

	Provision of specialist to monitor Health and Reproduction rates of the chickens at Kendal Poultry farm SHE specification	Template Identifier	240-73198256	Rev	2
		Document Identifier	240-126504817	Rev	2
		Effective Date	27 July 2021		
		Review Date	July 2024		

Project Name: Provision of specialist to monitor Health and Reproduction rates of the chickens at Kendal Poultry farm

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

Scope of the project: Provision of specialist to monitor Health and Reproduction rates of the chickens at Kendal Poultry farm

Eskom Contract's Manager

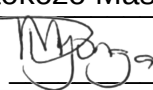
Name: Lesiba Kgobe

Signature: 

Date: 29.07.2021

Eskom's Health and Safety Manager

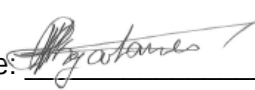
Name: Ntokozo Mashita

Signature:  pp

Date: 29 July 2021

Eskom's Procurement Manager (Acting)

Name: Matshidiso Kgafane

Signature: 

Date: 12-08-2021

Eskom's Safety Officer

Name: Sharon Thubagale

Signature: 

Date: 28 July 2021

Eskom's Environmental Manager

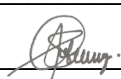
Name: Lesiba kgobe

Signature: 

Date: 29.07.2021

Eskom's Quality Officer

Name: Sazi Zungu

Signature: 

Date: 10.08.2021

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1. Introduction

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

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

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 Generation Division.

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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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] Plant Safety Regulations

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

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2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
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
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 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.
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.

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Definition	Explanation
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.

2.4 Abbreviations

Abbreviation	Description
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
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

2.5 Related/Supporting Documents

N/A

3 Specification

3.1 Scope of work

The scope of work for this project is the provision of specialist to monitor Health and Reproduction rates of the chickens at Kendal Poultry farm. The scope of work is detailed on

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document: **240-123633563** - Kusile Power Station: provision of specialist to monitor Health and Reproduction rates of the chickens at Kendal Poultry farm

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

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Kusile power station 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

3.2.3 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.

3.3 Requirements specific to the issued scope of work

- The provision of specialist to Monitoring of Health and Reproduction rates of the chickens at Kendal Poultry farm work falls under a medium category as per Eskom supply risk category. In compliance with legal and other requirements, the following requirements must be complied with fully:
- Employees performing the work must be trained in the use of the equipment/tools.
- 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.
- 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.
- First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved institution or training provider.

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- The appointed contractor must submit a Covid-19 risk assessment in line with the guidelines as issued by the Department of Labour
- No vulnerable employees are allowed to come to Kusile site as identified by the Department of Labour
- The appointed contractor must be in a position to declare any previous travel to high risk areas from November 2019 to date and further be in a position to submit proof of clearance from Covid-19 should there have been an exposure
- 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
- The appointed contractor must supply hand gloves and hand sanitizers to the employees
- The transport used to transport employees must be disinfected as per prescribed frequency
- All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved institution or training provider.
- Attach proof of ISO 45001 compliance/ or plan to comply with the requirements of ISO 45001
- The appointed contractor must indicate the head count /total man power
- Attach procedures used to manage the SHE Plan such as but not limited to risk assessment procedure, incident management procedure
- Attach identification documents/ passport copies
- Attach curriculum vitae and copies of certificates of competency
- Attach a list of tools where applicable
- Attach proof of PPE issuing
- The Appointed contractor must submit an organizational SHE Policy and organogram
- The appointed contractor must submit applicable legal appointments with competencies where required
- The appointed contractor must submit a valid letter of good standing
- The appointed contractor must submit a baseline risk assessment as per the issued scope of work
- The appointed contractor must submit a SHE Plan indicating a clear she management system
- The SHE Plan must also identify applicable competencies to carry out the task and attach proof of such competences

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3.3.1 Appointment of a contractor

The Appointed contractor will be appointed by Kusile power station on the awarding of the contract and will be responsible and accountable for all legislative and Kusile power station requirements for the duration of the contract.

3.3.2 Appointment of sub-contractors

The Appointed 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 Kusile power station. 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.

3.3.3 SHE policy

The appointed contractor and all sub- 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 appointed contractor and all his/her sub-contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The letter of good standing must be valid for the duration of the contract term.

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 Kusile power station.
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 Kusile Power Station will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.

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6. Test records must be treated as “Confidential” and filed in the employees’ personal file.

3.5 Occupational Health, Hygiene and Rehabilitation

The appointed contractor is 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: Kusile power station will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

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

3.6 Appointments

For the duration of the contract, the appointed contractor and all appointed sub-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.

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

Kusile Power Station shall prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package.

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 Personal Protective Equipment Requirements

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

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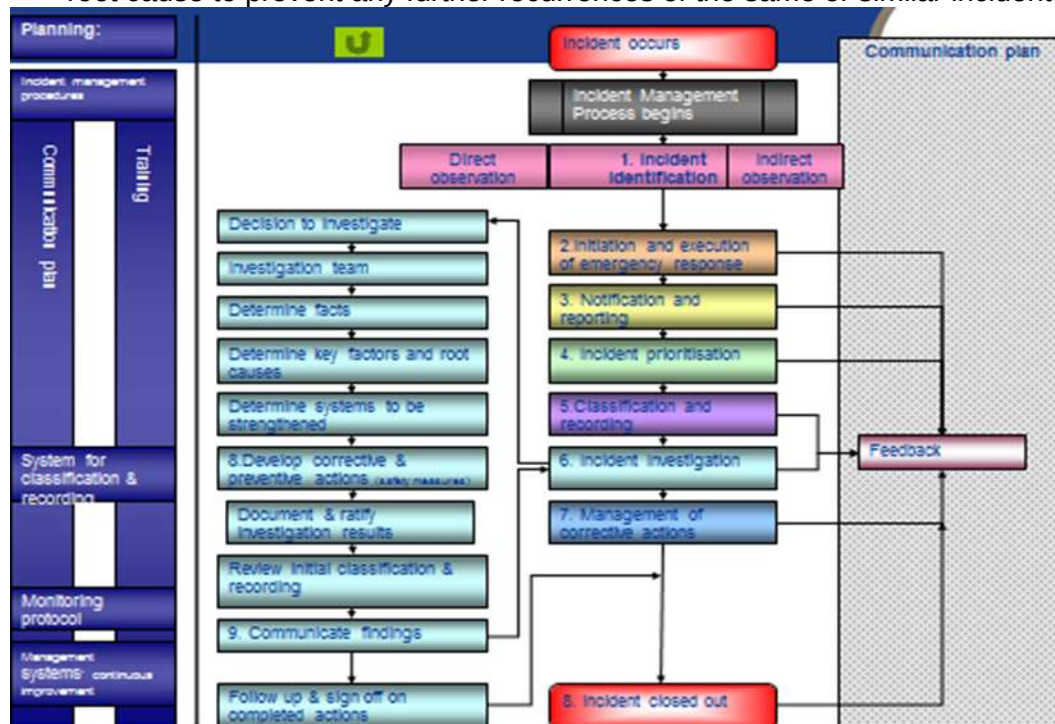
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3.9 Incident Investigation

- 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.
- Appointed contractor must develop their own incident management procedure that is in line with Eskom procedure 32-95.
- 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.



3.10 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.

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3.10.1 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. 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, 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 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 appointed 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

3.12 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

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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.

3.13 Environmental Management

3.13.1 NEMA principles

- a) Duty of care and remediation of environmental damage

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

- b) Polluter Pays Principle

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

3.13.2 Waste Management

- a) All waste generated during the execution of the scope of work shall be managed in accordance with Kusile Power Station Waste Management Work Instruction (240-105776552) and in compliance with applicable environmental legislation and bylaws.

3.1.14 Quality management.

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

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

This work falls under category 3 of the quality management requirements.

The following documents needs to be submitted:

Form A completed and signed.

- QMS manual
- Quality policy
- Documented information for defined roles, responsibilities and authorities.
- Quality Objectives
- Procedure for control of nonconformity and corrective action
- Procedure for internal audit
- Procedure for control of externally provided processes, product and services.
- Draft Project quality plan
- Quality control plan (QCP), Inspection Test plan (ITP) or previous work done//any inspections that will be done.

4 Acceptance

Nil.

5 Revisions

Date	Rev.	Compiler	Remarks
July 2021	2	K.P Hlungwani	SHE specification due for review

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	Provision of specialist to monitor Health and Reproduction rates of the chickens at Kendal Poultry farm SHE specification	Template Identifier	240-73198256	Rev	2
		Document Identifier	240-126504817	Rev	2
		Effective Date	27 July 2021		
		Review Date	July 2024		

Date	Rev.	Compiler	Remarks
May 2017	1	C Malebana	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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