Eskom	**SHE SPECIFICATION** **General Service Contracts**	**Template Identifier**	**240-73419711**	**Rev**	**2**
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Project Name: Provision of Cleaning, Gardening and Hygiene Contract for Gauteng Cluster, on as and when required basis for a period of 3 years

Project Address: Gauteng Cluster

Eskom Project /Contract Manager

Name: Ngqali Ndukwana

Eskom's Health and Safety Manager

Name: Khetho Magwaza

Eskom's Procurement Manager

Name: Thembile Mbhiza

Eskom's Safety Officer

Name: Rejoice Shivambu

CONTENTS

INTRODUCTION

Eskom'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 Eskom's minimum requirements which are required to be met for the specific project and for the duration of the project period by contractors.

The principal contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.

Eskom in no way assumes the principal contractors legal responsibilities. The principal contractor is and remains accountable for the quality and the execution of his/her health and safety programme, for his employees and appointed contractor employees.

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

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

SUPPORTING CLAUSES

SCOPE

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

Purpose

This document will provide a standardise approach to the compilation of SHE specifications throughout Eskom for projects and or contracts and NEC 3contracts.

Applicability

This SHE specification is applicable to principal contractors and their appointed contractors who intend in tendering for the project / contract.

NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1

[1] 32-524 : Developing a SHE Specification and a SHE Plan.

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[2] 32-1034 Eskom Procurement and Supply Management Procedure
[3] Basic Conditions of Employment Act No 75 of 1997.
[4] Occupational Health and Safety Act and Regulations No 85 of 1993.
[5] National Environmental Management Act Ni 107 of 1998.
[6] National Road Traffic Act 93 of 1996
[7] 32-37 Eskom Substance Abuse Procedure.

[8] 32-95 Eskom Procedure manual for Performing Occupational Health and Safety Management and Environmental Management: Conduct EH&S Incident Management.

Normative

[1] DMN 34-2208 Access To Work
[2] DMN 34184 Camp Site Establishment
[3] 240-62946386 Vehicle and Driver Safety Management Procedure
[4] Constitution of the Republic of South Africa Act No 108 of 1996
[5] Tobacco Products Control Act 83 of 1993 (Updated 2001.11.19)
[6] 32-418 Working at Height Procedure

DEFINITIONS

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal-Assets 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
Consultant person	means a providing professional advice

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Definition	Explanation
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: a) the land, water, and atmosphere of the earth; b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
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
Eskom requirements	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 work being executed or to be executed

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Definition	Explanation
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statements	(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
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered
Provincial Director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties

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Definition	Explanation
	in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

Classification

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

ABBREVIATIONS

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit

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Abbreviation	Description
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency preparedness
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LV	Low voltage
LoGS	(COID)Letter of good standing
MSH Act	Mine Health and Safety Act (Act No. 29 of 1996)
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating regulations for high voltage systems
OU	Operating Unit
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

DOCUMENT CONTENT

SCOPE OF WOR

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

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SECTION 37(2) LEGAL AGREEMENT

A section 37(2) agreement must be signed between Eskom and the principal contractor / Joint Venture leader at the time of awarding the contract.

The principal contractor / Joint Venture leader must ensure that a section 37(2) agreement is compiled between the principal contractor / Joint venture leader and all their appointed contractors for the project / contract.

A copy of the section 37(2) agreement must be retained by the project manager and principal contractor.

A copy all the agreements must form part of the respective contractors SHE file.

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".

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.

OHS Act

All contractors shall have an up-to-date copy of the OHS Act and regulations at all work sites which will be available to all employees. (Reference GAR 4).

Legislative Compliance

The principal contractor and all appointed contractors will comply with all the legislation pertaining to this project being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).

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- National Water Act 1998 (Act 36 of 1998).
- Conservation of Agricultural Resources Act 1983 (Act 43 of 1983).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injures and Diseases Act.
- Applicable South African National Standards (SANS).
- Applicable international standards.
- SANS Standards –Contractor shall use the relative standards applicable to the project.
- Eskom standards and procedures relative to low voltage work.

Eskom requirements

Note: All contractors shall, before commencement of work in an allocated Eskom building, advise of their intention to perform work in the area.

Appointment of a Principal Contractor

The principal contractor will be appointed by Eskom or Agent on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

Contractors shall not commence with the work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation 5(1)(K), by Eskom or Agent.

Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees, and the principal contractor must ensure that all appointed contractors understand their roles and responsibilities.

The principal contractor shall when selecting contractors to assist on this project shall carry out a selection process, and vet potential contractors. Once the selection process is completed, then such sub-contractors shall be appointed in writing for the relevant period as required.

SHE Policy

A SHE policy is a statement of intent and a commitment by the organisation's CE and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

Principal Contractors and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE Section 16(2). Where possible, the policy must be displayed in a prominent place within in the workplace.

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COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in all the contract SHE files and as an annexure to the SHE plan.

APPOINTMENTS

1. The principal contractor and appointed contractors must make the relevant legislative and non-statutory appointments, which will be required to remain valid throughout the life of the project.
2. The responsibilities of the individual appointments made must reflect the requirements as listed in the respective Acts and form a part of the appointment.
3. All appointees shall be suitably trained and found to be competent for the responsibilities assigned.
4. Copies of all the appointments must be kept in the relevant SHE files.
5. 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.

Statutory appointments

- OHS Act, section 17- Health and Safety Representative
- OHS Act Construction Regulation 8(7) - Supervisor
- OHS Act Construction Regulation 8(8) – Assistant Supervisor
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Construction Regulation 8(5) – Safety Officer
- OHS Act General Safety Regulations 3(4) – First Aider/s
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act Hazardous Chemical Substances Regulation 3(3) Hazardous Chemical Substances Coordinator
- OHS Act Construction Regulation 5(1)(k) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act Construction Regulation 10(1)(a) - Competent Person to Compile Fall Protection Plan

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- OHS Act: Construction Regulations 13(1)(a) Person to Supervise Excavation Work
- OHS Act: Construction Regulations 23(1)(k) Construction Vehicle and Mobile Plant Inspector
- OHS Act: Construction Regulations 28(a) Stacking and Storage Supervisor
- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector

CONTRACTOR ORGANISATIONAL STRUCTURE

Principal Contractor Organogram

1. The principal contractor must provide an organisational organogram related to this contract, listing all the levels of responsibility from the CE down to the supervisors responsible for the project. The diagram must list the relevant positions held, names of appointees and legal appointments.
2. The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all of the organograms' as well as submitting them with the SHE plan. All organograms' shall be updated timeously when appointments are changed and filed in the project SHE files.

Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their CE 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 principal 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.

ROLES AND RESPONSIBILITIES

Commitment

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

Principal contractors and appointed contractors

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

- Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 5 of the Construction Regulations.

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- The principal contractor must notify the provincial director of the Department of Employment and Labour in writing of the work if it falls within the scope of Regulation 4 of the Construction Regulations (if this has not been arranged and or done by the client/agent);
- Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
- Shall keep a record of all employees including the appointed contractors employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the Eskom Project Manager.
- 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;
- Ensure that the minimum legislative, regulatory, and Eskom SHE requirements are complied with on all work sites;
- Give the Eskom project managers and line managers (16(2) appointees)/responsible managers their full participation and cooperation.
- Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
- The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety files to the Eskom project manager on completion of the project. This is to include lists of materials used, and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed;
- The principal 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. Similarly, the principal contractor must provide the Eskom project manager of all the valid letters of good standing from their appointed contractors.
- Contractors must provide the principal contractor 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.
- Appoint competent staff to perform the 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;
- Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures;
- Co-ordinate the activities of all the appointed contractors in the interests of safety and health;

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- Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures during the construction process;
- Stop his /her employees and any appointed contractors if the work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment;
- Take reasonable steps to ensure cooperation between all their appointed contractors;
- Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely;
- Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
- Appoint a full- or part-time safety officer in writing.
- Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
- Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements;
- 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 against all risks that may arise from such site;
- Before the commencement of any work, conduct risk assessments which shall include public safety .This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations;
- 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;
- Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible;
- Provide any appointed contractor who is making a bid or is appointed to perform work with the relevant sections of the documented safety and health specification;
- Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medicals must be conducted by an Occupational Health Practitioner.

Note 6: Eskom 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

- Contractors must ensure their and their contractor employees make themselves available for breathalyser and drug testing by Eskom while entering and/or being on any Eskom work site;

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- Develop an organisational substance abuse program and conduct random breathalyser testing.
- Develop a site emergency preparedness plan for each site and communicate the plan to all employees and contractors;
- 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;
- Ensure that all incidents are reported and investigated timeously by competent incident investigators;
- Be involved in all of their appointed contractor's investigations;
- Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings;
- Chair their own health and safety committee meetings and record such meetings;
- Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.

Site supervisor

- Not supervise work on any site other than the site they have been appointed to supervise;
- Assist the contractor and/or the appointed safety officer in conducting site induction training;
- Instruct and train 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;
- Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
- 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;
- Ensure that risk-based personal protective equipment (PPE) has been issued and that employees wear/use the PPE as instructed;
- Inspect such PPE on a regular basis and record the inspections;
- Ensure that all incidents are reported and are investigated by the principal contractor;
- Be involved in all investigations that occur within their area of responsibility and any others, where required;
- Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
- Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor;
- Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;

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- Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.;
- 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. Ensure that the team are involved in the abovementioned risk assessments;

Employees

Must:

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

- 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;
- Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the safety and health of persons this include any guarding of machinery or equipment obey any safety signs and adhere to any site demarcation at all times;
- Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements;
- 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
- Have the right to obtain proper information from their employer regarding health and safety risks and measures related to work to the work processes.

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- Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others
- 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
- 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 contract management timeously
- 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;
- Maintain the surrounding area of the work site in a neat and tidy condition;
- Have meaningful participation in regular health and safety meetings;
- Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concern;
- When given instructions, understand the instructions and be permitted to clarify those instructions;
- Carry out daily pre-task risk assessments and document them, also prior to the starting of any new task, irrespective of whether it is a repetitive task;
- Ensure that they are not under the influence of alcohol or other intoxicating substance when reporting for work at any Eskom site or be on site if they are under the influence of alcohol or intoxicating substance
- Make themselves available for breathalyser and/or drug testing while entering and/or being on any Eskom work site
- 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. No makeshift tools will be permitted to be used during the work;
- Be provided with risk-based personal protective equipment (PPE) as a measure of last resort, after the risks have been identified and the associated measures for the work have been mitigated as far as is reasonably practicable;
- Be trained in the proper use and care and, where necessary, the maintenance of PPE;
- Wear the PPE provided at all times where the requirements exist and be subjected to any company disciplinary measures for non-compliance;
- Not victimise any employees, by virtue of them divulging safety and health information in the interests of safety and health requirements, or be instructed to do so by any contractor management (reference – section 26 of the OHS Act); and

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- Shall take care of the environment in and around the workplace and prevent ant degradation as a result of any activities performed.

HAZARD AND RISK MANAGEMENT

The intent is Zero Tolerance of unsafe acts and conditions on site through the assessment of risk of each operation executed by the Principal Contractor and the provision of the necessary means to eliminate or minimize the risk to ensure a healthy and safe working environment.

Existing / potential hazards

- Uneven surfaces
- Public unrest
- Crime (theft, hijacking, robberies etc.)
- Bees & snakes

High-risk activities

- Working at elevated positions
- Ergonomics
- Working with noisy equipment

Risk assessments

1. Activity based risk assessments have to be conducted by an appointed and competent person and are included in the project scope of work.

2. The principal contractor and appointed contractors are required to conduct and document detailed risk assessments to establish further risks before the commencement of work site and during continued work, to ensure its relevance to changing scope and/or circumstances.

3. The principal contractor shall demonstrate that the site hazards and the contractor's activity risks and the mitigating measure have been considered in his risk assessments.

4. All emerging risks and hazards shall be managed during work.

5. Job/task risk assessments shall be conducted on every task prior to start of that job/task

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

· Each activity is listed;

· Specific hazards are identified and listed against each activity;

· The magnitude of each risk is rated as Low, Medium or High;

· All known documentary and supervisory controls are listed. For instance: What safe work procedures exist

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· The relevance, effectiveness and sufficiency of these controls are assessed;

· In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;

· Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;

· Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;

· Completed risk assessment shall be handed to the Eskom project manager representative for comment and approval;

Safe work procedures / method statements

Method statements are a form as to how to prevent an incident occurring during execution. A written safe work procedure is how to execute the task safely. Contractors work method statements must meet mandatory standards for designated hazardous activities. These activities must be subjected to ongoing review of the project / contract hazards and risk profiles.
1. Written safe work procedures or method statements must be compiled for the risks and hazards that have been identified during the risk assessments indicating procedures to mitigate, reduce or control the risks and hazards.

A safe working procedure should be written when:-

a. Changing a job or task;

b. Introducing new equipment or substances; and

2. Reviewing a procedure when problems have been identified, e.g. from near miss incidents or an accident/incident investigation.

The safe working procedure should identify:

a. The supervisor for the task or job and the employees who will undertake the task;

b. The tasks that are to be undertaken that pose risks;

c. The equipment and substances that are used in these tasks;

d. The control measures that have been built into these tasks;

e. Any training or qualification needed to undertake the task;

f. The personal protective equipment to be worn;

g. Actions to be undertaken to address safety issues that may arise while undertaking the task.

WORKING AT HEIGHTS

Fall protection plan

1. The requirements of CR 10 shall prevail.

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2. The principal contractor shall compile a fall protection plan (which includes fall prevention where possible) for the task, implement and reviewed such plan.
3. The fall protection plan must be specific to the work that is being conducted. The plan must be compiled by a competent person. Provision must be made for employee rescue. The requirements of Eskom's working at height procedure must be taken into consideration.
4. Where required, conduct specific risk assessments to determine the suitability of climbing methods to be used.
5. Cognisance must be made into all the different climbing methods to be used on the project.
6. Ensure that the relevant training in the use, care and maintenance of the appropriate fall protection and rescue equipment is provided.

Work in elevated positions

All employees working above ground level shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.

INCIDENT MANAGEMENT

1. All incidents relating to the contract (fatalities, lost time, medical treatment, first aid, vehicle accidents, damage to equipment near misses and environmental issues) shall be reported and investigated in terms of the section 24, 25, GAR 8, 9 of the Act and Eskom's procedure 32(95).

2. Copies of the investigation reports must be filed in the contract SHE file.

3. All incidents of a serious nature shall be reported to the Eskom contract responsible manager as soon as practicably as possible.

4. Ensure that all incidents are reported and investigated timeously by competent incident investigators;

Note: Eskom has the right to be involved in any contract related serious incident investigations.

Reporting

All incidents including near misses occurring at work shall be reported to the relevant site supervisor / manager as soon as practicable but before the end of the shift.

Note 1: If it is found that the Principal Contractor or his appointed contractors are hiding/not reporting incidents then steps (which may include disciplinary action) would be taken against the Line Management of the Principal Contractor and appointed contractor in terms of 32-1034 Eskom Procurement and Supply Management Procedure.

All section 24 and 25 incidents shall be reported to the provincial inspector of the DEL and the chief inspector.

Investigation

1. All incidents related to work being performed for Eskom shall be investigated in terms of the OHS Act sections 24 and 25 and conducted in terms of document 32-95 Eskom Procedure

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Manual for conducting EH&S Incident Management (full title is listed in Normative References).

2. Investigations shall be conducted by a appointed competent investigator who will compile the appropriate incident report form as listed in the OHS Act Annexure 1.
3. A comprehensive and detailed investigation report shall be submitted to the Eskom project manager within 7 -14 days after the incident.
4. All incidents that were in contravention of any one of Eskom's life saving rules must be presented by the relevant contractor manager to the project manager and where required to the OU responsible manager.

Eskom must be permitted to participate in investigations if the incident is directly linked to any activity within the scope of the construction project.

Close out

All incident investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the OU Risk Manager. Close out procedure ideally must be done as soon as practicable. Undue time delays must be avoided.

PERSONAL HEALTH / HYGIENE FACILITIES

Dining areas

1. Where employees are required to consume food and refreshments at the workplace, this must be done in a humane manner.
2. Dining areas shall have suitable and sufficient tables and chairs for seating whilst eating.
3. Dining areas shall be kept in a clean and tidy manner.

OCCUPATIONAL HEALTH, AND REHABILITATION,

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

Medicals

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

1. Principal contractors must ensure their appointed contractors have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.

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4. The Principal 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 principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

EMERGENCY MANAGEMENT

1. The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical.
2. The contractor's emergency plan must compliment the Eskom sites, emergency plan.

FIRE RISK MANAGEMENT

1. Contractors shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire. Ideally, all employees should receive basic training in fire prevention and use of fire equipment.

Fire equipment maintenance

1. All firefighting equipment that has been provided shall:
a. Be clearly labelled
b. Conspicuously numbered
c. Entered in a register
d. Inspected monthly by a competent person
2. Tested and serviced at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.

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.
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. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers

Boxes and equipment

The following is a list of minimum contents of a first aid box:
_ Item 1: Wound cleaner/antiseptic (100ml).
_ Item 2: Swabs for cleaning wounds.
_ Item 3: Cotton wool for padding (100 g).
_ Item 4: Sterile gauze (minimum quantity 10).

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

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

SHE COMMUNICATION SYSTEMS

1. Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place.
2. 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.
3. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes.
4. Attendance lists shall be kept for all the health and safety meetings.
5. It is a requirement that all employees attend and are involved in health and safety committees

Statutory health and safety committees

1. The principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act.
2. Similarly, appointed contractors shall establish their own statutory health and safety committee.
3. All appointed contractors shall be members of the principal contractor's safety committee.
4. 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. Listed below is a preferred agenda.
5. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).

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6. 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)
7. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
8. Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at the DEL.
9. All health and safety committees shall discuss all project relevant OHS Act Section 24 and 25 incidents and other notified serious incidents.
10. All health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
11. Statutory health and safety committees may, where appropriate, make recommendations for the revision of current standards, procedures and practices.
12. The principal contractor and appointed contractors shall ensure that statutory and non statutory health and safety committees carry out their duties.

13. The chairperson of all health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions

Non-statutory 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.

Agenda

1. All health and safety committee meetings shall be covered by an agenda that is circulated or posted on a notice board at least three days before the meeting is scheduled to take place.
List of agenda items:
· Matters arising from previous minutes
· Matters arising from Contractor's SHE meetings.
· Audit results and feedback
· Review Health and Safety Representative Inspection Reports
· Review
. Incident investigation reports
. Non-Conformances
. Announcements (near miss/injury/damage)
. Follow up on recommendations made by the employer in incident investigation reports
· Accident Prevention – Safety Promotion
. Behavioural Observations / Planned Job Observations
. SHE Training
. Protective clothing and equipment

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. Incident Announcements / Recall
· Forthcoming High hazard activities.
· Non-conformances.
· Housekeeping.
· Work permits.
· Work procedures.
· Hazardous materials / substances.
· Fire Prevention
· Occupational Hygiene Assessments, Health risks and actions
· Security
· Construction vehicles and mobile equipment
· Rules, Instructions
· Public Safety
· Environmental Management
· Emergency Preparedness
· Statistics report
. Closure

Minutes and action items for all health and safety committee meetings

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

Toolbox talks / Daily team talks / pre-job meetings

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel

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associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e., the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, then weekly toolbox talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

SHE TRAINING

1. The principal 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, appointed contractor must provide the same requirements when bidding with the principal contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and sub-contractors must have the appropriate qualifications, certificates and employees are under competent supervision.
3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the accepting their appointment.
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 relevant re-training.
5. The principal contractor shall ensure that all his / her employees and their appointed contractors' employees working on the site are adequately trained in the type of work/tasks to be performed. The training shall extend to include relevant procedures, hazard identification and risk assessment.

6. Appropriate time must be set-aside for training (induction and other) of all employees.

7. Records of all training and qualifications of all contractor employees must be kept.

Eskom and Organisation Induction training

1. The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the project safety induction programme prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they are receiving and understanding the induction training
3. Prior to induction all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be presented for permanent record at the induction centre and kept at site offices for permanent record.
4. All employees and visitors on site shall carry the proof of induction training.

Site specific induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo general work induction with regard to the approved project SHE plan, general

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hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects.

Site visitors induction training

1. Visitors to the site shall be required to undergo and comply with the principal contractors 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, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of attendance.

General job training

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

HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious Injuries/fatalities.

Stacking

1. Before stacking any material, the contractors or their employees must consult the contractor management for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
2. Adequate care must be taken by the contractor to ensure that storage and stacking is correctly and safely carried out.
3. Correct shelve stacking must be carried out, heavy and bulky on the bottom and light and small on top.
4. Site supervisors are to identify and establish a storage area for equipment and material.
5. All work areas must be kept clear
6. No tools, equipment and or material is permitted to be left behind on completion of work.

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PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

1. The principal contractor, when making a bid for this project shall provide a breakdown list the PPE requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.

2. The principal contractor must provide a detailed programme on the issuing, maintenance and replacement of PPE for all his employees and subcontractors on site.

3. All contractors shall comply with the requirements of GSR 2 of the OHS Act.

4. A PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.

5. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out.

6. All contractors shall ensure that their visitors wear and or use the correct PPE whilst on worksites.

7.All PPE purchased and used by all contractor employees including visitors at/to the worksites, must comply with the relevant SANS or the relevant internationally recognised authority standards. No inferior PPE will be accepted during the project approved risk-based PPE at all times, as a minimum:

Issuing / wearing

1. All contractors are required to provide free of charge all the necessary PPE required for the tasks within the project.
2. Strict non-compliance measures must be administered to any employee not complying with the use of PPE and shall be removed from the site until such times as they are in possession of the required PPE.
3. Safety belts are not allowed on site. Only double lanyard safety harnesses are permitted and must be used when conducting work at elevated positions.

Inspections

1. Contractor supervisors are required to perform weekly inspections of the PPE issued to their employees to ensure that the PPE is still in a serviceable condition and the PPE is available on site.
2. Inspections must be documented.

Training

All contractors shall ensure that their employees are informed and understand why the personal protective equipment is necessary, and trained in the use, care and maintenance thereof. Thereafter, all employees shall sign an undertaking to wear such PPE supplied to them.

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SAFE WORK PROCEDURES AND PRACTICES / SAFE OPERATING

Where there are any Eskom Distribution Work Instructions / Task Analysis / Task Manuals, reference to these documents must be made.

There must be written safe work procedures for all activities. Risk Assessments should refer to the safe work procedures.

DISCIPLINARY PROCESS

The principal contractor is required to implement a disciplinary process within his/her organisation to enforce conformance to requirements, similarly, appointed contractors must do the same.

Organisational process

The principal contractor is required to implement a disciplinary process within his/her organisation to enforce conformance to requirements, similarly, appointed contractors must do the same.

Eskom Lifesaving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom adopt the same view.
2. 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 a Principal 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.
3. If any contractual work will be performed on any Eskom premises (including delivery of the guard huts), then the rules **shall be obeyed** by any contractor and their employees.
4. The rules are:

Rule	Description of rule
Rule 1	**OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH** (That is plant, any plant operating above 1000 V)
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**

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5. Eskom will take a stance of zero tolerance on these rules.
6. Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious
disciplinary action, which may include dismissal.
7. This is to ensure that **every person** who works on or visits an Eskom work site **returns home safely to his or her family**

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. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or implemented.
5. Where non-conformances are issued by Eskom, then one of the close-out steps of the procedure will be for the offender to be called on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.
6. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements

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, or working on, any of Eskom’s equipment and premises, similarly contractors should adopt the same principals.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. Persons are not permitted from entering or remaining on or at a workplace whilst under the influence of either or both substances, not permitted to be under the influence or consume intoxicating substance whilst at / in the workplace. There is provision regarding the taking of medication
4.The alcohol and drug permissible level is 0%.
5. All contractors shall comply with Eskom’s procedure 32-37 (“Substance Abuse Procedure”), remembering that this is an Eskom life saving Rule: “RULE 4: BE SOBER”), that is to say, they will make themselves available to be tested by Eskom as and when required.
6. Contractors are encouraged to compile their own manual and to carry out regular 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.

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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. The equipment should be numbered or tagged so that it can be properly monitored and inspected.

LADDERS

1. Ladders use shall confirm to the requirements of GSR 13A and used in terms of GSR 6.
2. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6

Inspection records

A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

STATISTICAL REPORTING

Statistics is an integral part of the framework for measuring health and safety performance and assist in improving the organisation's health and safety performance.

Monthly statistical report

1. The principal contractor must report to Eskom project manager, their SHE statistics and those of their appointed contractors for the previous month.
2. The statistical information required is:
a. Name of contractor company
b. Incidents: Lost time, medical; first aid, near misses reported
c. Manpower numbers per principal contractor and sub-contractor company
d. Actual man-hours worked
e. Status on incidents investigated and recommendations closed out

PLANNED TASK OBSERVATIONS

1. Task observations is a crucial step in identifying any deviations from specified process and or procedures.
2. Contractors are required to carry out periodic task observations on employees who are more at risk and therefore need to be observed more frequently and more systematically than people who are at low risk. Included in the observation process will be to identify any at-risk procedures as listed / not listed in the safe work procedures for that task
3. Select and prioritise, even after hours, those individuals who are at high risk of being injured or causing a loss whilst performing dangerous/hazardous work.

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4. Guide for selection (high-risk employees)

• new and transferred employees

• poor performers

• employees with limited experience or competence (skill, knowledge or attributes)

• employees with substance abuse problems (such as alcohol and/or drug problems)

• employees who display at risk behaviours such as risk takers

• as well as good performers (possible improvement to procedure)

5. Task observations may be conducted by an observer who is at least equally competent to conduct

planned, unplanned or partial basis (all of which are important) observations. (Refer to Annex G and H)

Note 1: Certain tasks may comprise of a number of sub-tasks and may in their entirety be classified as

safe, while certain

6. Following a task observation, feedback and instruction shall be given immediately to the worker who has been observed.

Note 2: Task observations do not replace behaviour observations.

Observation reports

Task observations shall be documented and filed in the site SHE file.

BEHAVIOUR OBSERVATIONS

Also known as Visible Felt Leadership.

Safety behavioural observations must be done daily at each workplace on the project site. It is preferable that the safety observation teams comprise of two persons and represent different levels in the organisation. The objective of behaviour safety observations is to assess and address the actual safe and unsafe behaviours of people in the workplace, as well as workplace conditions that are caused by the actions or non-actions of employees, contractors, or their supervisors.

1. These observation interventions will provide management with a clear picture of the current safety and health culture in the various workplaces, which is reflected in the actual behaviours and conditions versus the expected safety requirements.

2. The intent of the behaviour observation process is for management to be visible in the workplace and for them to:

a. recognise and encourage positive behaviours, so that they are sustained;

b. immediately address and correct unsafe behaviours and conditions; and

c. provide a two-way communication channel to discuss safety and health achievements and concerns regarding employees, contractors, and visitors.

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3. Contractors are required to carry out periodic observations on employees. This observation is not limited to unsafe workers but to all employees. This type of observation corrects unsafe behaviour as well gives an immediate chance to reward safe behaviour.

Observation reports

Observation forms must be completed after each observation and retained in the site SHE file.

AUDITING

Approval and compliance of principal contractor SHE plan

The Contractor's SHE Plan will be audited against a compliance checklist so as to confirm compliance to the requirements in the Eskom SHE specifications. Once there is compliance only then will the principal contractors SHE plan be approved by the project manager or an appointed Eskom functionary. The implementation of the SHE Plan shall be assessed/audited by Eskom functionaries on a regular basis. Which will include physical conditions evaluations.

Third party legal compliance

All contractors involved in the project may be subjected to a third party legal compliance verification audit that will be conducted on the site activities A copy of the summary of the findings and the proposed corrective actions shall be submitted to Eskom Project Manager. The written report shall be submitted within one week after the completion of the audit.

Eskom SHE audits

Eskom shall evaluate all contractor's SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.
Note: Eskom reserves the right to conduct unannounced audits on contractors
There will be monthly audits conducted by Eskom on the principal contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative.
If there are any findings/non-compliance identified as serious in these audits, work will be stopped for that specific Principal Contractor and appointed contractor company. Refer to section on "Work Stoppage" in this SHE specification.

Inspections

Eskom functionaries will conduct monthly inspections on all contractors. Records of such inspections shall be handed to the respective contractor management of which, they shall be filed in the respective site SHE files.

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PROJECT SITE RULES

The principal contractor is fully responsible for the health and safety of his/her workers and his/her appointed contractor's in accordance with the contract

General rules

1. The performance of work shall be done with respect to health and safety.

2. Contractors shall be responsible for enforcing and respecting all applicable health and safety rules in performance of all work covered by the contract, particularly those relative to the OHS Act and regulations made under them as well as to Eskom requirements.

3. Contractors shall take reasonable steps necessary to ensure the protection of workers, visitors, property, and the public.

4. Contractors shall conduct regular site inspections and act promptly in all situations where there is a risk to safety, health, or the environment

5. Contractors shall report to Eskom and investigate all accidents/incidents having caused, or having risked causing, losses or injury in order to identify the cause(s) and immediately take appropriate corrective and preventative measures. Follow the Eskom 32-95 Procedure Manual for conducting EH&S Incident management.

6. Contractors shall take all necessary steps to ensure that their workers and persons granted access to the work site and who are under the contractor's control or who are present at the contractor's request comply with these safety requirements and with the necessary legislative requirements.

7. Contractors shall ensure and demonstrate to Eskom that he/she and all contractors to be appointed on this project have adequately allowed for the cost of health and safety measures that may be required during the work/services.

8. Contractors shall provide their workers with proper training so that they can perform their work safely. Train all staff to be aware of their own responsibilities for, and to provide information, instruction, and training on, the particular hazards and risks in relation to the scope of work.

9. Contractors shall provide and maintain in proper condition all personal protective equipment for their workers and visitors as well as any other safety or special precaution devices. The contractor shall ensure that his / her workers and all other persons having access to the work site use appropriate personal protective equipment in a safe manner.

10. Contractors are required to take reasonable steps to prevent bodily harm to persons whom he/she has authority to direct in terms of how these persons perform their work or tasks.

11. Illegal drugs, alcohol, firearms, or other dangerous substances shall not be allowed on the project/site. Reporting for work under the influence of an illegal drug, alcohol, or other dangerous substance is not permitted.

12. All contractor employees shall undergo full medical examinations prior to start any work on site.

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Smoking rules

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

SHE PLANS

Note: The plan does not necessarily have to be split into and filed under each heading, but it would make auditing easier and employees able to reference easier). In compiling the SHE plan, cognisance must be made of the detail listed in the specification and the plan must address as to how the contractor will implement the requirements listed in the specification.

1. A safety and health plan is a documented plan that addresses the hazards identified and includes safe work procedures to mitigate, reduce, or control the hazards identified. It is specific to each construction project undertaken and site where work is done, is compiled by the principal contractor and appointed contractor, and must be approved by the client/agent prior to the commencement of any construction activities on a project.
2. The principal contractor shall prepare a SHE plan to address and manage all applicable sources of risk as well as any other sources of risk that are identified during the execution of the project. The plan shall incorporate the requirements as listed in this SHE specification. A copy of all the project plans shall be kept in the site SHE file and be available at all times.
3. The principal contractors SHE plan shall be submitted to the project manager for review and approval before the signing of the contract and, once accepted, shall not be amended without prior consultation and acceptance by the project manager.
4. The principal contractor shall insure that his/her appointed contractors prepare their SHE plan to address and manage all applicable sources of risk as well as any other sources of risk that are identified during the execution of the project. Their SHE plan shall incorporate the requirements as listed in this SHE specification as well as the applicable requirements listed in the principal contractors SHE plan. A copy of all the project plans shall be kept in the site SHE file and be available at all times.
5. The appointed contractors SHE plan shall be submitted to the principal contractor for review and approval before the signing of the contract and, once accepted, shall not be amended without prior consultation and acceptance by the project manager. The principal contractor will be required to send a copy of the appointed contractors SHE plan to the project manager for information, approval and record retention.

RECORD KEEPING

1. All records required in terms of legislative and Eskom requirements shall be kept and filed in the contractor's SHE files. These records shall be kept for the duration of the project. They shall be open to audit/inspection by any party who is entitled to audit/inspect the project.

2. Where there are activities at the work sites, then the required records for that work site must be filed at that work site. If records are required to kept at the head / main offices, then the work site must have up to date / valid copies of such documentation.

3. Where a contractor is unsure as to which records are required to be kept, then advice must be obtained from the project SHE functionary at the earliest.

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SHE FILES

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.

2. All contractors are required to keep a SHE file **on every project site**. If there is more than one site per project, a file per site shall be kept at that site for that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.
3. The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans, and this standard.

4. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.

5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

6. On completion of the work/project, the principal contractor must hand over a consolidated safety and health file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.

7. Where during extended projects, documentation in the SHE files becomes cumbersome, then older documentation must be archived inboxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be also handed over at the completion of the project.

HEALTH AND SAFETY REPRESENTATIVES

1. The requirements of sections 17 and 18 of the OHS Act shall be complied with. Contractors shall designate in writing health and safety representatives for each workplace.
2. Health and safety representatives shall be nominated and elected by the employees.
3. Contractor managers shall permit their appointed health and safety representatives to carry out their functions as required by legislation and support them in fulfilling these functions.
4. The following are the functions:
a. Carry out inspections of the workplace.
b. Be members of the company "statutory health and safety committee", and attend such committee meetings.
c. Assist in company "incident Investigations", and visit company incident scenes.
d. Review the effectiveness of company safety and health measures.
e. Investigate employee safety and health complaints.
f. Identify potential hazards and potential major incidents in the workplace.
g. Make representation to their employer on safety and health matters.
h. Participate in consultations with the Department of Employment and Labour and Eskom's OHS Inspectorate.

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i. Attend any company formal investigations.
j. Accompany Department of Employment and Labour and Eskom OHS inspectors during their inspections.
k. Be accompanied by a technical advisor on any inspection.
l. Participate in any internal safety and health audit.

5. Where deemed necessary, contractors may compile an organisation manual listing the duties, roles, and responsibilities of the health and safety representatives.

Inspections

On completion of the inspection, health and safety representatives are required to compile an inspection report, listing the location, the deviation, who is responsible for auctioning the deviation and a target date for completion. Completed reports are required to be forwarded to the employer for their information, further comment on any recommendations for improvement and signature.

Thereafter, the report shall be tabled at the organisation's statutory health and safety committee for discussion and further comment. The report is then returned to the originator to hand over to the relevant functionaries for their actions, thereafter, are filed in the sites SHE file.

Checklists

When performing inspections, health and safety representatives must use an inspection check list as a reminder to enable them to cover all the risk areas within the work site / area of designation. This check list can be the inspection report, or a separate formatted report can be submitted.

UNLAWFUL ORDERS

1. Section 14 of the OHS Act stipulates that employees shall carry out any lawful order given to them. That is to say, they have the right to refuse to obey an unlawful order or work instruction.

2. In terms of the Legal and Eskom requirements, if an employee has a reasonable belief that the work to be undertaken is likely to endanger themselves or any other person/s due to at risk behaviour or working in unsafe conditions, or a lack of protective equipment or clothing, he/she has the right to refuse to work.

3. An employee may also in terms of Section 29 of the National Environmental Management Act, Act 107 of1998, refuse to work if the work would result in an imminent and serious threat to the environment.

4. All contractors shall ensure that their employees are conversant with the hazards to his/her health, safety and the environment that are part of any work that he/she has to perform, as well as the precautionary measures required in respect of those hazards.

5. Each contractor manager shall as soon as reasonably practicable, investigate and resolve an employee's refusal to work based on health, safety and environmental management related issues or concerns, in terms of the incident management segment of this SHE specification.

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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/s or create a risk of degradation of the environment exists. This includes any unauthorised work or service performed by, or legally or contractually noncompliant acts or omissions by, any contractor contracted to work at that site.

2. 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 Eskom where the contractor has not met the requirements defined legally or contractually.

3. Where stoppages are carried out, the required non-conformance report shall be raised.

4. All work stoppages, ideally should be investigated and documented by contractor management.

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.

Normal work

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

Night work

Where any night work is to be performed, then contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that any employee must not have to work in any dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use a few lights with high light intensives as this will cause night blindness. If work is continuing from day light into night, at dusk, a toolbox talk must be held where all employees must be advised of the hazards of night work and the extra precautions that require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

Overtime

Where overtime is required to be performed, then the appointed contractors shall inform the principal contractor of such action. The principal contractor shall inform the project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly.

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SECURITY

1. Eskom security requirements shall be adhered to.
2. All contractors shall be accountable and responsible for the security of all their equipment, materials etc. On any of their work sites, camp sites and when and where they utilise an agreed Eskom site.
3. Where there is access control to construction sites, any land owned sites and or Eskom sites, such access control requirements shall be observed.
4. Eskom reserves the right to search any contractor and or Eskom vehicle entering or leaving the site / premises any Eskom site.

OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHEQ issues in order to assist the contractor in adequately providing for the health and safety of employees on site. Should Eskom 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 Eskom of such issues when submitting the tender.

CONTRACT SIGN OFF

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

Revisions

Date	Rev.	Compiler	Remarks
August 2015	0	F Pooe	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.
	1		

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