

Title: **Forklift Lease SHEQ Specification** Document Identifier: **240-153287912**

Alternative Reference
Number: **Not Applicable**

Area of Applicability: **ERI Logistics Services**

Functional Area: **Operations, and
Warehouse**

Revision: **1**

Total Pages: **32**

Next Review Date: **July 2024**

Disclosure
Classification: **Controlled Disclosure**

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Date: 29/07/2021

Date: 02/08/2021

Date: 2021 / 08 / 02

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1 INTRODUCTION

- 1.1 This document outlines the client's requirements for leasing forklifts of 3 Ton and 5 Ton into our Warehouse areas in Johannesburg, Cape Town and Durban. The forklifts will be used to load, offload and move commodities such as Transformers, cable drums, Kiosk, Cabinets and other equipment on the pallets from the trucks.
- 1.2 ERI's responsibility and commitment is to ensure a safe working environment which is in line with the Safety, Health, Environmental and Quality Policies, along with the legislative obligations.
- 1.3 This SHEQ specification is ERI's minimum requirements which shall be met by the contractor/supplier including subcontractors under his/her control for the duration of the contract. The contractor shall develop a SHEQ Plan in line with this specification including applicable legislation they comply to.
- 1.4 Logistics Services in no way assumes the contractors legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her SHEQ programme/plan, for his employees and appointed contractor's employees.
- 1.5 Where a contractor appoints a subcontractor/s, the subcontractor/s shall develop a SHEQ plan in line with this specification including applicable legislation they conform to.
- 1.6 This SHEQ specification reflects minimum requirements and should not be construed as all encompassing.

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

2 SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

To provide a detailed SHEQ Specification for leasing forklifts of 3 Ton and 5 Ton into our Warehouse areas in Johannesburg, Cape Town and Durban. The forklifts will be used to load, offload and move commodities such as Transformers, cable drums, Kiosk, Cabinets and other equipment on the pallets from the trucks.

2.1.2 Applicability

This SHEQ specification is applicable to contractors and their appointed subcontractors.

2.1.3 Effective Date

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

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2.2 Normative/Informative References

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

2.2.1 Normative

- a) Occupational Health and Safety Act 85 of 1993 and all applicable Regulations
- b) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- c) National Environmental Management Act 107 of 1998
- d) National Water Act 36 of 1998
- e) ISO 9001: 2015, Quality Management System
- f) ISO 14001: 2015, Environmental Management System
- g) OHSAS 18001: 2007, Occupational Health and Safety Management System
- h) National Road Traffic Act
- i) Eskom Safety, Health, Environment and Quality Policy 32-727
- j) Applicable South African National Standards (SANS)
- k) Labour act

2.2.2 Informative

- a) Control of Documents and Records Work Instruction (240-94027247)
- b) Coding of Business Management System Documentation Work Instruction (240-94027233)
- c) Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment (240-94027465)
- d) Baseline Hazard Identification Risk Assessment (Form No.: 240-94026665)
- e) Job Specific Hazard Identification Risk Assessment (Form No.: 240-115779893)
- f) Environmental Occupational Health and Safety Incident Management Procedure (32-95)
- g) Initial Notification of Occurrence (240-94026713)
- h) Safety Health & Environment Strategy – Strategy Plan (240-94027547)
- i) Compliance Obligations and Evaluation of Compliance for Safety, health and Environmental Procedure (240-94027489)
- j) SHEQ Communication, Participation and Consultation (240-111519336)
- k) Management Review (240-94027491)
- l) Eskom Procurement and Supply Management Procedure (32-1034)
- m) Emergency Evacuation Procedure (240-94027449)

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- n) Business Management System Audit Work Instruction (240-94027195)
- o) Control of Non-Conforming Product Corrective and Preventive Action Work Instruction (240-103649507)
- p) SHEQ Statement of Commitment (240-56178527)
- q) Disciplinary Code and Procedure (E-136)
- r) SHEQ objectives and Targets (A-14)
- s) SHEQ Policy (32-727)
- t) Supplier Contract Quality Requirements Specification (QM-58)
- u) SHE Representative and SHE Committee (R-E-16)
- v) Substance Abuse (E-105)
- w) Visible Felt Leadership Inspections and Walkabout (240-94027509)
- x) Employees' Right to refuse Work on the Grounds of SHEQ Related Concerns (D-33)
- y) SHEQ Recognition Guideline (240-94027171)
- z) Eskom PPE Specification (240-44175132)
- aa) Management and Control of Personal Protective Equipment (240-96234694)
- bb) Eskom Vehicle Safety Specification (32-345)
- cc) Vehicle and Driver Safety Management (240-62946386)
- dd) Safe work procedures transportation requirements for material handling (240-105691858)

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2.2.3 Definitions

Definition	Explanation
Client	Means any person for whom work is being performed.
Contractor	Means an employer who performs work on behalf of ERI Logistics Services.
Duty of care to the environment	Anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law, or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment.
Lifting machinery	Means a power driven machine which is designed and constructed for the purpose of raising or lowering a load or moving it in suspension and includes a block and tackle, hoist, crane, lift truck or jib crane but excludes an elevator, escalator, goods hoist or builder's hoist.
Lifting tackle	Means chain sling, rope sling, rings, hooks, shackles, swivels, spreaders or similar appliances.
Employee	Means a 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	Means 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 labour broker.
ERI Logistics Services requirements	Means requirements flowing from directives, policies, standards, specifications, work instructions & procedures
Environment	- the land, water, and atmosphere of the earth; - micro-organisms, plant and animal life; - any part or combination of (i) and (ii) 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
Hazard	Means a source of or exposure to danger.
Hazard identification	Means the identification and documenting of existing or expected hazards to the safety and health of persons, which hazards are normally associated with the type of activity/task being/to be executed.

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Definition	Explanation
Occupational Health and Safety Act 85 of 1993 including regulations	To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety and safety arising out of or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.
Pollution	Refers to: • Substances radioactive or other waves; or • Noise, odours, dust, or heat, • Emitted from any activity, including the storage or treatment of waste or substances, construction, and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being or on the composition, resilience, and productivity of natural or managed ecosystems or on materials useful to people, or will have such an effect in the future.
Risk assessment	Means a programme to determine any hazard at a site and to identify the steps needed to remove, reduce, or control such hazard
Safety, health, and environmental (SHE) specification	Means a site, activity or project specific document pre-prepared by the client pertaining to all health and safety requirement.
Safety, health, and environmental file	Means a permanent record containing information about the SHE management system in writing during the contract and all information relating to the post-contract phase after the handover to the client, so that the client can maintain the works in a healthy and safe way.
SHE Officer	Safety Health and Environmental Officer
Safety, Health, and Environmental Plan	Means a site, activity or project specific document plan in accordance with the client 's health and safety specification. This plan must include any required method statements, safe work procedures to mitigate, reduce, or control the hazards identified, SHE rules, and monitoring procedures. It is specific to each project undertaken and site where work is done, is compiled by the contractor or subcontractor, and must be approved by the client or agent prior to the commencement of any activities. The contractor and the client (or agent, where applicable) must both be signatories to the SHE plan once negotiated, agreed, and accepted. This plan has to be regularly updated to take account of any changes in project scope and unanticipated conditions.
Site	Means a specific project site, or the site where the contractor does the work.

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Definition	Explanation
Forklift inspection	Means a technical evaluation for determining the fitness of a forklift to operate in compliance to acceptable legislative standards.

2.2.4 Abbreviations

Abbreviation	Explanation
SABS	South African Bureau of Standard
LMI	Lifting Machinery Inspector
LME	Lifting Machinery Entity
LEEASA	Lifting Equipment Engineering Association Of South Africa
ECSA	Engineering Counsel of South Africa
BBSO	Behavioural Based Safety Observation
ERI	Eskom Rotek Industries SOC Ltd
GAR	General Admin Regulations
GSR	General Safety Regulations
HIRA	Hazard Identification and Risk Assessment
ISO	International Standards Organisation
OSHACT	Occupational Health and Safety Act
PPE	Personal Protective Equipment
PM	Project Manager
SANAS	South African National Accreditation System
SDR	System Deficiencies Report
SHEQ	Safety Health Environment and Quality

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2.2.5 Process for Monitoring

Monitoring of compliance will be done via evaluation of SHEQ files, site inspections, walkabouts and audits.

2.2.6 Related/Supporting Documents

Not Applicable

3 ROLES AND RESPONSIBILITIES

3.1 SHEQ Department: Logistics Services

It is the responsibility of Logistics Services SHEQ department to audit/evaluate the contractors SHEQ file to ensure compliance as set out under this specification before any work is performed by the contractor.

3.2 Contractor

It is the responsibility of the contractor to ensure that requirements listed in this specification are complied with by developing a SHEQ Plan before any work commences.

4 SCOPE OF WORK

The scope of work includes the leasing forklifts of 3 Ton and 5 Ton into our Warehouse areas in Johannesburg, Cape Town and Durban. The forklifts will be used to load, offload and move commodities such as Transformers, cable drums, Kiosk, Cabinets and other equipment on the pallets from the trucks.

5 AGREEMENTS

5.1 Section 37(2) Agreement

- 5.1.1 Section 37(2) agreement will be issued to the contractor upon approval of the SHEQ file and will be signed between the client and the contractor.
- 5.1.2 The original copy of the section 37(2) agreement must be kept by the contractor on the SHEQ file.
- 5.1.3 Where a contractor appoints a subcontractor, the contractor is required to sign a Section 32(7) agreement with the subcontractor and a copy of the agreement must be placed on the SHEQ file.

5.2 Letter of Good Standing CR 5(1)(j)

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

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

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6 LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS

6.1 The following legislation is applicable for LS contractors but not limited to:

- 6.1.1 The Constitution of the Republic of South Africa
- 6.1.2 Occupational Health and Safety Act 85 of 1993 and Regulations
- 6.1.3 National Environmental Management Act 1998 (Act 107 of 1998)
- 6.1.4 Compensation for Occupational Injuries and Diseases Act
- 6.1.5 Applicable South African National Standards (SANS)
- 6.1.6 Applicable International Standards.

7 ACT AND POLICY STATEMENT

7.1 OHS Act Book

- 7.1.1 The contractor and appointed subcontractors shall have the latest copy of the OHS Act and Regulations which should be made available to all employees.

7.2 SHEQ Policy

- 7.2.1 A SHEQ policy is a statement of intent and a commitment by the organisation's Chief Executive Officer and senior management in relation to the relevant SHEQ roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.
- 7.2.2 The contractor shall have an approved SHEQ policy signed by the Chief Executive Officer and the policy shall be displayed in prominent areas within the workplace and also be kept in SHEQ files.

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8 APPOINTMENTS

8.1 Dedicated Employer Section (16)(1)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. The appointment is for the Chief Executive Officer of the company.

8.2 Dedicated Employer Section (16)(2)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. A 16(2) Appointment does not alleviate the 16(1) from his/her responsibilities with regards to Occupational Health and Safety issues but allows a 16(2) to assist the 16(1) in his/her responsibilities.

8.3 Contractor Appointment

This appointment shall be signed by the client and contractor. Where a contractor contracts work to a subcontractor, the contractor shall appoint the subcontractor formally. The appointment shall be signed if the contractor meets the requirements as listed under this specification.

8.4 Responsible Manager

A competent person shall be appointed for supervising the work with duties as listed in his/her role profile. The appointed person shall have SHEQ and technical training certificates to support the appointment.

8.5 Site Supervisor / Controller

A competent person shall be appointed for supervising the work with duties as listed in his/her role profile. The appointed person shall have SHEQ and technical training certificates to support the appointment.

8.6 Assistant Site Supervisor / Assistant Controller

A competent person shall be appointed for supervising the work with duties as listed in his/her role profile. The appointed person shall have SHEQ and technical training certificates to support the appointment.

8.7 Safety Health and Environmental Officer

The appointed person shall have a National Diploma in Occupational Health and Safety Management, Environmental Health or equivalent or SAMTRAC. A full time SHE Officer is non-negotiable if the contractor has five (5) or more trucks.

8.8 Risk Assessor

The contractor shall appoint a competent person to conduct risk assessments. The appointed person shall have a Hazard Identification and Risk Assessment competency training certificate to support the appointment.

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8.9 Competent Person for Vehicle and Mobile Plant

- 8.9.1 The contractor shall ensure that operators of a vehicle and mobile plant are competent for the vehicle/plant in use.
- 8.9.2 The operator is issued with a valid medical surveillance for the vehicle/plant.
- 8.9.3 Daily inspections of the vehicle/plant are conducted prior to use.

8.10 Competent Person for Fire Fighting

The contractor shall appoint a competent person for firefighting. The appointed person will have a valid firefighting competency certificate to support the appointment.

8.11 Incident Investigator GAR 9(2)

This appointment shall be made in terms of General Administrative Regulation 9. The appointed person shall have a Root Cause Analysis (RCAT) or Incident Investigation competency training certificate to support the appointment.

8.12 Competent Person for First Aid GSR 3(4)

This appointment shall be made in terms of General Safety Regulations 3(4). The appointed person will have a valid first aid certificate to support the appointment.

8.13 Appointment of SHE Representatives and Responsibilities Section 17

SHE representatives shall be nominated, elected and appointed as per Section 17 and 18 of the Occupational Health and Safety Act No 85 of 1993.

9 ORGANOGRAM

9.1 Contractor Organogram

- 9.1.1 The contractor shall provide an organisational organogram related to this contract, listing all the levels of responsibility from the employer Section 16(1) down to the supervisors responsible for the contract. The organogram must list the relevant positions held, names of appointees and legal appointments.
- 9.1.2 The contractor must ensure that all appointed subcontractors comply with this requirement. The contractor is responsible for keeping copies of all of the organograms. All organograms shall be updated timeously when appointments are changed and filed in the project SHEQ files.
- 9.1.3 All appointees shall be made conversant of their roles and responsibilities, through training and awareness. In addition, copies of the role profiles shall be made available in the SHEQ file for review - the role profile provides a detailed list of responsibilities for the contract team.

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10 ROLES AND RESPONSIBILITIES

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day operations, in particular the SHEQ of any contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it management down to the lowest level employee.

10.1 Appointed Contractors

10.1.1 Carry out applicable duties as listed in section 8, 9 and 10 of the OHS Act.

10.1.2 Carry accountability and responsibility for the safety and health of their employees and their appointed subcontractors within their working area, as contemplated by Section 37(2) of the OHS Act.

10.2 Employees

All contractors are required to list employee's roles and responsibilities pertaining to the contract

11 COMPLIANCE REQUIREMENTS

11.1 Induction Training

11.1.1 Every contractor shall provide Logistics Services SHEQ with proof of induction.

11.1.2 Ensure that every visitor is inducted prior to entering the site.

11.1.3 Every contractor shall attend the Logistics Services SHEQ Induction.

NOTE: Logistics Services SHEQ shall induct contractors upon approval of the SHEQ file. Where a new employee or contractor joins the business and the contract has already commenced, that employee or contractor employees may only start working after the completion of the contractor and Logistics Services induction.

11.2 Medical Surveillance

Contractors shall ensure that a valid medical certificate of fitness is available for each employee on site and that the medical surveillance is conducted by a registered Occupational Medical Practitioner (OMP) or Occupational Health Practitioner (OHP). Logistics Services SHEQ may request verification that the Practitioner is an OMP or OHP if need be, in which case the contractor will provide such verification. This is applicable to the employees coming to physically carrying out the tasks on the forklifts.

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11.3 Toolbox Talk

The toolbox talks shall be conducted by the contractor with his/her team members and an attendance register signed for verification purposes. Toolbox talks shall address topics relevant for the work to be performed. Logistics Services SHEQ can request toolbox talks records from previous jobs if needs be.

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11.4 Monthly Reporting

Monthly SHE statistics shall be provided to Logistics Services SHEQ. The report shall include:

11.4.1 Actual head counts of employees.

11.4.2 Actual man-hours worked on the particular month and sent to the specified employee responsible for the contractor e.g. Warehouse manager.

11.4.3 Number of near miss, first aid, medical, lost time, fatality, environmental or rework incidents.

11.4.4 Safe Disposal Certificates (copies), for hazardous waste disposed in a case of oil/diesel spills.

11.5 Issuing of Personal Protective Equipment (PPE) GSR 2

11.5.1 Every contractor shall issue his/her employees with PPE as per General Safety Regulations 2. If additional and/or specialised PPE is required in order to address hazards as per the scope of work to be performed, the contractor shall provide such PPE. PPE shall be inspected every month and results of such inspections recorded.

11.5.2 When tasks are to be performed in ERI's premises, the Personal Protective Equipment shall be utilized and it may include, but will not be limited to, the following:

- a) Approved head protection;
- b) Eye and face protection;
- c) Foot protection;
- d) Respiratory equipment;
- e) Hand protection;
- f) Hearing protection;
- g) Protective clothing e.g. overalls;
- h) Reflective vests.

11.5.3 Personal Protective Equipment shall be maintained in a good and clean condition. Torn (damaged) equipment should be replaced when necessary.

11.5.4 Personal Protective Equipment shall comply with Eskom PPE Specification (240-44175132).

11.6 Fire Extinguisher

The contractor shall provide each forklift with the fire extinguisher(s) suitable for operation and such fire extinguisher(s) must be inspected on a monthly basis and pressure tested annually.

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11.7 First Aid Box

Each contractor shall provide each team with First Aid boxes as per General Safety Regulations 3(2). First aid boxes shall be equipped with medical supplies as listed under GSR 3(3)(a) Annexure. Every first aid box under a contractor's control shall be inspected monthly. An inspection register shall be kept in the SHEQ file. The name of the first aider including contact details must be placed on the first aid box.

11.8 Reporting of Incidents

11.8.1 All incidents occurring on our property on while on the way to perform ERI work must be reported immediately or within twenty-four (24) hours on an Initial Notification or similar document to the Logistics Services Operations and SHEQ department. In addition, the contractor shall immediately report incidents by telephone/personally to the Logistics Services responsible manager and SHEQ Department. The incident must be investigated by the contractor's incident investigator and the investigation report shall to be handed to Logistics Services SHEQ Department within seven (7) working days of the incident occurring. The investigation report shall cover the following aspects:

- a) Scope of Work;
- b) Project Reporting Structure;
- c) Investigation Team;
- d) Interviewees and Statements;
- e) Dates when Investigation Took Place;
- f) Sequence of Initial Events;
- g) Root and Contributory Causes;
- h) Management and System Shortcomings;
- i) Immediate Corrective Action;
- j) Preventive Action;
- k) Conclusion;
- l) Appendices; and
- m) Photographs of Incident.

NOTE: Please ensure the Occupational Health and Safety Incident Management Procedure (32-95) is followed for incident management.

11.9 Certificates of Competency for Contractors

The competency of the employees responsible for conducting forklift load test shall be provided with the registrations with relevant professional body. In this case is the LMI Accreditation and also the LME body.

NOTE: Competency certificates for team members as per their duties shall also be included.

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11.10 Lifting Activities and Associated Equipment

11.10.1 Contractors shall ensure that all lifting activities are conducted by a competent person.

11.10.2 The following information shall be provided to Logistics Services SHEQ and/or the Technical department before any lifting machine shall be used:

- a) Certificate of conformance that the lifting machine has been designed and constructed according to a generally acceptable technical standard.
- b) A six monthly (06) Inspection report of all attaching devices and components that form an integral part of the lifting machine.
- c) The annual load test certificate conducted and certified by an ECSA registered Lifting Machine Inspector (LMI) working for a Lifting Machinery Entity (LME).
- d) Valid medical certificate for the operator conducted by an OMP or OHP.
- e) Induct the ERI Employees on the provided forklift and how it works.

NOTE: *Lifting machine means a power driven machine which is designed and constructed for the purpose of raising or lowering a load or moving it in suspension and includes a block and tackle, hoist, crane, lift truck or jib crane but excludes an elevator, escalator, goods hoist or builder's hoist.*

11.10.3 The following information shall be provided to Logistics Services SHEQ and/or the Technical department before any lifting tackle may be used:

- a) Certificate of conformance that the lifting machine has been designed and constructed according to a generally acceptable technical standard.
- b) A three (03) monthly inspection report conducted by a competent person who has knowledge and experience in the type of tackle to be used.

NOTE: *Lifting tackle means chain sling, rope sling, rings, hooks, shackles, swivels, spreaders or similar appliances.*

11.11 Risk Assessments

11.11.1 Every contractor shall conduct a baseline risk assessment before the work is to be performed. Thereafter a task specific risk assessment shall be conducted and discussed daily or when there is a change in the task/risk/mitigation with all affected employees.

11.11.2 Every risk assessment conducted shall be discussed with employees performing the work and a register signed for verification purposes.

11.11.3 Environmental aspects and impacts shall be recorded as part of the baseline and task specific risk assessment.

11.11.4 Where any other person, other than the team performing the actual work may be impacted by the hazards and risks of the activity being performed, those other persons must also be aware of and sign the risk assessment.

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11.12 Housekeeping

- 11.12.1 Contractors shall ensure that good housekeeping practices are maintained continuously in every area they operate.

11.13 Contractor Facilities

- 11.13.1 An adequate supply of drinking water shall be provided at or within reasonable access.
- 11.13.2 The following facilities should, depending on the number of workers and the duration of the work, be provided, kept clean and maintained at or within reasonable access:
- a) Sanitary and washing facilities or showers;
 - b) Facilities for changing and for the storage;
 - c) Accommodation for taking meals and for taking shelter during interruption to work due to adverse weather conditions; and
 - d) Men and women workers should be provided with ablution and washing facilities.

11.14 Portable Electrical Equipment

- 11.14.1 During maintenance work carried out within ERI Property, the contractor shall ensure that all portable electrical equipment complies with the requirements as listed under the OHS Act including Regulations.
- 11.14.2 All portable electric tools shall be maintained together with their flexible cord and plug in good working order and inspected every time before use. No cable joining shall be allowed on the flexible cord of the electric tool.
- 11.14.3 Any portable electric light to be used shall be suitable for the application in accordance with Electrical Machinery Regulations 11.

11.15 Electrical Protection

- 11.15.1 Any work on the electrical network, installation or machinery shall not commence before electrical isolations are effected.

11.16 Earth Leakage Relays

Earth leakage relays - portable or permanently fixed - must be provided and tested on a regular basis. Records to be kept for audit purposes

11.17 Pressure Equipment

Any portable compressed air unit with a receiver or any pressure vessel shall have a pressure test certificate valid for thirty six (36) months.

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11.18 Ladders

- 11.18.1 All ladders are to comply with the requirements as listed under General Safety Regulations 13(A). Ladders shall be inspected before use.
- 11.18.2 In addition, the contractor shall ensure the following:
- a) Ladders must be constructed of suitable material of adequate strength.
 - b) Homemade ladders will not be allowed on site.
 - c) All ladders shall be prominently identified with the contractor's name and ladder unique identifier.
 - d) Ladders shall be checked on a monthly basis.
 - e) Records are to be kept. A register must be available for audit purposes.
 - f) All trailer to be designed with fixed cat ladders for easy access

11.19 Scaffolding

All scaffolding must be erected by people who have been trained and appointed in writing to erect scaffolding. The scaffolding must also be inspected weekly, or after inclement weather if outside or after adjustments have been made, by a trained person who is appointed in writing. All scaffolding to comply with SANS 085.

11.20 Compressed Gas Cylinders

- 11.20.1 The contractor shall ensure that cylinders transported to site are in an upright position and chained to ensure safe transportation practices.
- 11.20.2 In addition, the contractor shall ensure the following:
- a) Industrial gases must be stored in an isolated and well-ventilated covered area.
 - b) Full and empty cylinders are to be stored separately.
 - c) Cylinders must be stored in a shaded area out of direct sunlight.
 - d) Equipment must be kept in a sound condition at all times.
 - e) Cylinders must be kept in an upright position at all times, and must be adequately chained or strapped to prevent them from falling over.
 - f) Valves must be closed when equipment is not in use and each set must be provided with a locking spanner.
 - g) Handling and storage of gases must be in accordance with the manufacturer specifications and good practices.
 - h) Flame cutting equipment shall be fitted with flashback arrestors on both ends of the hoses.
 - i) Hoses are to be free of joints.
 - j) The oxygen and the acetylene hoses shall not be tied together with electrical straps, wire, and/or insulation tape. Hose clips must be used.
 - k) Where flame-cutting work is in progress a protective blanket shall be used in such a manner as to protect persons and equipment in areas below.

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11.21 Notices and Sign GSR 2B

The contractor shall comply with the requirements as listed under General Safety Regulations 2B. Notices and signs applicable for the work to be performed will be displayed. Warning sign prohibiting human lifting by forklift forks to be placed in a conspicuous area.

11.22 Health and Safety Meetings

11.22.1 The contractor shall conduct and/or be part of the following SHE Meetings:

a) Contractors Statutory Meetings

Individual contractors shall hold a Statutory SHE meeting at least quarterly. Where a contractor has sub-contractors the sub-contractor shall be included in the contractor's meetings. All appointed SHE Representatives shall be a member of at least one committee and the meeting must be held in accordance with the OHS Act.

b) Contractor SHE Meetings

Where Logistics Services SHEQ Department convenes a contractor SHE Meeting, a Senior Representative from each contracting company shall be present at the meeting.

11.23 Safe Work Procedure (SWP)

The contractor shall demonstrate to Logistics Services SHEQ in a documented format the procedure undertaken to perform work safely. The approved SWP will be implemented by the contractor on the commencement date of the project and for the duration of the contract. The tasks to be covered include but not limited to jumpstarting forklift, changing batteries, carrying out maintenance services, changing tyres.

11.24 Planned Job Observations

Two (02) planned job observations shall be conducted by the contractor on a monthly basis and proof of such observations kept in the SHEQ file for auditing.

11.25 Behavioural Based Safety Observations (BBSO)

11.25.1 BBS observations must be conducted monthly at each workplace on the contract site. It is preferable that the safety observation team comprise of two persons and represent different levels in the organisation. The objective of BBS observations is to assess and address the actual safe and unsafe behaviours of people in the workplace, as well as conditions that are caused by the actions or non-actions of employees, contractors, or their supervisors.

11.25.2 The intent of the BBS observation process is for management to be visible in the workplace and for them to recognise and encourage positive behaviours, so that they are sustained.

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11.26 Inspection and Audit Reports

Logistics Services SHEQ can at any such time inspect and audit any contractor under their control. Findings from the inspection or audit shall be closed out as per the report close out date. Where any deviations are found, a System Deficiency Report (SDR) will be issued to the contractor. A copy of the inspection or audit report must be kept in the SHEQ File together with a copy of any SDR's that were issued.

11.27 Permit to Work, Lock-out Procedures, Safe Work Procedures

11.27.1 The Permit to Work shall be issued by the Logistics Services Responsible Person. The Responsible Person for the project shall indicate to the contractor which task requires a Permit to Work.

11.27.2 The Responsible Person shall ensure that:

- a) The conditions of permits and cautionary notices are strictly adhered to.
- b) The lock-out procedures, mechanical as well as electrical, are strictly adhered to and any deviations shall be corrected immediately.
- c) Those safe work procedures as laid down by the Logistics Services SHEQ and the client shall be followed.
- d) The workers register and cautionary notices are discussed daily with the workers.

11.27.3 All contractors employees carrying out work for ERI LS should be competent and experienced to perform such work.

11.28 Walkways and Storage Demarcation

11.28.1 Yards and Sites

- a) Storage areas for materials and equipment shall be established and maintained.
- b) Provision must be made for walkways and vehicle traffic.
- c) Existing walkways and storage areas must be adhered to.
- d) All walkways and storage areas are to be clearly demarcated.
- e) Walkways are to be kept free from materials, goods, tools, scaffolding and other articles.

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11.29 Fire Alarm

Contractor employees shall be made aware of the meaning of the client's alarms, how to report a fire, where to report it and what to do in case of a fire and other related emergencies.

11.30 Occupational Hygiene

11.30.1 The contractor shall forward the client an occupational hygiene monitoring schedule for the high risk stressors that will be assessed.

11.30.2 In addition, any previous surveys that were conducted for similar activities in the past shall be kept on site for reference purposes.

11.31 Dust/Asbestos

11.31.1 All employees must be made aware of the inherent dangers of dust. The contractor must take such measures as may be necessary to decrease the generation of dust and post warning signs.

11.31.2 The use of thermal insulation materials containing asbestos or any other material containing asbestos is not allowed onto the property. Where any process necessitates the breaking up, grinding, pulverising, crushing or cutting of asbestos cement products the Responsible Manager must be notified immediately of the quantity and location.

11.31.3 Where employees are exposed to dusts such as silica, fibreglass and cement etc. adequate protective clothing and appliances must be provided.

11.32 Environmental Management

11.32.1 The contractor shall ensure that vehicles and forklifts are maintained and serviced; a maintenance plan shall be submitted upon contract award. all maintenance records to be kept for historical checks and audit purposes.

11.32.2 Employees must be trained on how to clean minor spillages and be provided with the hydrocarbon spill kits in case of any spillage occurring.

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12 DISCIPLINARY PROCESS

12.1 Organisational Process

The contractor is required to implement a disciplinary process within his/her organisation to enforce conformance to requirements, similarly, appointed subcontractors must do the same. Disciplinary action must be taken on all non-conformances and the breach of Eskom Lifesaving Rules.

12.2 Eskom Life Saving Rules

12.2.1 Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom adopt the same view.

12.2.2 Five Life Saving rules have been developed that will apply to all Eskom employees, agents, consultants, visitors and contractors. Failure to adhere to these rules will be considered a serious transgression which will lead to serious disciplinary action, which may include dismissal.

12.2.3 These rules are implemented to prevent serious injuries or death of any person in any area within the ERI. This is to ensure that every person who works on or visits ERI returns home safely to his or her family.

12.2.4 Compliance and adherence to Eskom Life Saving Rules, which consist of the following:

Rule	Description of Rule
Rule 1	Open , Isolate, Test, Bond and/or Insulate Before Touch No person may work on any electrical network unless: • He/she is trained and authorised as competent for the task to be done. • A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to any work commencing. • An equipotential zone is created for each worker on the job site by earthing, bonding and/or insulating according to approved procedures. • He/she follows the applicable Operating Regulations for High Voltage Systems (ORHVS) or Plant Safety Regulations (PSR) requirement or any other related standard, procedure and outcome of Risk Assessment fit for the type of work or task to be performed. • The authorised person (Team Leader) has certified and shown all Team Members that the apparatus is safe to work on.
Rule 2	Hook Up at Heights • Working at height is 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. • No person may work at height where there is a risk of falling unless: ○ A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to commencing any work at height. ○ You are appropriately trained.

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Rule	Description of Rule
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 work under the influence of drugs and/or alcohol.
Rule 5	Ensure you have a Permit to Work No plant is to be returned to service without the cancellation of all permits on the plant in accordance with procedure.

13 NON COMPLIANCE

- 13.1 Any non-compliance to any health and safety requirements in the SHEQ specification is subjected to disciplinary action in terms of the Eskom Procurement and Supply Management Procedure.
- 13.2 The contractor is required to implement a non-conformance procedure for issuing to subcontractors for transgressions. Similarly, appointed subcontractors must implement a non-conformance procedure.
- 13.3 The procedure for the issuing of non-conformance reports shall be strictly adhered to.
- 13.4 The contractor shall close out non-conformances issued; this will ensure that recommendations have been implemented to address the non-conformance.

14 UNLAWFUL ORDERS

The OHS Act Section 14(c), specifies that an employee shall at work carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorised thereto by his/her employer in the interest of health or safety.

15 CHECKLISTS AND INSPECTION REPORTS

- 15.1.1 When performing inspections, health and safety representatives must use an inspection check list as a reminder to enable them to cover all the risks areas within the work site/ area of designation. The inspection records to be kept and retrievable during the request such as in the investigations and audits

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16 SECURITY

16.1 Site Access and Departure

- 16.1.1 All employees reporting for duty should always produce their induction cards at the security gates and sign an access register. While on site the cards should always be displayed and visible on each and every individual. All site visitors will be required to sign the visitors and suppliers register at the project site.
- 16.1.2 The contractor is required to have a daily work permit before any work can commence. The work permit is issued by the security department and it should clearly identify the number of people on site, time duration and the associated risks on site. Therefore any contractor working without a work permit will be immediately stopped and disciplinary actions will be taken. The vehicles entering site should be searched as a precautionary security process.

17 QUALITY MANAGEMENT SYSTEM

17.1 Leadership

The contractor shall demonstrate its commitment to the development and implementation of the business management system by:

- 17.1.1 Communicating the importance of meeting customer as well as statutory and regulatory requirements.
- 17.1.2 Ensuring there is a project plan in place with stipulated time frames to complete specific task.
- 17.1.3 Ensuring there is resources available to perform the work (approved organogram in place).
- 17.1.4 Ensuring an employee's responsibility and authority for relevant roles are assigned, communicated and understood within the team.
- 17.1.5 Identifying risk and opportunities (both SHEQ and business risk) of the project during risk assessments. The risk and opportunities shall be documented in risk registers.
- 17.1.6 Promoting continual improvement.

17.2 Control of Non-Conforming Product, Corrective Action and Continual Improvement

- 17.2.1 The contractor shall ensure that the control of non-conforming products is managed as per their internal process.
- 17.2.2 Corrective and preventive actions shall be taken to eliminate the causes of non-conformances and potential non-conformances to prevent recurrence. Should it occur that the non-conformance cannot be remedied in any way, an application for concession (Template included in Clients Specification – QM58) shall be submitted to the client in accordance with the clients procedure. Records of the non-conformances and any subsequent actions taken including concessions obtained shall be maintained.

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17.2.3 A System Deficiency Report (SDR) shall be a standard process that will be adopted to ensure that deficiencies within the contractor are rectified as they are identified.

17.3 Monitoring, Measurement, Analysis and Evaluation

17.3.1 Internal audits and inspections shall be conducted by both the client and the contractors to ensure continual improvement and conformance to the ISO requirements.

17.3.2 Processes monitoring and measurement shall include but not limited to:

- a) Customers Surveys
- b) Internal audit
- c) Management reviews
- d) Calibration records
- e) Job Observation of critical task
- f) Near Misses
- g) Behavioural Based Safety Observations
- h) Evaluation of compliance to life saving rules
- i) Data Management Verification
- j) Planned maintenance of tools and equipment
- k) Occupational Hygiene Surveys

17.4 Design and Development

17.4.1 The contractor shall have an approved design that will be implemented during the contract work.

17.4.2 When implementing the design work, the contractor shall ensure that approved processes, procedures and work instructions are available and communicated to employees for implementation thereof. If there is any modification done on the equipment, it shall be done so with the approval by the LMI and the users to be trained on the equipment.

17.5 Suppliers Evaluation

The contractor shall ensure that their suppliers are evaluated to ensure that product and service requirements are met.

17.6 Continual Improvements

The contractor shall ensure that a continual improvement is driven by the analysis of the SHEQ policy, objectives and targets, audit results, corrective and preventive action management.

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17.7 Storage and Handling

17.7.1 The contractor shall ensure that all non-conforming products including those of appointed subcontractors on site are held in designated and identified hold areas until such time as the method of disposition has been decided (e.g. use as-is, repair, rework, scrap). Where it is not practical to move nonconforming products into a hold area, it shall be clearly identified. All faulty forklifts should be put away from the employees and physically have boundary to limit the use. It can be in the form of quarantine.

17.7.2 It is the duty of the contractor to ensure that personnel using handling devices shall be suitably trained, qualified and certified to be competent to use the devices. They shall also be instructed and conversant in any safety rules and regulations to be applied in their use. Handling devices shall be inspected periodically for cleanliness and safety, in addition to the mandatory requirement that lifting devices are to be inspected and certified by authorised personnel. Suitable records shall be maintained. Slings, hoists and cranes will be clearly marked with capacity limitations.

18 ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Floris Smit	Warehouse Manager
Justice Mphokane	HOD Operations
Mike Masondo	HOD Technical
Thulani Tshuma	Workshop Manager

19 REVISIONS

Date	Rev.	Compiler	Remarks
August 2018	0	M Mkhize	Outline the SHEQ specification for contractors
July 2021	1	K Tshishonga	Align to Forklift lease contract

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20 DEVELOPMENT TEAM

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

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21 ACKNOWLEDGEMENTS

- None

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22 ANNEXURE A - SHEQ CHECK SHEET

Name of Contractor		
Name of Contractor's Representative		
Signature of Contractor's Representative		
Project No.		
Scope of Work		
Date of Submission		
File Approved	Y	N
Name of Logistics Services SHE Officer		
Signature of Logistics Services SHE Officer		

No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
1	AGREEMENTS		
1.1	Section 37(2) Agreement		
1.3	Copy of OHS Act		
1.4	Valid Letter of Good Standing		
2	LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS		
2.1	Policies and Procedures listed received		
2.2	Signed SHEQ Policy		
3	APPOINTMENTS		
3.1	Employer Section16(1)		
3.2	Dedicated Employer Section16(2)		
3.3	Contractor Appointment		
3.4	Responsible Manager		
3.5	Site Supervisor / Controller		
3.6	Assistant Site Supervisor / Assistant Controller		
3.7	SHE Officer		
3.8	Risk Assessor		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
3.9	Competent Person for Vehicle and Mobile Plant		
3.16	Competent Person for Fire Fighting		
3.19	Incident Investigator GAR 9(2)		
3.20	Competent Person for First Aid GSR 3(4)		
3.21	SHE Representative Section 17		
4	ORGANISATIONAL STRUCTURE		
4.1	Contractor Organogram		
4.2	Appointed Subcontractor's Organogram		
5	COMPLIANCE REQUIREMENTS		
5.1	Induction training (Contractors induction)		
5.2	Medical Surveillance		
5.3	Toolbox Talk		
5.4	Monthly Reporting		
5.5	Issuing of PPE GSR 2		
5.6	Fire Extinguisher Inspections/Certificate		
5.7	First Aid Box Inspections		
5.8	Reporting of Incidents Document		
5.9	Certificates of Competency for Contractors		
5.10	Lifting Activities and Associated Equipment		
5.11	Risk Assessments - Baseline risk assessment - Task specific risk assessment		
5.13	Inventory list of HCS on site		
5.14	MSDS / SDS for chemicals listed on inventory list		
5.15	Contractor Facilities		
5.16	Portable Electrical Equipment Inventory List and Inspections		
5.17	Electrical Protection (PTW issued)		
5.18	Earth Leakage Relays Inspections		
5.19	Pressure Equipment Certificate/s		
5.20	Ladder Inspections		
5.21	Scaffolding Inspections		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
5.22	Compressed Gas Cylinders Storage		
5.23	Notices and Sign GSR 2B		
5.24	Health and Safety Meeting (Minutes)		
5.25	Safe Work Procedure (SWP)		
5.26	Planned Job Observations - Previous Projects		
5.27	Behavioural Based Safety Observations - Previous Projects		
5.28	Inspections and Audit Reports - ERI		
5.29	Permit to Work, Lock-Out, Procedures, Safe Work Procedures - Supplier Access Form (SAF) - Permit To Work (PTW)		
5.33	Walkways and Storage Demarcation Area designated		
5.34	Fire Alarm - Emergency Evacuation Procedure		
5.35	Occupational Hygiene Monitoring Programme		
5.36	Dust/Asbestos - SWP - PPE		
5.37	Environmental Management		
5.38	Life Saving Rules Acknowledgment		
5.39	SHE Plan submitted		
5.40	SHE/Q File submitted		
6	QUALITY MANAGEMENT		
6.1	Valid copy of ISO 9001 certificate (if certified)		
<i>If not certified to ISO 9001, the following documents must be submitted to demonstrate compliance to ISO 9001</i>			
6.2	SHEQ/Quality Manual (Signed)		
6.3	SHE/Q Policy (Signed)		
6.4	Procedure for the Control Of Documents		
6.5	Procedure for the Control Of Records		
6.6	Procedure for Internal Audits		
6.7	Procedure for the Control Of Non-		

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