

	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

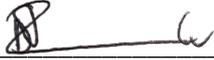
Project Name: C&I Installation and Commissioning of Cables SHE Specification

Project Address: Kusile Power Station, R545 Kendal/Balmoral Road, Haartebeesfontein Farm, Witbank.

Scope of the project: C&I Installation and Commissioning of Cables SHE Specification

Eskom Contract's Manager

Name: Simiso Tembe

Signature: 

Date: 13/04/2021

Eskom's Health and Safety Manager

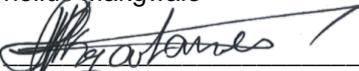
Name: Ntokozo Mashita

Signature:  PP

Date: 13 April 2021

Eskom's Procurement Manager

Name: ~~Cornelius Makgwale~~ **Matshiso Kgafane**

Signature: 

Date: 25 Oct 2021

Eskom's Safety Officer

Name: Thobile Yonga

Signature: N/A

Date:

Eskom's Environmental Manager

Name: Lesiba Kgobe

Signature: PP 

Date: 14/04/2021

Eskom's Quality Officer

Name: Sazi Zungu

Signature: 

Date: 13.04.2021

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		Effective Date	April 2021		
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Content

	Page
1. Introduction.....	4
2. Supporting Clauses.....	4
2.1 Scope	4
2.1.1 Purpose.....	4
2.1.2 Applicability	4
2.2 Normative/Informative References	4
2.2.1 Normative	5
2.2.2 Informative.....	5
2.3 Definitions	6
2.4 Abbreviations.....	8
2.5 Roles and Responsibilities	8
3. Specification.....	16
3.1 Scope of work.....	16
3.2 Legal Compliance.....	17
3.3 Requirements specific to the issued scope of work.....	19
3.4 Safety, Health and Environmental file package requirements	21
3.5 Costing for SHE within the Project	23
3.6 Eskom Life-saving Rules.....	23
3.7 Substance Abuse	24
3.8 Risk assessment (refer sec 8 & 9 of the OHS Act).....	25
3.10 First Aid and Equipment.....	27
3.11 SHE Communication Systems	28
3.12 Workplace Signage and Colour Coding.....	31
3.12 Tools and Equipment.....	31
3.13 Smoking	33

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

3.14 Cellular Phones 33

3.15 General Requirements as per the cellular phone usage generation directive 33

3.16 Medicals 34

3.17 Personal Protective Equipment Requirements 34

3.18 Incident Investigation 35

3.19 Emergency Management 36

3.20 Non-Conformance and Compliance 37

3.21 Work Stoppage 37

3.22 Hours of Work 38

3.23 Omissions from Safety and Health Requirements Specification 38

3.24 Contract Sign-Off 38

4. Acceptance 38

5. Revisions 39

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		Effective Date	April 2021			
		Review Date	March 2024			

1. Introduction

This SHE specification is Kusile Power station's minimum requirements that must be fulfilled for the specific scope of work issued for the duration of the contracting period.

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.

Kusile power station 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.

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

2. Supporting Clauses

2.1 Scope

This SHE specification lists the legislative and Kusile Power Station 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 Kusile Power Station.

2.2 Normative/Informative References

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

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 32- 418 Working at Heights Procedure
- [11] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure
- [13] Plant Safety Regulations.
- [14] ISO 9001: 2015 Quality management system
- [15] ISO 45001: 2018 Occupational health and safety management system
- [16] 240-155373927 Eskom's COVID-19 Health and Safety Policy Statement
- [17] 240-156025414 generations COVID 19 work instruction

2.2.2 Informative

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

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

2.3 Definitions

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		Effective Date	April 2021		
		Review Date	March 2024		

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
Coronavirus	Coronaviruses are a family of viruses that affect animals. Occasionally, coronaviruses have been known to move from animals to humans (zoonotic). The coronavirus we are talking about today is a new virus, which causes an illness called COVID-19.
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)
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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		Document Identifier	240-163078374	Rev	1	
		Effective Date	April 2021			
		Review Date	March 2024			

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
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993

2.5 Roles and Responsibilities

2.5.1 Appointed contractors and sub- contractors

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:

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
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 Kusile power station 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 Kusile power station 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 Kusile power station 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 Kusile power station project manager with all the valid letters of good standing from their sub- contractors.
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.

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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 part time safety officer as per project risk.
17. 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;
18. Follow a process of disciplinary action if any of their employees or their sub- contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.

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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 Kusile power station's behalf, with the relevant sections of the documented Kusile power station'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.

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.

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Note 6: Kusile power station 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.
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 Kusile power station Project Manager.

2.5.2 Site Managers

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 that the minimum legislative and Kusile power station SHE requirements are complied with on all work sites;

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4. 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;
5. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
6. Inspect such PPE on a regular basis and record the inspections;
7. Ensure that all incidents are reported to the client and are investigated.
8. Be involved in all investigations that occur within their area of responsibility.
9. Carry out audits and or inspections on their sub- contractors on instructions of their contractor.
10. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
11. 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;
12. 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;
13. 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.
14. 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;
15. 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.
16. Not victimise their employees by virtue of their employees 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).

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17. 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.
18. 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.

2.5.3 Contractor site supervisor

Must:

1. Be competent to perform the required supervisory tasks; have attended a supervision or legal liability competent training from SAQA approved training provider and has a 3 years supervision experience.
2. Ensure their employees and all sub- contractors comply with the required statutory and Kusile power station requirements;
3. Inspect all work done by the employees and all sub- Contractors to ensure adherence to Kusile power station'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 Kusile power station project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
7. Ensuring that quality records are maintained in accordance with legislative and Kusile power station requirements;
8. Continual liaison between the appointed contractor, sub- contractors and employees.
9. Ensures that employees and sub- contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Kusile power station:

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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 contractors 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 file and relevant documentation.

2.5.4 Contractor Health and Safety officer

1. The Safety officer must be suitably qualified with recognised safety qualification.
2. Must be part 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.
6. Be in constant liaison and cooperate with Kusile power station'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 inspections of all work sites for the duration of the project.
9. Be involved in the organisations incident investigations when required.
10. Conduct organisational, site and visitor induction training.

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11. 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.

3. Specification

3.1 Scope of work

The services of this SOW are installation and repairs of all C&I cables and racks at Kusile Power Station in accordance to Eskom Cable Standard 240-56227443, 240-56355815 Control & Instrumentation Field Enclosures and Cable Termination Standard.

The cables associated with C&I are marshalling single-core cable, field multi-core control cables, fibre optic cables, communication or network cable. It shall be required that a suitable service provider is familiar with all types of these cables installation and termination suitable for various plant conditions.

The works shall be but not limited to removing old cables and racks, pulling new cable and racks, termination, marking, splicing, crimping.

Installation and Commissioning of C&I Cables

- a) The works is the installation and commissioning of C&I cables on an "as and when required" basis at all plants that are related to Kusile Power Station Gx-C&I Maintenance and its boundaries.
- b) Install cable racks, new cabling, test and repair, complete earthing and perform termination as and when required.
- c) All cable connections at junction boxes, field Instruments and marshalling cabinets shall be made using tension clamp terminals and Cables to be terminated in a crimped bootlace ferrule i.e. preventing numbers from slipping off the cable ends.
- d) When cables are replaced or new cables installed in any DCS Cubicle, the damaged entry hole will be fire sealed with Micon FLAMSAYF 325 Fire Retardant Mastic from cable entry and inside cubicle.
- e) Labelling of cables: Cable number tags to identify cable as per requirements and colour coding.
- f) On completion of the work the relevant equipment shall be properly re-commissioned prior to the clearance of the Permit to Work.

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

Work Preparation and Work Management

- a) Adhere to work management system SAP PM.
- b) Adhere to Eskom plant safety regulations (PSR).
- c) Risk assessment shall be done and documented/filed for each task.
- d) Safe work procedures or temporary work procedures shall be available and used for each job.
- e) Job observation shall be done on agreed frequencies.
- f) All documentation required to complete work shall be referenced and filed for future reference (Test results, reports, drawings etc.) All documentation to be completed and filed (test sheets, test results, technical reports, drawings etc.)
- g) Ensure compliance to PSR before any work commence.
- h) All workers must be on RPs workers register and skilled person must keep and reported to the Employer on a required basis.
- i) Attend various departmental meetings. (Safety, Maintenance, Commissioning etc.)
- j) The *Contractor* must identify all potential hazardous tasks in the Works Information and prepare safe working procedures to issue to his staff before any work will start.
- k) The *Contractor* must provide proof that toolbox talks have been held.
- l) Perform toolbox talks, discuss and fill risk assessment, ensure you're in possession of the correct drawings, correct check sheet, correct work procedure, correct QCP's and you're at the correct plant

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 Kusile Power Station Contract Manager/Project Manager 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. This agreement must be submitted as part of the safety file package.

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

3.2.2 Site Access requirements

The Safety file package must be submitted to the OHS department **2 weeks** before the agreed project commencement date.

Before the successful Contractor commences with any work, the Kusile power station Project Manager/Contract Manager shall ensure that;

- a) A copy of the SHE Specification document is in the possession of the responsible person of the contracting company as well as the Kusile Power Station baseline risk assessment.
- b) The responsible person of the contracting company and the Kusile power station project manager/contract manager have signed the Kusile power station section 37 (2) agreement.
- c) The appointment of the Appointed Contractor have been concluded and signed by the Contractor and Appointed Project 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
- d) Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable Kusile power station SHE specifications to the Sub Contractor(s).
- e) The OHS department shall assess and give written feedback to the appointed contractor. The safety file shall be approved in a form of a written letter from the OHS department.

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

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2	
		Document Identifier	240-163078374	Rev	1	
		Effective Date	April 2021			
		Review Date	March 2024			

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. Kusile power station does not condone the use of child labour and therefore all effort must be exercised and child labour should not be used.

3.2.5 Legislative compliance

The appointed contractor and all sub- contractors will comply with all the legislation pertaining to the issued scope of work. 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.

Note: The appointed contractor cannot establish site at Kusile Power Station without written authorization issued by the occupational, hygiene and safety department

3.3 Requirements specific to the issued scope of work

- a) Installation and Commissioning of cables work falls under a high risk category as per Eskom supply risk category. In compliance with legal and other requirements, the following requirements must be complied with fully:
- b) Employees performing the work must be competent to perform working at heights and working in a confined space activities.
- c) Employees must be medical fit to work in a confined space and at fall risk position.
- d) At least one other person trained in resuscitation must remain outside the entrance of the confined space in order to assist or remove any person or persons from the confined space, if necessary.
- e) An employee entering the confined space must use a safety harness or other similar equipment to which a rope is securely attached which reaches beyond the access to the confined space and the free end of which is attended to by a person outside the entrance of the confined space.
- f) Safe entry gas test clearance must be done by the client’s OHS professional prior working to certify that the area is safe for employees to work.

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

- g) The appointed contractor must conduct a continuous gas monitoring thereafter, therefor the appointed contractor must have gas monitoring equipment
- h) The appointed contractor must submit method statements/work instructions indicating how the installation and commissioning of cables work will be done safely.
- i) Appointed contractor shall, before commencement of the project, ensure that all their employees are familiar with the relevant Kusile power station SHE documentation that is applicable to contract services.
- j) 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.
- k) First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.
- l) The appointed contractor must submit a Covid-19 risk assessment in line with the guidelines as issued by the Department of Labour
- m) No vulnerable employees are allowed to come to Kusile site as identified by the Department of Labour
- n) The appointed contractor must supply employees with at least 2 cloth masks over and above other masks that may be required due to the risk of the activities note: only 3 ply cloths masks allowed on site , no buffs
- o) The appointed contractor must supply hand gloves and hand sanitizers to the employees
- p) The transport used to transport employees must be disinfected as per prescribed frequency
- q) All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider
- r) Attach proof of ISO 45001 compliance/ or plan to comply with the requirements of ISO 45001

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No 2002/015527/30.

	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

None Negotiable requirements

The following requirements must be complied fully:

- a) The appointed contractor must submit a valid letter of good standing
- b) The appointed contractor must submit a baseline risk assessment as per the issued scope of work
- c) The appointed contractor must submit a SHE Plan indicating a clear she management system
- d) The SHE Plan must also identify applicable competencies to carry out the task and attach proof of such competences
- e) The appointed contractor must submit valid certificates of fitness for the work force
- f) The appointed contract must submit valid certificates of competency
- g) The Appointed contractor must submit an organizational SHE Policy and organogram
- h) The appointed contractor must submit applicable legal appointments with competencies where required
- i) The appointed contractor must indicate the head count /total man power
- j) Attach procedures used to manage the SHE Plan such as but not limited to risk assessment procedure, incident management procedure
- k) Attach identification documents/ passport copies
- l) Attach curriculum vitae and copies of certificates of competency
- m) Attached proof of drivers licence and PDP for the appointed vehicle operators
- n) Attach a list of tools where applicable
- o) Attach proof of PPE issuing

3.4 Safety, Health and Environmental file package requirements

The following documentation must form part of the SHE file:

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

- a) The appointed contractor and each Subcontractor 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.
- b) 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.
- c) All contractors shall prominently display a copy of the policy in the workplace where the Contractor's Personnel normally report for service.
- d) 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.
- e) 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
- f) The SHE Plan shall contain the following as a minimum:
- g) Relevant applicable legal and other requirements as per issued scope of work
- h) Roles and responsibilities
- i) 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.
- j) Process for change management
- k) Process for employee training, competency, communication, awareness and participation
- l) Process for incident management and investigation
- m) Process for setting objectives and programmes

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No 2002/015527/30.

	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2	
		Document Identifier	240-163078374	Rev	1	
		Effective Date	April 2021			
		Review Date	March 2024			

- n) Process in place to review the SHE plan
- o) Process for performance management and monitoring
- p) Process for internal audits
- q) Process for document and records management

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.

3.6 Eskom Life-saving Rules

1. Five 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 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:

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.

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

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	NO REVERSING WITHOUT A SPOTTER/FLAGMAN Whenever a construction vehicle has to reverse, there must be a flagman to guide the driver at all times.

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

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.**

3.7 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.

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

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.

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

The contract manager must 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 that gives an overview of identified hazards and mitigation in the work area where this scope of work will be executed

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.

3.8.1 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:

- a) Ensure that permanent and adequate on site supervision is available for the entire duration of the work that is being conducted.
- b) Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;
- c) Maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry ;and
- d) Provide any temporary protective shielding required for protecting nearby operations, at his own cost.

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

3.9 Working at Height Procedure

3.9.1 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.
10. Fall Protection Planner/s shall have training from an accredited service provider that consists of US 229994 & US 229998 as a minimum.
11. Working at height training shall only be done by a SAQA approved training provider based on US 229998. The training provided is only for ascending and descending from access ladders and working on elevated platforms.
12. All rope access technicians shall have SAQA training which is in accordance with the institute for working at heights (IWH) US 229998, Unit standards for Rope access Technicians i.e. (Level one – US 229998 and US 230000) (Level Two – US 229996) (Level Three - US 229997 and US 230001) for rope access.

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

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.

3.9.2 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.

3.10 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.
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.

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

9. The Appointed Contractor and sub- contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.11 SHE Communication Systems

- a) 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 their SHE communication.
- b) 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.

3.11.1 Induction training

1. The appointed contractor shall ensure that all his / her employees, sub- contractors and their employees have undergone the Kusile power station Safety Contractor Management induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.

3.11.2 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

The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

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No 2002/015527/30.

	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

3.11.3 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.

Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.11.4 Requirements for vehicles

1. The appointed contractor must have a system/ process to manage vehicle access to laydown area/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.
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 and sanitisers

3.11.5 Requirements for Drivers

1. The driver must have a valid national licence for the type of vehicle used.
2. The driver must have level 1 first aid training and basic fire extinguisher training
3. 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.

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

d) Ensure that vehicles are not overloaded.

4. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
5. All drivers of such vehicles are to have valid medical fitness certificates.
6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
7. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.
8. The driver that transports the employees must ensure that all employees are wearing their Cloth masks and hands are sanitised before they enter the vehicle

3.11.6 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.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the appointed contractor in the first instance and the Eskom Kusile project/site manager in the second instance.
8. The Kusile power station Project/Site 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

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	Kusile Power Station C&I Installation and Commissioning of Cables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

result into site cleaning by another cleaning contractor company at the cost of the appointed contractor.

9. 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.
10. All contractors must comply to the Kusile Barricading practice note

3.12 Workplace Signage and Colour Coding

1. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
2. 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.
3. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
4. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.12 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.
4. All tools that emit noise shall 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 the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

6. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
7. Kusile power station reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
8. Should Kusile power station 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 Kusile power station 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 Kusile power station's instructions.

9. 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.
10. 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.

3.12.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
2. Tools with sharp points in tool boxes must be protected with a cover.
3. All files and similar tools must be fitted with handles.
4. No make shift tools are permissible on the project.

3.12.2 Eskom SHE audits

Eskom shall evaluate all contractors' 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.

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

There will be Quarterly audits conducted by Kusile power station on the appointed contractor/s. These audits shall be attended by the contractor’s site manager or his representative.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific appointed contractor.

3.12.3 Contractor audits

The appointed contractors are required to audit their sub- contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Kusile power station 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.

3.13 Smoking

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

3.14 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.

3.15 General Requirements as per the cellular phone usage generation directive

- a) Cell phones shall not be used while operating any crane, hoist, powered industrial trucks, pay loaders, forklifts or other lifting device.
- b) Not be used while engaged in any job task that requires the use of the hands and/or the full attention of the employee, contractor, or visitor (i.e. fire watch, equipment operator, operating a valve, etc).
- c) Be turned off in any area containing flammable/combustible vapours, e.g. turpentine system, methanol system, fuelling stations, oil and propane storage tanks, flammable/combustible material storage areas.
- d) Not to be used when climbing and descending any form of staircase.
- e) Not to be used for text messaging whilst walking.

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

3.16 Medicals

Note: Kusile power station 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.
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.

3.17 Personal Protective Equipment Requirements

1. The sub- 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. 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.
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.

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

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.

3.18 Incident Investigation

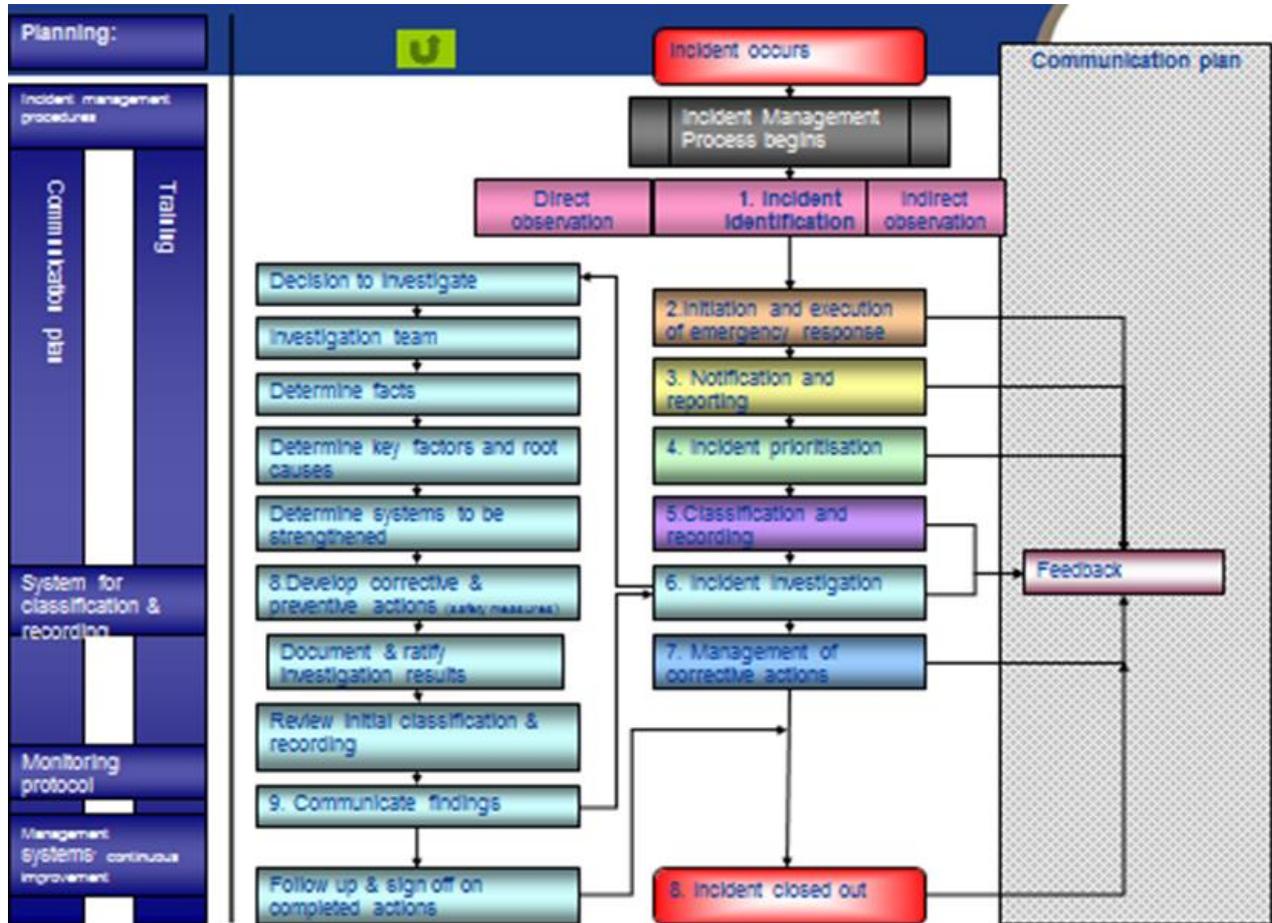
- a) All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.
- b) Appointed contractor must develop their own incident management procedure that is in line with Eskom procedure 32-95.
- c) Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports.
- d) 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.

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Document Identifier	240-163078374	Rev	1
Effective Date	April 2021		
Review Date	March 2024		



3.19 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 Kusile power station premises and how they will evacuate their laydown areas in case of any emergency. The contractor emergency management procedure must be in line with Kusile power station emergency response plan.

The appointed contractor must familiarise themselves with the Kusile power station 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.

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		Effective Date	April 2021		
		Review Date	March 2024		

3.20 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.
5. Where non-conformances are issued by Kusile power station 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.
6. 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 Kusile power station requirements.

3.21 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 Kusile power station where the contractor has not met the requirements defined legally or contractually.

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		Document Identifier	240-163078374	Rev	1
		Effective Date	April 2021		
		Review Date	March 2024		

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.

3.22 Hours of Work

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

3.22.1 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 Kusile power station Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements.

3.23 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Kusile power station 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 Kusile power station 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 Kusile power station of such issues when signing the contract.

The principal contractor must submit their monthly safety stats on the last day of the month at the OHS department.

3.24 Contract Sign-Off

On completion of the project, the appointed contractor is required to submit a copy of the SHE File to the contract managers, including drawings, designs, materials used and other similar information concerning the completion of the project.

4. Acceptance

Nil

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5. Revisions

Date	Rev.	Compiler	Remarks
April 2021	1	S. Tembe	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 Kusile Power Station.

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