

Title: **Provision of Class A Disposal Facility**

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Date: 30 July 2021

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**Content**

	Page
1 INTRODUCTION .....	3
2 SUPPORTING CLAUSES .....	3
3 SHE SPECIFICATION .....	4
4 AGREEMENTS - PERMITS .....	5
5 ACT AND POLICY STATEMENT .....	7
6 ACCEPTANCE .....	7
7 REVISIONS .....	7
8 DEVELOPMENT TEAM.....	8
9 ACKNOWLEDGEMENTS.....	8

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## 1 INTRODUCTION

- 1.1 This document outlines Eskom Rotek Industries SHEQ requirements for the Provision of a Class A disposal facility contract.
- 1.2 The specification is applicable as per the scope of work distributed during tender phase and compliance is as per legislative requirements.
- 1.3 Eskom Rotek Industries responsibility and commitment is to ensure a safe working environment which is in line with the Safety, Health, Environmental and Quality Policies, along with the legislative obligations.
- 1.4 This specification outlines the minimum requirements for LS which shall be met by the supplier including suppliers under his/her control for the duration of the contract. The supplier shall develop a SHEQ Plan in line with this specification including applicable legislation they conform to.
- 1.5 LS in no way assume the suppliers legal responsibilities. The supplier is and remains accountable for the quality and the execution of his/her SHEQ programme, for his employees.
- 1.6 Where a supplier appoints another supplier/s, that supplier/s shall develop a SHEQ plan in line with this specification including applicable legislation they conform to.
- 1.7 This SHEQ specification reflects minimum requirements and should not be construed as all encompassing.

**NOTE:** All the requirements listed hereunder are in relation to the contract and project and do not supersede or replace any organisational SHEQ requirements.

## 2 SUPPORTING CLAUSES

### 2.1 Scope

#### 2.1.1 Purpose

The purpose of this specification is to define the SHEQ requirements for the Provision of a Class A disposal facility that ensure an effective waste management practise from cradle to grave.

#### 2.1.2 Applicability

This document is applicable to suppliers who intend to tender for the Provision of a Class A disposal facility contract.

#### 2.1.3 Effective Date

This document shall be effective once authorised by all designated signatories.

### 2.2 Normative/Informative References

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

- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- COID Act.

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- Any other applicable South African legislation.
- Applicable South African National Standards (SANS).
- National Road Traffic Act, 1996 9Act no 93 of 1996.
- National Environmental Management Waste Act, 2008 (Act 59 of 2008).
- Occupational Health and Safety 85 of 1993.
- ISO 14001 Environmental Management Systems.
- ISO 45001 of 2018.
- National Norms and Standards for the disposal of waste to landfill site
- National Environmental Management :Waste Act, 2008: National Norms and Standards of waste landfill( GN.636 of 2013)

### 2.2.1 Abbreviations

Abbreviation	Explanation
ERI	Eskom Rotek Industries SOC Ltd
LS	Logistics Services
OHS	Occupational Health and Safety
SANAS	South African National Accreditation System
SDR	System Deficiencies Report
HOD	Head of Department
SHEQ	Safety Health Environment and Quality
LTI	Lost Time Injury
RORO	Roll on Roll off truck
NEMA	National Environmental Management Act

### 2.2.2 Process for Monitoring

The suppliers SHEQ file will be evaluated during the tender process and thereafter during equipment inspections.

### 2.2.3 Related/Supporting Documents

Not Applicable

## 3 SHE SPECIFICATION

- The contractor\ s shall supply facilities for the acceptance, treatment and disposal of hazardous waste ratings from I to IV, and is able to accept extreme risk and high risk waste streams generated, but also to accept general waste streams.

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- Compliance with Waste Classification and Management Regulations GN 636 (Government Notice), GN 634 (Government Notice) and GRN 635 (Government Regulatory Notice) is compulsory.
- The facilities must provide ERI Logistics Waste with a valid permit to prove that their facility complies to all the applicable and required legislation.
- The facilities must provide ERI with their annual external auditing reports, and make their facilities available for ERI auditing purposes as and when required.

## 4 AGREEMENTS - PERMITS

### 4.1 Section 37(2) Agreement

- 4.1.1 A Section 37(2) Agreement shall be signed upon approval of the supplier's SHEQ file during tender phase.
- 4.1.2 The agreement shall be signed by LS Waste HOD and the supplier's Section 16(1) and/or Section 16(2).
- 4.1.3 The original copy of the Section 37(2) Agreement shall be retained by LS and a copy forwarded to the supplier for record keeping in his/her SHEQ file.

### 4.2 Letter of Good Standing

The Letter of Good Standing ensures that a supplier is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the principle supplier / supplier. A valid copy of the Letter of Good Standing shall be placed in the SHEQ file.

**NOTE:** *No proof of payment or deposit slips will be accepted as confirmation of having a valid Letter of Good Standing.*

### 4.3 Risk Assessments

- 4.3.1 When performing and designing a risk assessment, the supplier must provide the risk methodology used in the risk assessment designing process.

A likelihood and consequence risk matrix should be used to determine the risk ratings before and after controls. The risk matrix should also be used to determine the effectiveness of the control measures implemented.

- 4.3.2 Hazards and risks including environmental aspects and impacts associated with this contract are defined below:

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ACTIVITY	HAZARD	RISK
<b>Collection of waste filled skips at various sites.</b>	Incorrect handling\use of skips.	Possible pinch or crush injuries to hands or arms.
	Use of defective or damaged skips.	Possible crush or LTI's.
	Presence of bees.	Bee stings leading to possible allergic reactions.
	Falling skips.	Possible LTI's.
	Incorrect use of vehicles or equipment.	Possible property damage incidents (whether on vehicle or client/landfill site property).
<b>Getting in and out of trucks.</b>	Incorrect use of steps.	Slip, trip, fall and possible LTI's.
<b>Transport of waste filled skips to Class A disposal facility.</b>	Non-disposal of hazardous waste due to protest action.	Legal contravention due to illegal storage of hazardous waste at a non-licensed facility.
	Use of defective vehicles.	Motor vehicle accidents.
<b>Disposal of waste at Class A disposal facility.</b>	Driving on site in wet and/or rainy conditions.	Vehicle getting stuck in mud. Collisions with fellow landfill site users.
	Not adhering to landfill site official's disposal instructions.	Possible conflict situations. Disposing at incorrect or unsafe areas.
	Incorrect use of provided masks.	Possible inhalation of chemical gases or vapours while disposing.
	Environmental Authorisations* Permit for disposal of Hazardous waste	Non-compliance or the inability to prove compliance with environmental related regulations may lead to environmental legal contraventions. Poor environmental management practices (as a result of non-compliance) may lead to damage to public imageNon-compliance with sound

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		environmental practices may lead to environmental events.
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**4.4 Environmental Permits and authorizations**

- 4.4.1 It is the responsibility of the contractor to ensure that the waste management facility (landfill site) has a valid permit issued by the applicable authority during the times of operation.
- 4.4.2 ERI shall conduct inspections to assess if all applicable legislative requirements are met and to ascertain if waste management facility (landfill site) is managed and operated in an environmentally sound manner. Furthermore, the landfill site should practice grave to cradle and duty of care.
- 4.4.3 The following documents shall be

**5 ACT AND POLICY STATEMENT**

**5.1 OHS Act Book**

The supplier shall have the latest copy of the OHS Act including Regulations in his/her SHEQ file which shall be made available to all employees.

**5.2 SHEQ Policy**

A SHEQ policy is a statement of intent and a commitment by the organisation’s Chief Executive Officer and senior management in relation to the relevant SHEQ roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation. The supplier shall have an approved SHEQ policy signed by the Chief Executive Officer and the policy shall be available in his/her SHEQ file.

**6 ACCEPTANCE**

This document has been seen and accepted by:

Name	Designation
Mbali Mkhize	Regional SHEQ Manager - Logistics Services
Gerhard Spykerman	SHE Officer - Rosherville

**7 REVISIONS**

Date	Rev.	Compiler	Remarks
Not applicable			

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## 8 DEVELOPMENT TEAM

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

- M Mkhize
- G Spykerman
- D. Modise
- N. Vilakazi

## 9 ACKNOWLEDGEMENTS

## 10 ANNEXURE A - SHEQ CHECK SHEET

<b>Name of Supplier</b>			
<b>Name of Supplier's Representative</b>			
<b>Signature of Supplier's Representative</b>			
<b>Project No.</b>			
<b>Scope of Work</b>			
<b>Date of Submission</b>			
<b>File Approved</b>		<b>Y</b>	<b>N</b>
<b>Name of ERI SHE Officer</b>			
<b>Signature of ERI SHE Officer</b>			
No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
<b>1</b>	<b>AGREEMENTS</b>		
1.1	Section 37(2) Agreement		
1.2	Valid Letter of Good Standing		
<b>2</b>	<b>LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS</b>		
2.1	Policies and Procedures listed received		
2.2	Signed SHEQ Policy		
<b>3</b>	<b>APPOINTMENTS</b>		
3.1	Dedicated Employer Section16(2)		
3.2	Incident Investigator GAR 9(2)		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
3.3	Competent Person for First Aid GSR 3(4)		
3.4	SHE Representative Section 17		
3.5	Risk Assessor		
<b>4</b>	<b>ORGANISATIONAL STRUCTURE</b>		
4.1	Supplier Organogram		
4.2	Appointed Supplier's Organogram		
<b>5</b>	<b>COMPLIANCE REQUIREMENTS</b>		
5.1	Induction training (Suppliers induction)		
5.12	Safe Work Procedure (SWP)		
5.19	SHE/Q File submitted		
<b>6</b>	<b>ENVIRONMENTAL MANAGEMENT</b>		
6.1	Vehicle\plant inspection records		
<b>7</b>	<b>QUALITY MANAGEMENT</b>		
7.1	Valid copy of ISO 9001 certificate (if certified)		
7.2	Signed scope of work (Client and Supplier)		
<i>If not certified to ISO 9001, the following documents must be submitted to demonstrate compliance to ISO 9001</i>			
7.4	SHEQ/Quality Manual (Signed)		
7.5	SHE/Q Policy (Signed)		
7.6	Procedure for the Control Of Documents		
7.7	Procedure for the Control Of Records		
7.8	Procedure for Internal Audits		
7.9	Procedure for the Control Of Non-Conforming Products		
7.10	Procedure for Corrective Action		
7.10	Procedure for Preventive Action		
<b>COMPLIANCE FEEDBACK</b>			

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<b>No.</b>	<b>Requirements Description</b>	<b>Compliance Yes (Y) No (N) Not Applicable (N/A)</b>	<b>Comments</b>

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