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		Effective Date	20 October 2023		
		Review Date	N/A		

**Project Name:** Provision of Physical guarding and Reaction/Emergency respond services for Eskom Real Estate sites

**Project Address:** Eskom Academy of Learning, Megawatt Park, Eskom Research and Innovation Centre and Lephalale Land Management sites

**Scope of the project:** Provision of a comprehensive (24 hours) Physical Security Services (Static and Reaction team) comprising of armed and unarmed males and females Security guards, Grade C security Officers, Grade B Supervisors and Grade A Site manager over the period of thirty-six (36) months from 01 June 2024 – 31 May 2027.

Eskom Contract's Manager

Name: Pat Skosana

Eskom's Health and Safety Manager

Name: Khumbelo Chisebe

Eskom's Procurement Manager

Name: Thembekile Matshaya


Eskom's Safety Officer

Name: Lungile Mloyi

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## 1. Introduction

Eskom responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

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

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

**Eskom in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.**

This SHE specification reflects minimum requirements and should not be construed as all encompassing.

**Note 1:** All the requirements listed hereunder are in relation to the contract and do not supersede or replace any organizational SHE requirements.

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

## 2. Supporting Clauses

### 2.1 Scope

This SHE specification lists the legislative and Eskom requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.


#### 2.1.1 Purpose

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

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### 2.1.2 Applicability

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

## 2.2 Normative/Informative References

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

### 2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy


### 2.2.2 Informative

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

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## 2.3 Definitions

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Definition	Explanation
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Controlled disclosure</b>	controlled disclosure to external parties (either enforced by law, or discretionary).
<b>Client</b>	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
<b>Competent person</b>	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
<b>Contractor – includes appointed contractor</b>	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
<b>Consultant</b>	means a person providing professional advice
<b>Duty of care to the environment</b>	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
<b>Employee</b>	(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
<b>Employer</b>	(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)
<b>Eskom requirements</b>	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
<b>Health and safety file</b>	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
<b>Health and safety plan</b>	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.

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Definition	Explanation
<b>Health and safety specification</b>	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
<b>Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
<b>Organisation</b>	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
<b>Principal contractor</b>	(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.
<b>Responsible Manager</b>	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
<b>Risk assessment</b>	(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.
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

## 2.4 Abbreviations


Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour ( Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces

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Abbreviation	Description
GAR	General Administrative Regulations
GSR	General Safety Regulations
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

## 2.5 Related/Supporting Documents

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

## 3 Specification

### 3.1 Scope of work

#### Static Guarding

The provision of static unarmed and trained guards to perform the guarding duties at the above mentioned ERE sites. Observe surroundings, report suspicious incidents/activities/occurrences, and render guarding services at special events. Their key responsibilities will also include:

#### Access & Egress Control


Access & Egress control activities consist of:

- The control and management of the movement of employees, visitors, and contractors with the purpose of ensuring that only authorized personnel, vehicles, and materials are allowed to enter, move within, and leave the facility. This provides the protection for all personnel and property within, and the facility itself.
- Check all personnel access permits, visitor's permits, vehicle permits, and laptop/equipment permits for validity against date of issue or expiry date and if necessary, against ID document. Prevent access if permits are not valid, cancel permits and refer permit holder to the permit room and/or reception area.
- Access to visitors will only be allowed by means of positive identification (identity document, passport, or driver's license).
- Search all vehicles as per standard operating procedures. Check documentation with regard to toolboxes, equipment, parcels and other items and issue equipment sheets if necessary. Refuse access for prohibited items such as

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cameras, firearms and alcoholic beverages and refer to the Eskom Security Guard on duty.

- Check material removal permits and verify content and authorization signature. Confiscate items not described on the removal permit and hand in for safekeeping. Refuse exit with goods if an authorized manager did not sign removal permit.
- Lock and secure gates and doors after hours.

#### Reaction/ Emergency respond team

The provision of Reaction/emergency response armed and trained guards to perform the patrols, emergency response duties at the above mentioned ERE sites. Their key responsibilities will also include:

#### Security Patrol duties

- Provide Security crime prevention through site patrols and response at the critical network infrastructure areas including any other specified sites within their Scope of Work.
- Check strategic points against patrol report.
- Report and record irregularities, report and record all deviations to the Eskom Supervisor.
- Secure scenes of crime and/or incidents and inform Eskom Supervisor.
- Respond to alarms and report to Eskom Supervisor.
- Monitor the movement of suspicious vehicles/people and report to the Eskom Supervisor.
- Maintain visibility in all public areas.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Patrol specific area on foot, or motorized equipment, responding promptly to calls for assistance.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good public relations.
- Record facts to prepare reports that document incidents and activities
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Review facts of incidents to determine if criminal act or legal violations

#### Ad-hoc Services (Tactical Response Team)


Security-related services required which may be requested for a specific task and any period, and at any given time which includes:

- Emergency and response activities.
- Crowd and Traffic management

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- Testify in court cases/disciplinary hearings if required.
- Escort visitors/vehicles or persons when required
- Execute external access control duties on request.
- Carry out emergency drills when required.
- Perform any legitimate activity as required.

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

## 3.2 Legal Compliance

### 3.2.1 Section 37(2) (Legal) Agreement

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

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

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

### 3.2.2 Hazardous work by children (Child Labour)

The constitution of the Republic of South Africa, in the “Bill of Rights” is clear on the rights of children, especially when it comes to:

*17.being protected from exploitative labour practices;*

*18. not to be required or permitted to perform work or provide services that*

*i. are inappropriate for a person of that child’s age; or*


*ii. place at risk the child’s well-being, education, physical or mental health or spiritual, moral or social development and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.*

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act “Regulations on Hazardous Work by Children in South Africa” with emphasis on paragraph 2

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

### 3.2.3 OHS Act

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

### 3.2.4 Legislative compliance

All contractors will comply with all the legislation pertaining to this contract being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injuries and Diseases Act.
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- PSIRA Act

### 3.3 Principle Contractor Organogram

1. The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.
2. The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.
3. This diagram must be kept up to date and filed in the project SHE files.

### 3.4 Eskom Requirements

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


#### 3.3.1 Appointment of a contractor

The principal contractor will be appointed by Eskom Real Estate on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

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### 3.3.2 SHE policy

A SHE policy is a statement of intent and a commitment by the organisation's CE and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor SHE files and attached as an annexure in the SHE Plan.

### 3.3.3 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

## 3.5 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. **The alcohol and drug permissible level is 0%.**
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom 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.


## 3.6 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably

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trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to the following:

- OHS Act Construction Regulation 8(7) – Assistant Supervisor
- OHS Act Construction Regulation 8(5) – Health and Safety Officer
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act Construction Regulation 7(1)(V) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector
- OHS Act General Safety Regulations 3(4) – First Aider/s

#### **Non-statutory appointments**

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement - Chairperson of Health and Safety Committee


### **3.7 Lifesaving Rules**

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
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.

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The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> (That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> 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	<b>BUCKLE UP</b> 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	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work.

Eskom will take a stance of zero tolerance on these rules.

Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

This is to ensure that **every person** who works on or visits an Eskom **returns home safely to his or her family.**

### 3.8 Occupational Health, Hygiene and Rehabilitation


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

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### 3.8.1 Medicals

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

1. Principle contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
4. The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

### 3.9 Principal contractors and appointed contractors

**Note 1:** Most of the roles and responsibilities listed apply to both principal contractors and any appointed 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 and Regulation 7 of the Construction Regulations.
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 appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project 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.

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5. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
6. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the project..
9. The principal 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 nature of business to be equivalent to the scope. Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.
10. Contractors must provide the principal 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 record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company and the nature of business to be equivalent to the scope.
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 appointed 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 appointed 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.

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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 appointed 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 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.

20. 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 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 construction site against all risks that may arise from such site.

23. Before the commencement of any work, conduct risk assessments which shall include public safety. 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.

25. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

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26. Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
27. Principal contractors are required to approve appointed 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.
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, they will also be required to undergo the required employee physical and psychological fitness examinations.
31. Ensure, prior to the commencement of 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. Ensure, prior to the commencement of work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
33. 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;


### 3.10 Contractor Site Supervisor

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;
3. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
4. Ensure the adherence to statutory requirements and safety standards.

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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 Eskom 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 Eskom requirements;
8. Continual liaison between the principal contractor and employees.
9. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
10. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
11. Submit the observation reports to the relevant management.
12. Have meaningful participation in the project statutory health and safety committee meetings.
13. Participate in all appointed contractor incident investigations.
14. Participate in the principal contractor's emergency preparedness planning.
15. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
16. Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
17. Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

### 3.11 Employees


Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
  - a. familiarising themselves with their workplaces and safety and health procedures;
  - b. working in a manner that does not endanger them or cause harm to others;
  - c. ensuring that the work area is kept tidy;
  - d. reporting all incidents and near misses;
  - e. protecting fellow workers against injury by performing job observations;
  - f. reporting unsafe acts and unsafe conditions;
  - g. reporting any situation that may become dangerous; and
  - h. carrying out lawful orders and obeying safety and health rules;

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4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's security project manager or their supervisor immediately.
5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons.
6. When entering or leaving the site, do so via the official designated access/departure routes.
7. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
8. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
9. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
10. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
11. Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
12. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
13. Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
14. Maintain the surrounding area of the work site in a neat and tidy condition.
15. Have meaningful participation in regular health and safety meetings.
16. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
17. When given instructions, understand the instructions and be permitted to clarify those instructions.


### 3.12 Contractor Health & Safety Officer

1. Promote a SHE culture within the organisations involved in the project / contract.
2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project SHE plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.

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5. Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
6. Conduct audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.
8. Participate in the organisation's statutory and non-statutory health and safety committees' meetings.
9. Conduct organisational, site and visitor induction training.
10. Stop any employee or contractor from performing work which is not in accordance with the principal contractor's and or appointed contractors' health and safety plan which poses a threat to the health and safety of persons.
11. 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.
12. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
13. Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

### 3.13 Risk Assessments

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

- identification of all hazards;
- evaluation of the risks;
- measures to control the risks.


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

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### 3.14 Safe Work Procedures and Practices /Safe Operating

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

### 3.15 Personal Protective Equipment Requirements

1. The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of the OHS Act.
3. The risk-based PPE matrix must be compiled detailing the types of PPE /uniform that is required to be issued to employees performing the respective tasks.
4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.
5. All PPE/uniform purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
6. Where deemed as a requirement, then high visibility vests shall be worn.

### 3.16 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.

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.


### 3.17 Emergency Management

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

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### 3.12.1 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued, in not doing so, any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom 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 Eskom requirements

## 4 Revisions

Date	Rev.	Compiler	Remarks
As & when required	01	L Mloyi	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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