

	Scope of Work	Kusile Power Station Project
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Title: **Scope of Work for Provision of Catering Services at Kusile Power Station Project**
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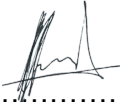
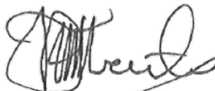
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1 INTRODUCTION

Supply a Complete Catering Service to employees of Kusile Power Station Project.

2 SUPPORTING CLAUSES

2.1 SCOPE

2.1.1 Purpose

Production of meals on site as well as delivery and serving of meals to the employees of Kusile Power Station Project.

Meals to be served will be approximately 700 per day at kick off and scale down towards completion.

Lunch time is from 11:00 to 14:00.

Overtime meals served at 19:00 and midnight meals served at 23:00 are provided to Contractors working night shift.

The contractor will cater for Eskom Kusile Project employees for every working day (Monday to Friday) in the 200-seater canteen to the magnitude of 140 meals per day.

The on-site facility is provided by the *Employer* and is fully equipped to produce 10000 lunches, 1180 Breakfast and 1180 Dinner meals per day.

The *Contractor* shall be Registered with a recognised Food Association Regulatory Body like FEDHASA (Federated Hospitality Association of South Africa). Further to that the *Contractor* shall be required to register and comply with all associated Safety, Health, and Environmental Acts and Bodies. This is: Nationally and the Kusile Site requirements. The *Contractor* must have experience under Catering Contracts in the role of main contractor serving more than 700 meals per day.

2.1.2 Applicability

This document shall apply to Eskom Holdings Limited, Group Capital Division with reference to Kusile Power Station Project.

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] Must be Registered Member of Recognised Food Association Regulatory Body like FEDHASA (Federated Hospitality Association of South Africa)
- [2] SANS all South African National Standards pertaining to Food Industry
- [3] HACCP Hazard Analysis and Critical Control Points
- [4] ISO 9001 Quality Management Systems
- [5] Eskom Food Hygiene and Safety Management 39-113
- [6] OHSAS 18001:2007/ ISO 45001:2018, Occupational Health and Safety Management systems

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2.2.2 Informative

- [7] ISO 14001 (Environment)
- [8] Project Management Institute Standards and Guidelines
- [9] King IV Report on Corporate Governance for South Africa
- [10] 240-130905388 Generation Projects/Expenditure planning and approval process

2.3 DEFINITIONS

Definition	Description
2000-Seater Canteen	means where the <i>Contractor</i> re-gen and serve meals to the General workers and Semi-Skilled workers
Artisans	means a worker of Eskom, Contractors and Subcontractors, as defined by the Labour Relations Act
200-Seater Canteen	Means where Eskom Project Team receive their meals
<i>Contractor or Service Provider</i>	means an Employer as defined in Section 1 of the OHS Act, who is formally contracted (directly or indirectly) by Eskom and performs work for the Catering Services
<i>Employer</i>	<i>Employer</i> will be Eskom Holdings SOC Ltd (Kusile Power Station Project)
General workers	means a worker as defined by the Labour Relations Act
KPT – Kusile Project Team	KPT – Kusile Project Team means Professional and/or Management Staff of Eskom and/or WSP
Main Canteen or Kitchen	means where meals will be prepared and served, for artisans and management personnel and preparation will take place for General workers and Semi-Skilled Workers
Project Manager	means an Eskom representative appointed to manage the Contract
Re-Gen	means re-heating of meal packs
Semi-Skilled workers	means a worker as defined by the Labour Relations Act

2.3.1 Disclosure Classification

Controlled disclosure

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2.4 ABBREVIATIONS

Abbreviation	Description
CSI	Cooperate Social Investment
FEDHASA	Federated Hospitality Association of South Africa
HACCP	Hazard Analysis and Critical Control Points
IT	Information Technology
LDV	Light Delivery Vehicle
OHS Act	Occupational Health and Safety Act
POS	Point of Sale
PPE	Personal Protective Equipment
SANS	South African National Standard
SD&L	Supplier Development and Localisation
SHEQ	Safety Health Environment and Quality

2.5 ROLES AND RESPONSIBILITIES

The following sections contain specific functions within each of the following roles and responsibilities related to the execution of the works, but is not limited to below:

2.5.1 The *Contractor*

2.5.1.1 Ensure compliance to all requirements within this document

2.5.1.2 Provide training and create awareness to their employees

2.5.2 The *Employer*

2.5.2.1 Provides the Eskom Standards and Procedures

2.5.2.2 Compliance Monitoring

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3 DOCUMENT CONTENT

3.1 SCOPE OF WORK

3.1.1 Contractor's Responsibilities

3.1.1.1 Staffing

- a. For continuity in operations, service and stability on site we request that existing staff be considered primarily when mobilizing the workforce.
- b. Have the appropriate qualified and trained staff for the safe & hygienic production, transport and serving of meals according to industry norm. See Technical evaluation for number of points associated with number of employees
- c. Organogram and CV's of key personnel (Project Manager, Production Manager and Finance/Admin Manager) to be provided, desirable each with 5 or more years' experience
- d. Have Supervisors at each facility, with a manager that has the means to be mobile.
- e. Provide staff transport as per Kusile Power Station Employer Policies and Procedures
- f. Provide sufficient and appropriate uniform for all staff, with a clean set for each shift.
- g. Undergo medical evaluations for all employees as prescribed by the Employer SHE policy.
- h. Recruitment and skills development as per contractual requirements.

3.1.1.2 Food Production

- a. Providing only High Quality "A" grade ingredients required to prepare the meals
- b. Using the existing method (**Cook Chill**) at **2000-seater** to keep uniformity. Method statements and Check Sheets to be provided.
- c. Cooking/preparing the appropriate meals as per agreed menus according to the specifications as per
- d. Menu Specification on the Pricing Schedule
- e. Use approved standardized recipes to produce meals (to be provided by the *Contractor*)
- f. Meal Packs to have 4 day shelf life
- g. Production will be 7 days a week to ensure maximum efficiency of shelf life.
- h. The *Employer* will not consider any expired meals if there is no Sunday or Public Holidays Production.
- i. Procurement of raw materials in accordance to SD&L targets
- j. Have a full traceability system that can trace or analyse the end product all the way back and pinpoint the specifics in each step of production according to all relevant Acts and Requirements.
- k. Back-Up power at Kusile site is supplied and maintained by the *Employer*.

3.1.1.3 Hot Boxes:

- a. The Employer to provide hot boxes that can maintain a safe temperature according to Food Safety and Control
- b. Must be durable to withstand rugged handling
- c. Maintain a safe temperature (SANS 10156) for at least 6 hours
- d. Have enough hot boxes to keep at least 60 percent of required meals at any stage
- e. Clearly labelled and numbered for traceability

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- f. Have capacity to keep at least 22 Food Containers
- g. Damaged Hot boxes to be replaced by the Contractor and approved by the *Employer*

3.1.1.4 Menus

Menu Specification and Menu: See Pricing Schedule.

- a. Must comply with the stated laws, regulations and specifications
- b. All menu changes to be approved by a registered dietitian
- c. The *Contractor* shall ensure the meals meet basic diet standards
- d. The menu will be based on a 16-day cycle (8 Red and 8 White meat) and will be reviewed quarterly.
- e. Having received a special diet request (vegetarian, diabetic, low fat and low salt) from Contractors on site, the Employer shall advise the service provider accordingly.
- f. The Contractor shall comply with the supplied menu, until otherwise advised by the Employer.

3.1.1.5 Distribution and Serving

- a. Distribute, deliver and serve meals at the remote canteens, located on the construction site
- b. Always have enough vehicles and drivers on standby
- c. Have Supervisors at each facility, with a Manager that has the means to be mobile.
- d. Vehicle for transportation of meals needs to be customized to deliver a hot or cold, dust free and uncontaminated meals to the General Workers canteens.
- e. Provide documented, collection service to Contractors with own eating areas, and all waste associated with meals.
- f. Weekly inspections of selected collection service or eating areas of Contractors on site and
- g. reporting on any issues found at these canteens, including night shift service. A weekly report to be submitted to Contract Manager, failure to do so may result in Non-Conformance penalties.
- h. Vehicle dedicated to provide office services to Park Home Offices. Over 40 Park Home Offices all over site in various areas.

3.1.1.6 Hygiene / food safety

- a. Managing and maintaining clean and hygienic facilities including but not limited to offices, inside Ablutions, Change Rooms, Kitchens, Dining rooms, Waste Areas, Fat Traps and areas surrounding Facilities
- b. Clean and clear all dining facilities and kitchen area before, during and after meals
- c. Maintaining a visibly clean and neat working area at all times inside and outside off facility (House Keeping)
- d. Daily Cleaning of all facilities and all equipment at all facilities with method statements and check sheets.
- e. Deep clean all facilities at least once a week Stripping, scrubbing, and resealing of all floors each month end long weekend.
- f. Drains sewage / gulley's, fat/grease traps will be monitored and maintained according to the Water Act, SANS and HACCP requirements
- g. The cleaning and maintaining of kitchen fat/grease traps on a daily basis Keeping a register of collection of wastewater collected by external service provider and submitting a report weekly to contract manager / supervisor including readings from water flow meter.
- h. Keeping the kitchen and all kitchen equipment clean and sanitized on an ongoing basis
- i. Food temperature control according to Food Safety and Control Legislation in South Africa

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- j. Pest and rodent control according to all SANS requirements regarding Food Premises at all areas used by the Service Provider Control and Management of Cat population around the Canteens

3.1.1.7 Access Control

- a. Effective management, maintenance and replacement of provided Saco canteen access control system / or a similar system including all the Hard and Soft ware (IT), links, to and from all facilities and licences.
- b. Have a clocking access control system (fingerprint / face recognition or card) at 200-seater canteen
- c. Daily Record/ breakdown of all scanning
- d. Own Information technology (IT) technician on site looking after all IT systems and canteen access control including processing new applications and all tasks related to IT systems.

3.1.1.8 Waste Management

- a. The *Contractor* is accountable for all food waste irrespective of where consumption takes place
- b. A waste plan/method statement to be attached to tender document
- c. Waste, Used Oil and Fat to be sorted and placed in skips and drums provided, management and control responsibility still lies with the *Contractor*
- d. Removal of all waste placed in skips daily by Waste Removal Contractor, provided. Management
- e. and control responsibility still lies with the *Contractor*
- f. Good housekeeping and cleaning of all areas daily
- g. Provide pest and rodent control according to all SANS requirements regarding Food Premises
- h. Provide control and Management of Cat population around the Canteens and Waste Areas
- i. Provide a food composting machine turning all left over food into compost for use at Kusile Site.

3.1.1.9 Administration

- a. Supply and maintain good communication system including all Links to all facilities on site
- b. Note Access Control and Office/Admin (IT) systems are priced on different lines and should not be combined under one line, should the *Employer* suspend one service that whole line will fall away.
- c. Keeping inventory registers and regular verification of all assets or equipment as supplied by Eskom
- d. Maintaining an overall high standard of management of the kitchen and dining hall facilities
- e. Maintain a proper Auditable record keeping system with daily, meal by meal, feedback.
- f. Customer satisfaction rating system with daily feedback to *Employer*
- g. The *Employer* reserves the right to full access of all records.
- h. Own Point of Sale (POS) system for Main Kitchen Sales

3.1.1.10 Maintenance

The Contractor is responsible for:

- a. Preventative maintenance and repair of all equipment and buildings used by the *Contractor*
- b. Provide a comprehensive maintenance plan.
- c. Site based maintenance team or teams

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- d. Replacement of Kitchen Equipment is paid for from the Kitchen Equipment line. Not exceeding the initial tendered amount. Tendered amount must be based on replacement of, but not limited to, for a Minimum of:
- 1 X Prenox 40 Pan Ovens
 - 1 X 80 litre Cast Iron Tilting Pans
 - 1X Double Capdam Pot 250 litre with stirrer
 - 30 X 20 litre dispenser water bottles
 - 1 X Dishwasher for washing trays (700 trays per day)

Above minimum does not limit the usage of line for specified items only nor does the value of the line limit the *Employer* to request that equipment not listed or priced for or be replaced. Any Equipment that needs to be replaced after the Equipment line is depleted is for the *Contractors* own account. The equipment is old and used extensively. Any equipment purchased must be done on the *Employers'* approval. All Equipment used must be in a working condition when the contract ends. Final assessment may be delayed or used for replacement of equipment not in good and working order.

3.1.1.11 Cutlery and Crockery

General workers:

Food Container must:

- a. Be biodegradable/recyclable, undivided with a lid
- b. Be able to withstand reheating up to 100 degrees Celsius in a convection oven
- c. Be able to withstand weight pressure during packing
- d. Be able to keep meals that has a 4 day shelf life

Disposable plastic cutlery (high quality grade) 2 x salt, pepper, serviette and toothpick in a sachet.

Management Personnel and Artisans (Main Canteen)

- a. Melamine white serving set
- b. Disposable plastic cutlery (high quality grade), salt, pepper, serviette and toothpick in a sachet.
- c. Nonslip trays

After inspection, once off procurement of smalls on *Employer* approval basis. There after upkeep of levels is for the Service Providers' account.

3.1.1.12 Special Catering

Office Beverage service

This whole service must have a fully auditable stock system covering each step of each process.

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Boardrooms

- a. Provide beverage (coffee and tea) service to boardrooms on an Ad Hoc Basis
- b. Provide 20 Litre water bottles (Dispenser Type) to Board Rooms
- c. Provide 330 ml bottle water on *Employer's* request
- d. Monthly Cleaning and Servicing of Water Dispensers

Coffee Stations and offices (Kusile)

- a. Provide drinking water for the offices, approx. 200 x 20 Litre per week (seasonal and Project scaling dependant)
- b. Monthly Cleaning and Servicing of Water Dispensers
- c. VIP beverage service to the General Manager's office
- d. Provide beverage service to Park Home Offices coffee/tea stations (normal and decaf coffee, tea and Rooibos tea)
- e. Around 40 Park Home Offices all over site in various areas.
- f. Vehicle to be dedicated for Park Home Offices' service
- g. Provide 2 coffee vending machines; approx. 4000 cups per month; at main office coffee station

Functions

- a. Provide special catering and events arrangement elements (table setup, décor, layout, presentation, etc) required to complement the catering service delivery as per events list on *Employer's* request.
- b. The Service provider to outsource some special catering and events as per *Employer's* request.
- c. Menu's and pricing to be pre-approved by the *Employer*

*NB: Events schedule attached as **Annexure 1***

Vending

- a. Provide vending machines (non-alcoholic) at strategic areas, e.g. main canteen and other locations on *Employer's* request
- b. These will be for the consumer's own account

Meals for Eskom Employees

- a. Provisional allowance is made on the pricing schedule for Eskom Employees, this is for:
 - 1 Special Meal per day per pre-approved employee
 - 1 Juice or Water per meal
 - 1 Fruit per meal
 - Cutlery and Crockery pack
 - All administration costs including, but not limited to, issuing of Meal Cards, Reporting and Invoicing.

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MENU

LAMB / MUTTON -Broccoli vegetables -Copper penny -Green salad -Pap / Rice	FISH -Chips -Coleslaw salad -Green salad -Rice
BRAAI / MIXED GRILL -Chakalaka -Cabbage -Green sala -Pap	WORS & CHICKEN -Braised Cabbage -Chakalaka -Garden salad -Pap / Rice
BEEF STEW / CHIKEN STEW -Green beans -Garden salad -Spinach -Pap / Rice	CHUCK -Green salad -Sweet potato -Coleslaw -Garden salad -Pap
PORK CHOPS - Green beans - Beetroot - Garden salad - Pap	CHICKEN (ROAST, GRILLED, -Green salad -Sweet potato -Coleslaw -Garden salad -Pap
BEEF LIVER -Cabbage -Chakalaka -Green Salad -Pap	COW HEEL / HEAD Spinach -Coleslaw -Garden salad -Pap / Rice

- b. This amount is not automatically owed to the *Contractor* but is for usage as and when required by the *Employer*.

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3.2 SITE SERVICES AND FACILITIES

3.2.1 Provided by the Employer

Main Canteen Building

This building consists of a fully equipped Kitchen and Canteen area consisting of:

- a. A management canteen of 200 (200-Seater Canteen) pax with 2 serving points and 2 points of sale
- b. An artisan's canteen of 500 (500-Seater Canteen) pax with 3 serving points and 3 points of sale. There are 2 x cold rooms at this canteen.
- c. A Call Order Bar (Take Away Meals) with 3 serving points and 3 points of sale
- d. Point of Sale (POS) system will be the *Contractors'* own system
- e. A 50-seater executive Dining room (operational on request)
- f. Ablution facilities (internal structure)
- g. **This will not form part of Contract as the end user pays for meal**
- h. The Call Order Bar (Take Aways) is an additional option for the *Contractor*. Should the *Contractor* decide to utilize this facility, all costs associated will be for the *Contractors* own account.
- i. An initial charge to the end user will be agreed upon. Yearly increase from there, will be subject to Food Price Index (FPI) on the same Indices used for Cost Price Adjustment (CPA) as stipulated on the main contract.

Satellite Canteens (Employer's account)

Current Structures

The site has one (1) remote canteen:

2000-Seater

- a. Regenerating (reheating) facilities
- b. 4 serving points
- c. 2 cold rooms
- d. Scullery (Dishwasher for trays and hand wash for hot boxes)
- e. Seats 2000 people
- f. Ablution facilities internal for staff use and external structure for participants
- g. Back-Up power at Kusile site is supplied by the *Employer*.

4 HEALTH AND SAFETY RISK MANAGEMENT

Contractors and their sub-Contractors shall at all times ensure compliance with all relevant Occupational Health and Safety Act 85 of 1993, Group Capital Division Kusile Power Station Project Safety Health and Environmental Specifications for *Contractors* and any regulations or by-laws of any local or statutory authority, ordinances, as well as client's procedures and other guidelines pertaining to the scope of work.

The *Contractor* acts in accordance with the health and safety requirements stated in the Works Information:

In carrying out its obligations to the *Employer* in terms of this contract; in providing the Works; in using Plant, Materials and Equipment; and while at the Site for any reason, the *Contractor* complies and procures and ensures the compliance by its employees, agents, Subcontractors and mandatories with:

- a. the provisions of the Occupational Health and Safety Act 85 of 1993 (as amended) and all regulations in force from time to time in terms of that Act ("the OHS ACT")
- b. the *Contractor's* SHE(Q) Policy
- c. the health and safety and Environmental plan prepared by the *Contractor* in accordance with the SHEQ Requirements and all other applicable requirements.

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(The OHS Act, its Regulations and Eskom SHEQ related requirements are collectively referred to as the "SHEQ Requirements").

The *Contractor*, at all times, considers itself to be the "*Employer*" for the purposes of the OHS Act and shall not consider itself under the supervision or management of the *Employer* with regard to compliance with the SHEQ Requirements, the *Contractor* shall furthermore not consider itself to be a subordinate or under the supervision of the *Employer* in respect of these matters. The *Contractor* is at all times responsible for the supervision of its employees, agents, Subcontractors and mandataries and takes full responsibility and accountability for ensuring they are competent, aware of the SHEQ Requirements and execute the Works in accordance with the SHEQ Requirements.

The *Contractor* acknowledges that it is fully aware of the requirements of all the above and undertakes to employ only people who have been duly authorized in terms thereof and who have received sufficient training to ensure that they can comply therewith.

The *Contractor* ensures that all statutory appointments and appointments required by any Eskom Regulations are made and that all appointees fully understand their responsibilities and is trained and competent to execute their duties. The *Contractor* supervises the execution of their duties by all such appointees.

The *Contractor* shall appoint a competent person who will liaise with the Eskom Safety/ Environmental Officer responsible for the premises relevant to this contract. The person so appointed shall, on request:

- d. supply the Eskom Safety/ Environmental Officer with copies of minutes of all Health and Safety Committee meetings, whenever they are required to do so.
- e. supply the Eskom Safety/Environmental Officer with copies of all appointments in respect of employees employed on this contract, in terms of the Act and Regulations and shall advise the Eskom Safety Officer of any changes thereto.

The *Employer*, or any person appointed by the *Employer*, may at any stage during the period of this contract:

- f. conduct Health and Safety and Environmental a regarding all aspects of compliance with the SHEQ Requirements, at any site place of work, or the site establishment of the *Contractor*.
- g. refuse any employee, Subcontractor or agent of the *Contractor* access to the premises if such person has been found to commit an unsafe act or any unsafe working practice or is found not to be qualified or authorised in terms of the SHEQ Requirements.
- h. issue the *Contractor* with a stop order should the *Employer* become aware of any unsafe working procedure or condition or any non-compliance with any provision of the SHEQ Requirements.

The *Contractor* immediately reports any incidents as well as any threat to health or safety of which it becomes aware at the Works or on the Site to the *Employer's* Representative.

The *Contractor* immediately reports any environmental incident as well as any threat to the environment of which it becomes aware at the Works or on the Site to the *Employer's* Representative

The *Contractor* undertakes not to do, or not to allow anything to be done which will contravene any of the provisions of the Act, Regulations or Safety and Operating Procedures as well as provisions in the Facilities Safety Health and Environmental Management Systems.

The *Contractor* appoints a person, competent in accordance with the SHEQ Requirements, as the liaison with the Eskom Safety/Environmental Officer for all matters related to health and safety, this person shall be contactable 24 hours a day.

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The *Contractor* confirms that it has been provided with sufficient written information regarding the health and safety as well as Environmental arrangements and procedures applicable to the Works to ensure compliance by it and all employees, agents, Sub *Contractors* or mandataries with the SHEQ Requirements while providing the Works in terms of this contract. As such, the *Contractor* confirms that this contract and the relevant Eskom Regulations referred to in this contract constitute written arrangements and procedures between the *Contractor* and the *Employer* regarding health and safety for the purposes of section 37(2) of the OHS Act.

The *Contractor* agrees that the *Employer* is relieved of any and all of its responsibilities and liabilities in terms of Section 37(1) of OHS ACT in respect of any acts or omissions of the *Contractor*, and the *Contractor's* employees, agents or Sub-*Contractors*, to the extent permitted by the OHS Act.

The *Contractor* hereby indemnifies the *Employer* and holds the *Employer* harmless in respect of any and all loss, costs, claims, demands, liabilities, damage, penalties or expenses that may be made against the *Employer* and/or suffered or incurred by the *Employer* (as the case may be) as a result of, any failure of the *Contractor*, its employees, agents, Sub *Contractors* and/or mandataries to comply with their obligations in terms of this clause 18, and/or the failure of the *Employer* to procure the compliance by the *Contractor* , its employees, agents, Sub *Contractors* and/or mandataries with their responsibilities and/or obligations in terms of or arising from the OHS Act.

In carrying out their obligation as the mandatory to the *Employer* for this contract in terms of the Facilities ISO 45001 Management System and applicable legal and other requirements associated with the Works, the *Contractor* ensures that they comply with the System requirements when Providing the Services or using plant, materials or equipment.

4.1 Transportation of Passengers:

It is a legal requirement to provide safe transportation of Eskom and *Contractor* employees – therefore the following will be enforced:

- a. all passengers must be transported in a closed vehicle with proper and adequate seating, fitted with safety belts for the number of passengers to be transported. No passengers may be transported on the back of a light delivery vehicle (LDV) whether open or closed.
- b. Tools and equipment must be properly secured.
- c. Only authorised drivers that comply with the Road transport Act, may transport passengers.
- d. Proof must be submitted on request in terms of valid roadworthiness of the vehicle/s.
- e. The above must apply to on-site and off-site transportation of passengers.

5 AUTHORISATION

This document has been seen and accepted by:

Name & Surname	Designation
Piet Mohloki	Contract Supervisor Catering Services
Mthobisi Lushaba	Contract Manager Catering Services
Mosiwa Maibi	Site Services Manager

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6 REVISIONS

Date	Rev.	Compiler	Remarks
January 2021	01	BJ Geyser	First Revision
July 2022	02	BJ Geyser	Second Revision
February 2026	03	PM Mohloki	Third Revision

7 DEVELOPMENT TEAM

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

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