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		Review Date	February 2023		

Project Name: The Provision Tactical Response Assistance for Gauteng Cluster for a period of 3 years on an as and when required basis:

Project Address: Eskom Holdings SOC Limited Gauteng Cluster

Scope of the project:

Provision of Tactical Response Assistance – Physical Security Services in Gauteng Cluster

Eskom Contract's Manager

Name: Donovan Kumkaran

Eskom's Health and Safety Manager

Name: Kith Maitisa

Eskom's Procurement Manager

Name: Thulani Mdakane


Eskom's Safety Officer

Name: Bongji Sekano

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1. Introduction

Eskom Gauteng Cluster'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 Gauteng Cluster's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

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

Eskom Gauteng Cluster does 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.

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

2. Supporting Clauses

2.1 Scope

This SHE specification lists the legislative and Eskom Gauteng Cluster's 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

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom Hendrina for contracts, standards and NEC 3 contracts.

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2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract.

2.2 Normative/Informative References

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [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 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 32-85 Security Policy

2.2.2 Informative


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

2.3 Definitions

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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
Controlled disclosure	controlled disclosure to external parties (either enforced by law, or discretionary).
Client	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 – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advice
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)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
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, containing the information in writing required by the construction regulations.
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.

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Definition	Explanation
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
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
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
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.
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 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.
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
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.
Essential service	means – (a) a service the interruption of which endangers the life, personal safety or health of the whole or any part of the population; (b) the Parliamentary service; (c) the South African Police Services. The Government Gazette 43232 of 16 th April 2020 defines under Annexure B, section B, Services, section 6, Electricity (including vital demand management services), water gas and fuel production, supply and maintenance as an essential service.
Coronaviruses	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 .

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Definition	Explanation
COVID-19	Coronavirus disease (COVID-19) is an infectious disease caused by a new type of coronavirus, called Severe Acute Respiratory Coronavirus type 2 (SARS-COV-2). The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing. You can protect yourself by washing your hands frequently, avoiding touching your face, and avoiding close contact (1 meter) with people who are unwell
Involuntary isolation	means - using legal powers to enforce quarantine against the person's will
Isolation	means - separating a SICK individual with a contagious disease from healthy individuals without that contagious disease in such a manner as to prevent possible spread of infection or contamination
Quarantine	Means - separating ASYMPTOMATIC individuals potentially exposed to a disease from a non exposed individual (Voluntary and non voluntary) in such a manner as to prevent possible spread of infection or contamination
Voluntary quarantine	means - asking contacts of infectious cases to stay at home for 14 days.


2.4 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

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2.5 Related/Supporting Documents

Eskom Gauteng Cluster's OHS Act section 37(2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

3 Specification

3.1 Scope and specification of work:

The scope of Tactical Response Services across Gauteng Cluster shall include, but not be limited to the following:

- A minimum of Grade C armed security officers for vehicle patrols and escorts for Eskom employees/contractors/service providers deployed in high risk areas or performing high risk tasks (as determined by the business risk assessment).
- Safe guarding and escorting of vulnerable high value assets
- Evacuating of employees held hostage by disgruntled communities
- Crowd control
- Safe guarding crime scenes for the preservations of evidence
- Site monitoring and patrols to identified hot spot areas
- Static guarding at high risk areas for a specific period as and when required
- Tactical Armed Response will be required to intervene when there is escalations of volatile situations affecting Eskom employees, assets and contractors at projects sites

Minimum requirements

- The Company and the Owners (Directors) must be registered in terms of Section 20 of Private Security Industry Regulatory Act as a Service Provider.

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- The Company must have established and functional control room within Gauteng Province and Eskom reserves the right to conduct the inspections of the facilities.
- Tactical Response Team members must be able to read and write.
- Armed officers should be in possession of Fire Arm Competencies (issued by SAPS) at all times when performing their duties.
- Armed officers must have completed SASSETA training on each and every firearm they expected to use.
- Security Officers must be subjected to a screening process
- Security Officers are obligated to wear bullet proof vests at all times when on duty

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

Note: The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor”.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom Gauteng Cluster’s and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.

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

A copy of all the agreements must form part of the respective contractor’s SHE file

3.2.2 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:

17.being protected from exploitative labour practices;

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18. 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. Eskom does not condone the use of child labour and therefore all effort must be exercised and child labour should not be used.

3.2.3 OHS Act

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

3.2.4 Legislative compliance

All contractors will comply with all the legislation pertaining to this contract 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.
- Compensation for Occupational Injuries and Diseases Act.
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- Private Security Industry Regulatory Authority (PSIRA)
- Fire Arm Control Act, 2004

3.3 Eskom Requirements

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom Gauteng Cluster's SHE documentation that is applicable to contract services.

3.3.1 Appointment of a contractor

The principal contractor will be appointed by Eskom Gauteng Cluster on the awarding of the contract and will be responsible and accountable for all legislative and Eskom Gauteng Cluster's requirements for the duration of the contract.

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3.3.2 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 Gauteng Cluster. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

Note: Copies of contractor appointments must be kept in the respective SHE file.

3.3.3 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.

The principal contractor 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 OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor SHE files and attached as an annexure in the SHE Plan.

3.3.4 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 (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

3.4 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 Gauteng Cluster.
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 Hendrina Power Station will be subjected to ad hoc alcohol testing.

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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.

3.5 Occupational Health, Hygiene and Rehabilitation

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

3.5.1 Medicals

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

1. Principle contractors must ensure that their employees and their appointed contractor employees 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 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 Principal Contractor must ensure that his / her employees and appointed 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.


6. Covid 19 (Corona Virus)

- The client shall issue the appointed principal contractor a permit to perform essential work during the COVID-19 outbreak.
- The appointed principal contractor shall also be obligated to register its business as essential service provider on the Government website, https://www.bizportal.gov.za/essential_service.aspx
- The principal contractor shall issue its employees with a permit to perform essential work during the COVID-19 lock-down period

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- If COVID-19 infection is suspected or detected on site, the employee will immediately be moved to a designated quarantine area and equipped with a mask and gloves before safely being moved off-site for medical treatment. The process shall be managed by the site Health and Safety representative.
- If an employee is suspected to having COVID- 19, his/her Health Practitioner must arrange testing for SARS-COV-2.
- The rest of the team on site must be examined.
- Tools of the suspected individual must be quarantined and the tools/materials/equipment of other team members must be deep cleaned.
- For any further advice, the National Institute of Communicable Diseases (NICD) can be contacted on 0800 029 999 or WhatsApp: 0600 123 456
- When employee tests positive the contractor clear communication to employee who is ill on leave. Compensation fund must be in place.
- Clear communication to all other team members.
- Immediately identify the area where the employee was working, and deep clean on applicable equipment. Perform the necessary test on all team members and advise the team to self-isolate. For contact, tracing the Department of Health and/or the NICD must be contacted.
- Check temperature records to see if there was any red flags in the temperature measurements.
- Conducted high-risk employee screening via telephone.

The Principal Contractor to produce

- a) a comprehensive risk and mitigation plan to mitigate against the possible spread of the COVID-19 virus on the site.
- b) a site access plan to mitigate against the possible spread of the COVID-19 virus on the site.

Principal Contractors appoints a suitably qualified Health & Safety Officer on a full time or part time basis depending on the size and duration of the project, the degree of danger likely to be encountered or the accumulation of hazards and risks on site. The Principal Contractor's Health & Safety Officer shall be the responsible person for the management of COVID-19 risks.

Contractor employees are to ensure that they abide by the Department of Transport regulations affecting public transport. It is recommended that all residents using public transport to and from work must cover their mouth with a face mask, which could be a cloth and/or they may use any applicable mask if provided by the contractor.

It is usually the norm that the contractor picks up employees at certain locations and collectively drive them to work. The predominant mode of transport is a bakkie which in

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most cases is double cab and/or open top cab. It shall be noted that open top cabs are not allowed to transport any of the contractor employees. Where a double cab is used only two employees are permitted i.e. the driver and a passenger at the back, both of which shall be wearing protective clothing i.e. mask etc.

Ensure a distance of 2 meters is maintained between workers during lunch breaks.

Frequently clean any high-touch areas such as bathroom handles, taps, toilet handles, chairs and coffee stations.

Clear warning signs must be displayed on all access points on site. Where possible the language used should be English or the most spoken language by the site workers.

Security guards shall be provided with gloves and face masks. Manage access controls by regularly sanitizing entry points (door handles)

3.6 Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles.

3.6.1 Statutory and Non- Statutory Appointments

Statutory appointments should include but not limited to:

- 16.2 appointments
- OHS Act, Section 17 – Health and Safety Representative
- OHS Act, GSR 3 (4) – First Aiders
- OHS Act, GAR 9 (2) Incident/Accident Investigator and Incident Investigator
- OHS Act, Fire Fighting Equipment Inspector


3.6.2 Non-statutory appointments

- Health and Safety Officer
- Security site Supervisor
- OHS Act, Risk Assessments Compiler

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- Vehicle Inspector

3.7 Contractor Organisational Structure

Contractor Organogram

The contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments. The contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.

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

3.8 SHE Communications

The Contractor 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. Where site meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings

3.8.1 Induction training

1. The principal contractor shall ensure that all his / her employees have undergone the Eskom 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.

3.8.2 Site specific Induction training


The contractor shall ensure that all his / her employees undergo site specific induction upon receiving the approval of the SHE file.

3.8.3 General training

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The principal contractor will be required to ensure that before an employee commences work on the project, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or high risk operational procedures to be performed by the employee. The 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.

3.8.4 Security Vehicle Safety

No employees shall be transported at the back of the bakkie.

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
3. All drivers of the vehicles are to have valid medical fitness certificates.
4. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times

3.9 Eskom Life Saving rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. 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 Principal Contractor or appointed 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.

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3. 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.
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.

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**

3.10 Risk Assessments (refer to 32-520)

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

- identification of all hazards;

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- evaluation of the risks;
- measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. In particular, if a job / task is extended over a day or halted due to inclement weather. Daily or issue based or task specific or on the job risk assessments must be conducted at the change of shift (parade) to allow supervisors and employees to assess any inherent risks that could have been overlooked during the initial risk assessment

Guidelines for actual steps involved in a 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;
- 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 baseline risk assessment shall be handed to the Eskom security manager for comment and approval.

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The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments

3.11 Safe Work Procedures and Practices /Safe Operating

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

3.12 Personal Protective Equipment Requirements

1. The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed 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.
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.

3.13 Incident Investigation

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

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Contractors shall use the standard General Administrative Regulation Annexure 1 “Recording of an Incident” form for all incident investigation reports. The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

3.14 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.15 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. 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 Eskom Gauteng Cluster, 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 Eskom requirements


3.16 SHE File

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during contract.

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2. All contractors are required to keep a SHE file on every site. If there is more than one site per contract, a file per site shall be kept at that site. Contractors may keep additional file at their head office as additional records. The SHE file shall be maintained by the contractor on their 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.

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

3.17 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. 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.

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 contract custodians.

3.18 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.

3.17.1 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 Eskom Security Manager of any Security employees who needs to work double shifts. (The application needs to be submitted timeously).

3.18 Omissions from Safety and Health Requirements Specification

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By drawing up this SHE specification Eskom 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 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 signing the contract

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