

	SHE Specification For Provision of general cleaning, gardening, hygiene, pest control and waste management services for Commercial Buildings in Port Elizabeth & Western Cape.	Template Identifier	240-73416879	Rev	2
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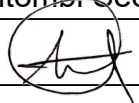
Project Name: Provision of general cleaning, gardening, hygiene, pest control and waste management services for Commercial Buildings in Port Elizabeth & Western Cape.

Project Address: NTCSA Commercial Buildings in Port Elizabeth & Western Cape

Scope of the project: Provision of general cleaning, gardening, hygiene, pest control and waste management services for the National Transmission Company of South Africa Commercial Buildings in Port Elizabeth & Western Cape for a period of 60 months.

Eskom's Facilities Manager

Name: Nontombi Sechogela

Signature: 

Date: 24/03/2025

Eskom's SHE Officer

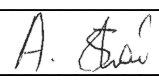
Name: Mahlatse Maphake

Signature: 

Date: 24/03/2025

Eskom's Senior Advisor SHEQ

Name: Albert Shai

Signature: 

Date: 24 March 2025

Eskom Environmental Health Officer

Name: Tshegofatso Nnene

Signature: 

Date: 24 March 2025

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1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy and applicable legislative obligations. This SHE specification is Eskom's Transmission Real Estate 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 coherent SHE Plan in line with the issued scope of work and this SHE Specification. The SHE plan shall be approved by the client contract manager. Transmission Real Estate 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 Eskom'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 specification sets out the minimum legislative and organisational requirements for the specific scope of work.

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2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Eskom Transmission, Real Estate.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs, but not limited to:

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] 32-37 Eskom Substance Abuse Procedure.
- [5] 32-136 Contractor Health and Safety Requirements
- [6] 240-62196227 Life- saving Rules
- [7] 32-95 Occupational Health and Safety Incident Management Procedure
- [8] 32-727 SHEQ Policy
- [9] 32- 418 Working at Heights Procedure
- [10] 240-62946386 Vehicle and Driver Safety Management Procedure
- [11] 32-520 Risk Assessment procedure
- [12] ISO 9001: 2015 Quality management system
- [13] 39-71 Quality Control Plan and contact Quality Control Plan Approval Standard
- [14] ISO 45001: 2018 Occupational health and safety management system

2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] Constitution of the Republic of South Africa No 108 of 1996

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[3] National Key Point Act 102 of 1980

[4] National Water Act, 36 of 1998

[5] National Health Act 61 of 2003

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2.3 Definitions

Definition	Explanation
Sub- contractor	Means a contractor appointed by the appointed 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
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System

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Definition	Explanation
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
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
Appointed 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.
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.

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2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
COID Act	Compensation for Occupational Injuries and Diseases Act
DEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
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
SABS	South African Bureau Standard
SANS	South African National Standard

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 sub-contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

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

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2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
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 Project/Contract 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 Eskom Transmission Real Estate SHE requirements are complied with on all work sites.
6. Give the Eskom project/contract managers and line managers / responsible managers their full participation and co-operation.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The appointed contractor must hand over a consolidated (to include any appointed sub-contractor's files) health and safety file to the Eskom Transmission Real Estate 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.
9. 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, and the stipulated nature of work must be in line with the scope of work tendered for. Similarly, the appointed contractor must provide the Eskom project manager with all the valid letters of good standing from their sub- contractors.
10. Sub-contractor must provide the appointed contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for

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record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company, and the stipulated nature of work must be in line with the scope of work that will be executed by the sub-contractor.

11. 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.
12. 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.
13. Co-ordinate the activities of all the sub-contractors in the interests of safety and health.
14. 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.
15. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
16. Take reasonable steps to ensure cooperation between all their sub-contractors.
17. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
18. 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 appointed project manager or project supervisor during performance of the contracted work.

19. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.

Note 3: In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

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Note 4: If a sufficient number of competent employee(s) have been appointed to assist the appointed supervisor, the supervisor may supervise more than one site.

20. Appoint a full time safety officer in writing for the duration of the contract. 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;
21. Follow a process of disciplinary action if any of their employees or their appointed 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.
22. 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 site against all risks that may arise from such site.
23. Before the commencement of any work, conduct risk assessments. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
24. 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. When conditions change such task risk assessments should be reviewed to incorporate change in conditions.
25. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
26. Provide any sub-contractor who is making a bid or is appointed to perform work on Eskom Transmission Real Estate's behalf, with the relevant sections of the documented Eskom Transmission Real Estate's SHE Specification.
27. Appointed contractors are required to approve sub-contractor's health and safety plans if they meet all the requirements.
28. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.

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29. 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.

30. 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 and or confined spaces, they will also be required to undergo the required employee physical and psychological fitness examinations.

31. Ensure, prior to the commencement of any work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.

32. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

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.

33. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.

34. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

35. Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.

Note 6: Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

36. 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;

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37. Ensure that all incidents are reported and investigated timeously as per the Eskom Occupational Health and Safety Incident Management Procedure (32-95) by competent incident investigators.
38. Be involved in all their sub-contractor's investigations, to ensure that the due diligence is done to identify root causes throughout the investigation process.
39. When appointing sub-contractors, advise the Eskom project manager in writing timeously and obtain his/her approval prior to them commencing work.
40. 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 Eskom Project Manager.

2.5.2. Site Managers

Note 1: No work may commence and or continue without the appointed supervisor or site manager during the performance of the contracted work.

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 Transmission Real Estate SHE requirements are complied with on all work sites.
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.

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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 toolbox 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).
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.

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 or Contract Supervisor

Must:

1. Be competent to perform the required supervisory tasks; have attended a Supervisory or Legal liability competent training and a 3 years supervision experience.

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2. Ensure their employees and all sub-contractors comply with the required statutory and Transmission Real Estate requirements;
3. Inspect all work done by the employees and all sub-contractors to ensure adherence to Transmission Real Estate'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 Transmission Real Estate project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
7. Ensuring that quality records are maintained in accordance with legislative and Transmission Real Estate 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 Transmission Real Estate:
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.

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2.5.4 Contractor Health and Safety officer

1. The Contractor is to appoint a full time suitably qualified experienced person to co-ordinate the organisation's safety effort on site.
2. The following qualifications are acceptable for an appointed Health and Safety officer: Safety management diploma or an Environmental Health diploma from recognised institutions. Or a recognised safety certification (e.g. SAMTRAC – full course) with a minimum of two years working experience.
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 developing the project SHE Plan and SHE policy.
6. Be in constant liaison and cooperate with Transmission Real Estate'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 and submit inspection reports to the Client SHE personnel.
9. Be involved in the organisations incident investigations when required.
10. Conduct organisational, site and visitor induction training.
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.
12. The appointed contractor shall carry out audits and or inspections on their contractors as per the SHE Plan.

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3. Scope of Work

3.1. Scope of work

Provision of general cleaning, gardening, hygiene, pest control and waste management services for Commercial Buildings in Port Elizabeth & Western Cape.

Actual address to be confirmed upon conclusion of a new lease agreement.

3.1.2 Employer's requirements for the service

- Cleaner Service (Full-time Cleaner)
- Gardening/general worker Services (Full time)
- Pest control and rodent control service (As and when required basis)
- Dedicated gardener (odd jobs for as and when required)
- Deep Cleaning Service (as and when required)
- Supply and Delivery of Cleaning and Hygiene Consumables
- Sanitary Hygiene Bin Service
- Normal cleaning of windows internal and external up to a height of 3.3m.
- External Window Cleaning exceeding a height of 3.3m as and when required (Can be subcontracted at the contractor's expense)
- Internal Window cleaning exceeding a height of 3.3m as and when required (Can be subcontracted at the contractor's expense)
- Waste Removal: Garden & Office waste (Actual weight slip to be submitted with monthly invoice)
- Replacement of recycling waste bins (as and when required)
- Replacement of hygiene equipment (as and when required)

3.1.3 Detailed description of the service

The Contractor is responsible for providing cleaning services at a specified frequency and addressing exceptional situations as instructed by the Employer. This includes providing labour, management, equipment, tools, supplies, and materials needed for cleaning, gardening, hygiene, waste management, and pest control services.

3.1.4. Cleaning work process may include:

- Dust all equipment,
- Wipe down all surfaces,
- Clean all floors,
- Clean all interior and exterior faces of all interior windows (excluding windows by stairway),
- Spot clean all walls,
- Wipe down all doors and door frames,

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- Dust vents,
- Dust cylinders,
- Dust fire extinguishers,
- Wipe down ice tanks.

3.1.5. General Cleaning

- A daily cleaning service must be rendered

3.1.6. Floors

- Heavy duty industrial vacuum cleaners, scrubbing machines, etc. must be used
- All Carpeted areas must be vacuumed daily.
- All non-carpeted areas [ramps, kitchen areas, stairways] must be washed/mopped daily and scrubbed once a week.
- Spot cleaning of carpets must be done when necessary.
- Stairways must be washed/vacuumed daily.

3.1.7. Furniture / Upholstered Chairs, Couches & Equipment (Daily)

- All furniture, pictures, top of office dividers, etc. to be dusted and polished.
- Telephones to be cleaned with a disinfectant (wet cloth)
- TV's and Computer equipment to be dusted with a feather duster or dry cloth.
- Upholstery of fabric chairs and couches to be vacuumed once a week.
- Couches and chairs upholstered with leather, to be properly cleaned with a soft cloth (daily) and to be treated with applicable leather cream, once a month.
- Clean all internal glass e.g., booths, all gaming machines, including front panels, sides and top
- Wet wipe all skirting boards once a week
- Dust all lamp shades and bulbs daily
- Wet wipe and polish all high-level shelves and books once a week
- Wet wipe window ledges **daily**

3.1.8. Walls, Rooms, Office Doors, Door Handles & Handrails

- Walls to be spot cleaned up to reach height - daily. (Not allowed to use chairs or ladders refer to NEC document for specified height).
- Window sills to be cleaned with a wet cloth – daily (Daily check list).
- Skirting, including power skirting, to be cleaned and disinfected (wet cloth to be used) – once a week (daily check list).
- Office Doors to be cleaned with disinfectant (Marks to be removed) - daily. (Daily check list).
- All door handles to be cleaned with disinfectant - daily. (Daily check list).

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- All handrails on stairways to be cleaned with disinfectant – 3x times a day. (Daily check list).
- Clean all door handles and entrance doors, including wooden rail, and skirting.

3.1.9. Waste Paper Bins (daily)

- All waste paper bins to be emptied and washed with disinfectant – twice a day – to be fitted with plastic bags (for hygiene) – (Daily check list).
- Refuse bags with refuse, empty boxes, etc. to be removed to refuse area and stacked in a tidy orderly manner– twice a day.

3.1.10. Waste Disposal

- Empty and sanitize bins.
- Remove rubbish to waste area allocated.
- Trolleys to be cleaned and kept in the contractor storeroom if any.

3.1.11. Spots Cleaning

- Check all bathrooms three times a day and replenish toilet paper, liquid hand soap, toilet wipes and hand paper towels.
- Toilet bowls and hand wash basins to be spot cleaned three times a day
- Reception area to be properly cleaned (Furniture, floor, counter) – twice a day
- Emergency exits – to be cleaned daily. Areas are to be kept free from obstacles – twice a day

3.1.12. Pause Area Services

- All containers (Tea, Coffee, sugar and Milk) are to be kept filled with ingredients. 3x times daily.
- Wash crockery & cutlery during the day and after lunches and clean and tidy the kitchen (Kitchens to be always tidied).
- Kitchens and equipment to be always kept clean and neat - (Daily check list - morning and afternoon).
- Kitchen cupboards to be emptied and properly cleaned/washed and tidied – **once a week.**
- Fridges to be wiped – **daily** properly cleaned with disinfectant – **weekly** and defrosted –**once a month.**
- Microwave ovens to be properly cleaned - **daily**
- All wash cloths and towels to be always kept clean and hygienic – daily
- Bins – empty bins regularly (**3 to 4 times a day**) and replace refuse bags (as needed)

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3.1.13. Entrances

- Tiles and stairs to be swept and mobbed daily.
- Areas to be spot checked and tidied – 3 times per day (Mondays to Fridays).
- Main entrance windows and doors to be washed daily up to reaching height – 3 times per week (early Morning).

3.1.14. Windows and Walls Within 2m and below

- Walls, mirrors, doors, and windows will be always kept clean as part of the cleaning duties.

3.1.15. General

- Clean and disinfect accessible surfaces of fixtures
- Where possible remove shower drains, traps on urinals and basins, gratings and other parts so the unit can be cleared thoroughly.
- Wash all walls, partitions and floors surrounding the units
- Report all defective plumbing, sanitary, hygiene fitments.

3.1.16. Ablution/ Bathrooms

- Toilet bowl to be cleaned and scrubbed with disinfectant daily
- Hand wash basin to be cleaned and washed with a disinfectant daily and spot cleaned once a day.
- Taps and fittings, basin outflow (drain) to be washed and disinfected once daily, steel wool to be used to clear all alkaline deposits
- Floors to be washed with disinfectant (no polish to be used) daily.
- Floors to be stripped – once a month.
- Walls to be spot cleaned with disinfectant – daily.
- Walls to have complete wash with disinfectant – once a week.
- Doors to be disinfected and markings to be removed, door handles to be disinfected 3x per week.
- Toilet bowls - Descale and disinfect all surfaces and underneath flush rims. Chemically remove deposits from inside soiled pipes.
- Descale and remove algae, bacteria and uric encrustations from all areas
- Clean and disinfect both internal and external surfaces
- **Urinals:**
 - ✓ Descale and remove algae, bacteria and uric encrustations from the unit of fitment
 - ✓ Remove trap where possible and clean/disinfect and clear away all waste around and inside the trap
 - ✓ Clean and disinfect both internal and external surfaces of the unit
- **Hand Basins, Showers, Baths and Sinks**

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- ✓ Remove all scale deposits and algae from surfaces
- ✓ Clean and disinfect both internal and external surfaces of the fittings
- ✓ Clear overflows and waste pipes of accumulated waste deposits
- ✓ Clear and disinfect all taps, plugs, chains, outlets, channels and gullies

3.1.17. Incidental Cleaning

- All accidental and unforeseen occurrences to be attended to immediately.
- Availability to clean for functions and special occupations on request by the Employer.

3.1.18. Window Cleaning, Carpet Steaming and High-Level Cleaning

The Provision of;

- External Windows – quarterly (4 times a year)
- Internal Windows – monthly
- Carpet Steam Cleaning – 2 times a year Quick dry machines to be used, done on preferably on Saturdays, not during Working Hours unless arranged with Site Supervisor.
- Upholstery Cleaning – as and when required

3.1.19. SANITARY HYGIENE BIN SERVICE

Provide a sanitary waste collection and disposal service, whereby sanitary bins are used to collect and store sanitary waste hygienically and safely. All sanitary services are to be performed in line with National Environmental Waste Management Act, 59 of 2008 and the By-laws of the local Municipality in which the site is located.

All bins, liners and cleaning materials/consumables must be provided by the Contractor as part of the service.

The bins are to be cleaned and disinfected to kill all bacteria and the bin liner needs to be replaced with each service.

All bins must be in a neat and working condition at all times. Bins must be replaced immediately if requested by the Service Manager.

All sanitary waste to be removed discretely from each site. Waste Disposal Certificates must be supplied by the Contractor to the Service Manager. Failure to provide sanitary services in line with the specified frequency will be deemed as a non-compliance.

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3.1.20. PEST CONTROL SERVICE (AS AND WHEN REQUIRED BASIS)

The Contractor shall: - ensure that all pest control equipment used in the provision of the service are branded and in good working condition with no parts missing; inspect the pest control equipment to ensure compliance with this responsibility; repair or replace all pest control equipment to the extent required to comply with the responsibility stipulated in this agreement.

Service Provider to take pictures of beehives and wasp nests and send to Service Manager as evidence before the service is rendered.

The Contractor will inspect all pest control equipment while performing their duties and report any defective or damaged pest control equipment to the NTCSA Department.

A register shall be kept of all service equipment for random inspection/physical/ operational checks.

All pest control services are to be performed as per stipulated frequencies.

Recording sticker to be attached and updated to every bait station to be serviced. Dusting powder and gel bait stations to be used plus insect monitors if necessary.

Service report to be completed and signed off on site - original copy to be left on site.

The Service must comply with:

- ✓ SANS 10402:2013-TheApplication of Fumigants.
- ✓ SANS 10133:2011 - The Application of Pesticides in Food
- ✓ Handling, Food Processing and Catering Establishments

3.1.21. GARDENING SERVICES

The Contractor shall, as per the contract acquire, maintain, replace and or replenish all equipment required to provide the Service.

The Contractor shall provide at minimum the following equipment for the Service:

Bush cutters (as per request), lawn mowers (site specific), rakes, wheelbarrows, garden and pavement brooms, spades, garden forks, blowers, tree trimmers, hedge clippers, refuse bags, etc.

The Contractor shall ensure that all equipment used in the provision of services are branded and in good working condition with no parts missing. Inspect the equipment to ensure compliance with this responsibility; repair or replace all equipment to the extent required to comply with the responsibilities stipulated in this agreement.

The Contractor shall inspect all equipment to ensure the above responsibilities are complied with.

A register shall be kept of all equipment for random inspection/physical/operational checks

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Lawn mowers will have a bin to catch all grass cuttings.

All equipment will be utilized to correlate with the requirements of the Occupational Health and Safety Act.

3.1.22. WASTE MANAGEMENT SERVICES

- Empty and clean large wastepaper containers (daily)
- Bins – empty bins regularly (3 to 4 times a day) and replace refuse bags (as needed) (daily).
- Empty and clean ash tray in smoking areas (daily).
- Waste bins may never be more than 60% full. Compaction and waste disposal areas must be hygienically maintained and free of litter and smells (daily).
- Remove all waste collected to designated bulk garbage containers without delay (daily).

NB: No waste to be stored in the cleaning cubicles, serviced ducts, passages or in loading bay

- All trash shall be deposited in the outside trash collection containers/skips. Recyclable material must be sorted and deposited into the relevant recycling bins/containers (daily).

NB: Contractor shall assist the Employer in ensuring optimal recycling efforts (where applicable)

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-contractor.”

Contractor to stipulate cleaning process and note that only SANS approved cleaning materials can be used. The contractor is also required to formulate, implement and maintain a Safety Plan.

The contractor undertakes to hold the Employer (Eskom National Transmission Company of South Africa) harmless against any determination or award made in terms of Labour relations Act No 66 of 1995 as amended, in any event where NTCSA is held liable with regards to the employee of the supplier.

The Supplier undertakes to compensate NTCSA for any determination or award as well as all reasonable legal expenses incurred by the client to avoid or oppose such liability alleged by or on behalf of an employee of the Supplier. There will be no obligation on the Employer to oppose any proceedings resulting from such an alleged liability, but this does not detract from the Suppliers responsibilities in terms of this clause.

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SCOPE OF WORK RISKS

In terms of pre-job planning, the following risks (but not limited to) can be encountered on site and must be considered when compiling Health and Safety Plan, Health and Safety File and Safe Work Procedures:

- People/Personnel: Trained, qualified and competent in relation to Client Scope of Work
- Contractor Health & Safety file to be completed and continuously updated. Failure to comply will result in the appointed contractor and its sub-contractors stopped from performing any work on site.
- Contractor Health & Safety file must be in compliance with Occupational Health and Safety Act (Act 85 of 1993 and Applicable legal and other Regulations.
- No dangerous weapons, alcohol and/or intoxicating drugs allowed or permitted on Eskom Site – All personnel must be 100% sober.
- Snakes (like Puff Adders and Cape Cobra) may be present in area.
- Ergonomics due to awkward postures, prolonged standing etc.
- Exposure to Hazardous Chemical agents i.e cleaning chemicals, pesticides etc
- Exposure to hazardous biological agents i.e bacteria
- Slip, trips and falls (including fall on same level)
- Fall from heights as and work is required to be performed at heights i.e cleaning windows that are not within an arm's length reach.

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

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3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Transmission Real Estate 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.

The original copy of the section 37(2) Agreement must be retained by the appointed contractor and a copy retained by the responsible Eskom Transmission Real Estate project manager.

Copies of all the agreements must form part of the respective contractor's SHE file.

3.2.2 Site Access requirements

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

Before the successful Contractor commences with any work, the Transmission Real Estate Project Manager/Contract Manager shall ensure that;

- A copy of the SHE Specification document is in the possession of the responsible person of the contracting company as well as the Transmission Real Estate baseline risk assessment.
- The responsible person of the contracting company and the Transmission Real Estate project manager/contract manager have signed the Transmission Real Estate section 37 (2) agreement.
- The appointed contractor must be appointed in writing by the Contract/Project Manager.
- The SHE Plan must be discussed and accepted by the Contract Manager and approved by the Appointed Contractor Responsible Person.
- A baseline risk assessment in line with the issued scope of work 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 risk assessment procedure.

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- Where a Sub-contractor(s) is appointed by the Appointed Contractor, the Appointed contractor must supply the applicable Transmission Real Estate SHE specifications to the Sub-contractor(s).
- The OHS department shall assess and give written feedback to the Contract/Project Manager, where the file meets all the requirements an authorisation letter shall be issued to the Appointed Contractor.
- First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.

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
 - 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.

3.2.4 Legal Compliance

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

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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

3.2.5 Requirements Specific to the issued Scope of Work

The Provision of general cleaning, gardening, hygiene, pest control and waste management services for Commercial Buildings in Port Elizabeth & Western Cape falls under high risk in terms of supplier category as workers that are involved in executing the work are at an increased risk of exposure/ contact to hazardous chemical agents and ergonomics (prolonged standing, awkward positions i.e bending etc), therefore:

- The Contractor must ensure that all personnel involved in this activity are trained and competent.
- The Contractor must ensure the provision of qualified supervisor to ensure the safe execution of the work.
- Contractor to report to the relevant Eskom appointed Supervisor before proceeding with planned activities.
- A relevant risk assessment and method statement to be developed and applied.
- Before the commencement of the activities the appointed contractor to ensure that all 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.
- The contractor must ensure all personnel are trained and competent of the handling of hazardous chemical agents or ergonomic training to minimize the risk of exposure.
- 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.
- A detailed Risk Assessment to be submitted for review before the start of any activities
- The SHE Plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE Plan as well as include how deviations/non-conformances shall be managed.
- The SHE Plan must be approved by the Tx Real Estate project manager/contract manager in writing before it is submitted to OHS department.

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- The contractor must identify suitable PPE required for the scope activities including the identification of appropriate tools as per the completed Risk Assessment and applicable legal and other requirements.
- Attached proof of driver's license and PDP for the appointed vehicle operators
- An ergonomics risk assessment must be developed and communicated to all workers executing the scope of work.
- The person responsible for pest control must be competent and registered with the relevant professional body (pest control industries professional council (PCIPC)).
- First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.
- Applicable legal appointments must form part of the safety file with competency certificates per appointment.
- All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.
- The principal 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.
- Ensure that employees separate waste at all times during execution of work.
- Where disposal of waste outside the premise of the client is required to take place, the contractor shall furnish the client with safe disposal certificates for such waste.

The SHE Plan shall contain the following as a minimum:

- Relevant applicable legal and other requirements as per issued scope of work
- Roles and responsibilities

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- 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.
- Process for change management
- Process for employee training, competency, communication, awareness and participation
- Process for incident management and investigation
- Process for setting objectives and programmes
- Process in place to review the SHE Plan
- Process for performance management and monitoring
- Process for internal audits
- Process for document and records management
- The sub-contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the client) to ensure that it fully addresses all the issues and complies with these requirements to the satisfaction of the client.
- The cause of the non-conformance/incident;
- The proposed actions to correct and prevent recurrence.

3.3 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 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 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. The SHE cost must exclude the tools of the trade and PPE.

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3.5 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. These Life-saving rules have been developed and will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of an 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.
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

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	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 site **returns home safely to his or her family.**

3.6 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 any Eskom site.
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 into 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.
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.

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3.7 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 about the work area where this scope of work will be executed.

The Appointed Contractor shall develop a Baseline 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. The baseline risk assessment shall make reference to applicable legal and other requirements. The developed contractor baseline risk assessment must be approved by the appointed Manager and shall be communicated to all contractor employees and sub-contractors (if, any). All risks must be rated, and additional controls measures shall be put in place for risks which could not be reduced to a tolerable level.

Activity based risk assessments shall be conducted at the area where work will be taking place by an appointed competent person of the Appointed Contractor, approved by the Supervisor and discussed with the employees before any activity can be executed. The activity-based risk assessment shall be reviewed as and when conditions change.

3.8 Fire Equipment and maintenance

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

3.9 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.

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2. First aid appointments must be made to meet the requirements. Appointees must be trained to level 2.
3. Where more than five employees are employed, the contractor shall provide a first aid box(es) at or near the working area.
4. When appointing employees for work sites, cognisance must be taken into account of the type of work performed, the distance teams are working apart and the terrain to be covered should an emergency arise.
5. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
6. Appointed contractor must ensure that his/her employees and sub-contractor employees are familiar with the emergency numbers.
7. 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.
8. 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. The first aid boxes must be inspected on a monthly basis and records thereof kept in the safety file.
9. 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.
10. The Appointed contractor and sub-contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.10 SHE Communication Systems

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.

Communications shall include:

- Toolbox talks that shall be documented and accompanied by proof that employees were part of the talks.

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- 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

3.10.1 Toolbox talks / Daily team talks / pre job meetings

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they understand the tasks, risks and control measures required. Toolbox records must be kept in the SHE file.

3.11 SHE Training

1. The appointed contractor must submit a training matrix for the workforce indicating all met training requirements in relation to the scope of work.
2. Records of all training and qualifications of all contractor employees must be kept in the SHE File.

3.11.1 Induction training

1. The appointed contractor shall ensure that all his/her employees, sub- contractors and their employees have undergone the Transmission Real Estate Safety 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.
5. All contractor employees must attend the Appointed Contractor induction.

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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 SHE file.

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

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 Drivers

1. The Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345).
2. The appointed contractor must have a system/process to manage vehicle access to laydown area/site.
3. The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
4. Contractor vehicles can be subject to inspections by the contract/project manager.
5. Vehicles which are not roadworthy will not be permitted to be used on site.
6. 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.
7. All vehicles must be fitted with fire extinguisher and first aid kit.
8. The driver must have a valid national licence for the type of vehicle used.

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9. The driver must have level 1 first aid training and basic fire extinguisher training.

It is the responsibility of the driver to ensure:

10. Their passengers wear seat belts whilst the vehicle is in motion.
11. Comply with all traffic road rules, safety, direction and speed signs.
12. Ensure that vehicle loads are properly secured prior to moving off.
13. Ensure that vehicles are not overloaded.
14. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
15. All drivers of such vehicles are to have valid medical fitness certificates.
16. 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.
17. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.

3.12 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 project/site manager in the second instance.

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8. The Eskom Transmission Real Estate's Project/Site Manager has the right to instruct the appointed contractor and appointed 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 result into site cleaning by another cleaning contractor company at the cost of the appointed contractor.
9. The appointed 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.

3.13 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. 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.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Eskom Transmission Real Estate reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom Transmission Real Estate 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 Eskom 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 Eskom's instructions.

7. 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.

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8. 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.

3.13.1 Hand tools

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

3.14 Auditing

3.14.1 Approval and compliance of appointed contractor SHE Plan

The Contractor's SHE Plan will be audited against the issued Eskom SHE specification. Once there is compliance only then will the appointed contractors, SHE Plan be approved by an appointed Eskom contract custodian. The implementation of the SHE Plan shall be assessed/audited by Eskom Transmission Real Estate personnel as and when required. This will include physical conditions evaluation.

3.14.2 Eskom SHE audits

Eskom Transmission Real Estate shall evaluate all contractors' SHE performance on a Monthly basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans as per the Eskom Supplier category.

Note: Eskom reserves the right to conduct unannounced audits on contractors

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

3.14.3 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 Transmission Real Estate 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.

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3.15 Smoking

Eskom has a smoking Procedure (Eskom Smoking Procedure 32-36) which all employees, appointed contractors and sub-contractors are required to comply with. The national smoking policy must be adhered to. Smoking is permitted in designated smoking areas only.

3.16 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery

3.17 General Requirements as per the cellular phone usage generation directive

- Cell phones shall not be used while operating any crane, hoist, powered industrial trucks, pay loaders, forklifts or other lifting device.
- 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).
- 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.
- Not to be used when climbing and descending any form of staircase.
- Not to be used for text messaging whilst walking as it poses a risk of tripping and falling and or being struck against/by moving or stationary objects.

3.17.1 Medicals

Note: Transmission Real Estate 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 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 Person/man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.

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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 appointed contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.18 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 sub-contractors on site.
2. The contractor shall provide PPE training on the use, maintenance, replacement, limitations etc to all his/her employees and sub-contractors.
3. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
4. 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.
5. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.
6. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
7. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
8. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
9. Where deemed as a requirement, then high visibility vests shall be worn.

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3.19 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.
- Appointment of the chairperson of incident investigations must be in line with the Occupational Health and Safety Incident Management Definitions and Classification Parameters Standard (240-131838225).
- 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.

3.20 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 Transmission Real Estate premises and how they will evacuate their laydown areas in case of any emergency. The contractor emergency management procedure must be in line with Transmission Real Estate emergency response plan.

The appointed contractor must familiarise themselves with the Transmission Real Estate 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. Any deviations/areas of improvement observed during the drill must be stated in the drill report and an action plan to address the deviations must be compiled.

3.21 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

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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 of non-conformances issued, if monitoring is not done; any recommendations made may not be implemented.
5. Where non-conformances are issued by Transmission Real Estate 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 Transmission Real Estate requirements.

3.22 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 Transmission Real Estate where the contractor has not met the requirements defined legally or contractually.
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.

3.23 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.

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3.23.1 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 Transmission Real Estate Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements.

3.23.2 Night work

When night work is to be performed; contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

If work is continuing from day light into night, at dusk, a toolbox talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

3.23.3 Overtime

When overtime is required to be performed, the sub-contractors shall inform the appointed contractor of such action. The appointed contractor shall inform the Transmission Real Estate project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.24 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Transmission Real Estate 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 Transmission Real Estate 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 Transmission Real Estate of such issues when signing the contract.

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

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3.25 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.

3.26 ENVIRONMENTAL MANAGEMENT REQUIREMENTS

3.26.1. National Environmental Management Act 107 of 1998 (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

3.26.2. Zero Liquid Effluent Discharge Policy (ZLED)

All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

3.26.3. Waste Management

a) All waste generated during the execution of the scope of work shall be managed in accordance with Tx Waste Management Work Instruction (240-98818649) and in compliance with applicable environmental legislation and bylaws.

3.26.4. Other rules

All spills/emergency incidents should be reported to Eskom Contract Supervisor and Environmental Officer(s) immediately on occurrence. Incidents should be investigated to prevent reoccurrence.

All contractors should be aware of Eskom SHEQ Policy.

All contractors must take into account environmental consideration when carrying out Risk Assessments.

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All equipment used on site must be in good working condition and no fuel and/or oil leaks on any equipment will be tolerated.

Non-conformance, incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:

The cause of the non-conformance/incident;

The proposed actions to correct and prevent recurrence.

Eskom Tx Real Estate shall issue non-conformances where there are deviations from environmental requirements.

3.26.5 Records to be kept onsite For Environmental Management

The following minimum records shall be kept on sites:

- a) Contractor site specific Environmental Management Plan and Environmental aspect and impact register;

Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available

- b) Environmental Incident registers and investigation reports;

Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.

- c) Non-conformance register;

When non-conformances are closed, they should be investigated and close-out within the agreed timeframes.

- d) Complaints register;

Where complaints are raised, they should be reported to TRE Environmental management Department, be investigated and closed out.

- e) Hazardous Chemical Agents registers and SDS where applicable;

Where hazardous chemical agents are used, a register should be maintained and all SDS should be available and communicated to employees.

Hazardous chemical agent used are stored in well- ventilated environment.

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- f) Records of audit reports and audit findings close-out, where applicable;
Records of audit and how findings where closed should be maintained.
Waste manifesto and waste disposal certificate are submitted to TRE Environmental management department on the last day of each month.
- g) Records of environmental inspections conducted.
Monthly environmental inspection should be conducted and records of inspections should be maintained.

3.26.6 Environmental Costing

- Environmental Representative
- Environmental Law Course for Environmental Rep
- Waste Management Activities
- Spillage control and Rehabilitation or Clean-up.

3.26.7 Contract Award Documentation

The following documentation should be submitted upon awarding of the contract:

- a) The Aspects/Impacts register or an environmental management plan;
- b) Appointment letter of the contractor's environmental or SHE officer who will be responsible for the implementation of the environmental requirements for the contract;
- c) Environmental Management System Certificate (if certified) if not, an environmental management system manual.
- d) List of all hazardous chemical agent to be used and their safety data sheets;
- e) Proof of training (certificates) of persons performing activities that could have significant impact on the environment;
- f) Waste management plan

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3.27. QUALITY REQUIREMENTS

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.

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 type of work falls under category 4 of the quality requirements.
The supplier shall submit the evidence of the developed and implemented QMS which complies with ISO 9001.

The following documented information needs to be submitted:

- Quality Method statement based on scope (Method Statement Template-Ref 240-126469599).
- Quality policy approved by the top management.
- Quality Objectives Approved by the top management.
- Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015).
- Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).
- Form A is completed and signed.
- Proof of similar and/ or previous work done as per the scope of work and/ or specification.

4 Acceptance

Null.

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5 Revisions

Date	Rev.	Compiler	Remarks
19 June 2024	01	M. Magaoga	New OHS SHE Specification for Transmission Real Estate

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