks.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

3.27 Incident Investigation

- All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Employment and Labour.
- Contractor shall ensure section 24 and 25 incidents are investigated by most senior personnel and have attended incident investigation training and appointed in writing.
- Appointed contractor must develop their own incident management procedure that is in line with Eskom procedure 32-95.
- The appointed contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports.

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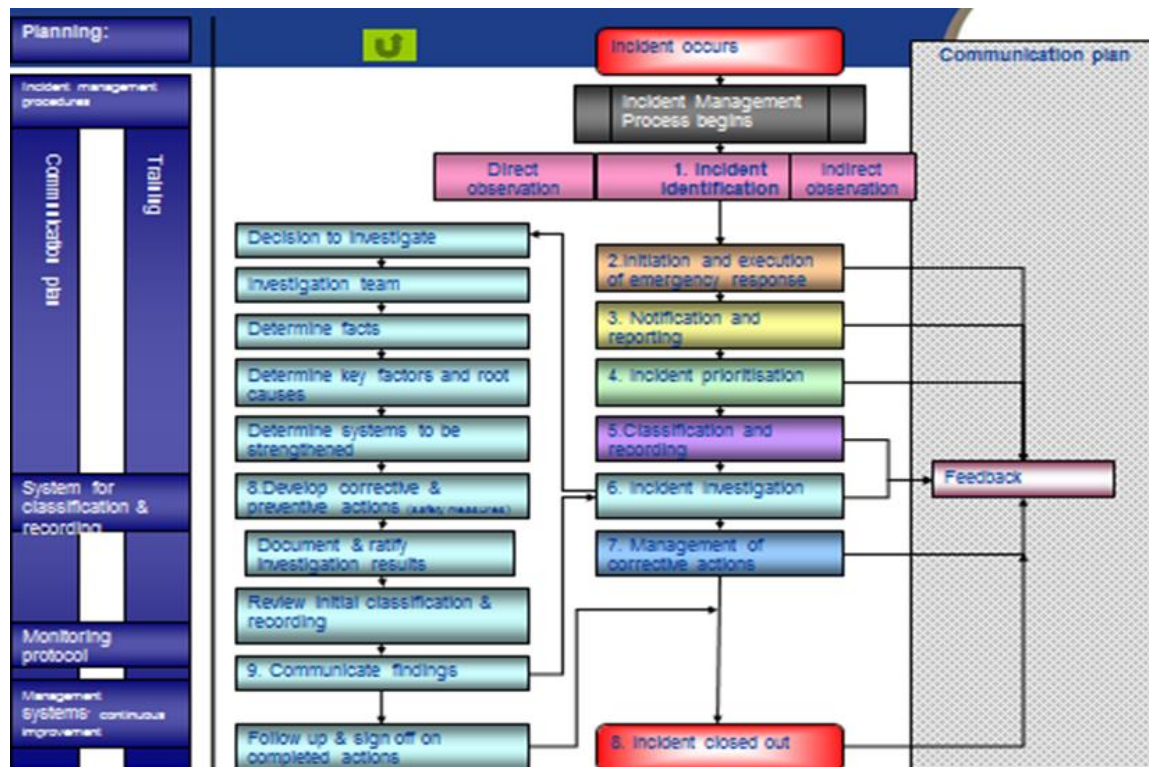
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- The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.



3.28 Emergency Management

The appointed contractor must develop their own emergency management procedure detailing the possible emergencies that could arise due to the activities that they conduct at Tx Real Estate premises and how they will evacuate their laydown areas in case of any

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emergency. The contractor emergency management procedure must be in line with Tx Real Estate emergency response plan.

The appointed contractor must familiarise themselves with the Tx Real Estate emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

Fire Safety

The Contractor shall develop fire safety and evacuation procedures for any area under his control prior to the commencement of any work thereon. The procedure shall take into consideration the size of the area, types of work being done (e.g., burning of combustible material during, etc.), number of combustible materials present etc. It shall take account of any hot work permit arrangements and all other applicable fire and evacuation procedures. All Contractor's Personnel entering and working on the Project Site, and other places, if any, as may be specified under the Contract as forming part of the Site, shall be trained in fire safety and emergency evacuation and any other duties they are required to perform e.g., Fire Warden.

The contractor shall be at all-times available for any meetings and interventions that are arranged by the Safety department in the sake of fire and emergency safety.

3.29 Non-Conformance and Compliance

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

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5. The contractor will be provided with maximum of 60 calendar days to close-out all non-conformance raised during the SHE Audit
6. Where non-conformances are issued by Tx Real Estate then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
7. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Tx Real Estate requirements.

3.30 Work Stoppage

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment.
2. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
3. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Tx Real Estate where the contractor has not met the requirements defined legally or contractually.
4. Where stoppages are carried out, the required non-conformance report shall be raised.
5. All work stoppages ideally should be investigated and documented by contract custodians.

3.31 Hours of Work

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

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3.31.1 Normal work

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

3.31.3 Overtime

When overtime is required to be performed, the sub- contractors shall inform the appointed contractor of such action. The appointed contractor shall inform the Tx Real Estate project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.32 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Tx Real Estate has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Should Tx Real Estate not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE Plan and inform Tx Real Estate of such issues when signing the contract.

The principal contractor must submit their monthly safety statistics including man-power on the last day of the month at the OHS department.

3.33 Contract Sign-Off

On completion of the project, all sub- contractors shall close out their project documentation; SHE files and forward such to the appointed contractor. The appointed contractor shall likewise close out his/her project documentation and SHE files and forward such to the Tx Real Estate project manager.

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3.34 Environmental Management Requirements

3.34.1 National Environmental Management Act 107 of 1998 (NEMA) principles

a) Duty of care and remediation of environmental damage

Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

b) Polluter Pays Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment

3.34.2 Zero Liquid Effluent Discharge Policy (ZLED)

All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

3.34.3 Waste Management

a) All waste generated during the execution of the scope of work shall be managed in accordance with Tx Waste Management Work Instruction (240-98818649) and in compliance with applicable environmental legislation and bylaws.

The contractor shall do the following:

- Dispose the waste in authorised and permitted landfill sites.
- Have the relevant authorisation and permits to transport waste.

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- Ensure that the landfill sites they utilise have the appropriate licenses and registrations.
- Submit SHE compliance report (manifests, tonnage report, disposal certificates, manhours etc.) at the end of every month.

3.34.4 Other rules

- All spills/emergency incidents should be reported to Eskom Contract Supervisor and Environmental Officer(s) immediately on occurrence. Incidents should be investigated in the presence on to prevent reoccurrence.
- All contractors should be aware of Eskom SHEQ Policy.
- All contractors must take into account environmental consideration when carrying out Risk Assessments.
- All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated.
- Non-conformance, incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:
 - The cause of the non-conformance/incident;
 - The proposed actions to correct and prevent recurrence.
- Eskom Tx Real Estate shall issue non-conformances where there are deviations from environmental requirements.

3.34.6 Records to be kept onsite For Environmental Management

The following minimum records shall be kept on sites:

- a) Contractor site specific Environmental Management Plan and Environmental aspect and impact register;

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Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available

b) Environmental Incident registers and investigation reports;

Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.

c) Non-conformance register;

When non-conformances are closed, they should be investigated and close-out within the agreed timeframes.

d) Complaints register;

Where complaints are raised, they should be reported to TRE Environmental management Department, be investigated and closed out.

e) Hazardous Chemical Agents registers and SDS where applicable;

Where hazardous chemical agents are used, a register should be maintained and all SDS should be available and communicated to employees.

Hazardous chemical agent used are stored in well- ventilated environment.

f) Records of audit reports and audit findings close-out, where applicable;

Records of audit and how findings where closed should be maintained.

Waste manifesto and waste disposal certificate are submitted to TRE Environmental management department on the last day of each month.

g) Records of environmental inspections conducted.

Monthly environmental inspection should be conducted and records of inspections should be maintained.

3.34.7. Environmental Costing

- Environmental Representative
- Environmental Law Course for Environmental Rep
- Waste Management Activities

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- Spillage control and Rehabilitation or Clean-up.

3.34.8 Contract Award Documentation

The following documentation should be submitted upon awarding of the contract.

- The Aspects/Impacts register or an environmental management plan;
- Appointment letter of the contractor's environmental or SHE officer who will be responsible for the implementation of the environmental requirements for the contract;
- Environmental Management System Certificate (if certified) if not, an environmental management system manual.
- List of all hazardous chemical agent to be used and their safety data sheets;
- Proof of training (certificates) of persons performing activities that could have significant impact on the environment;
- Waste management plan

3.35 Quality requirements

It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system that complies with the requirements of ISO 9001 standard.

This type of work falls under category 4 of the quality requirements.

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The supplier shall submit the evidence of the developed and implemented QMS which complies with ISO 9001.

The following documented information needs to be submitted:

- Quality Method statement based on scope (Method Statement Template-Ref 240-126469599).
- Quality policy approved by the top management.
- **Calibration certificate provided by accredited Service Provider**
- Quality Objectives Approved by the top management.
- Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015).
- Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).
- Form A is completed and signed.
- Proof of similar and/ or previous work done as per the scope of work and/ or specification.

5. Acceptance

Nil

6. Revisions

Date	Rev.	Compiler	Remarks
January 2025	1	M. Magaoga	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been

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Date	Rev.	Compiler	Remarks
			awarded a contract for the work to be performed for Eskom Tx Real Estate.

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