

	Scope Of Work	Bulk Material Services
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Title: **Traffic Safety Management services for various power stations**
(As and when required)

Alternative Reference Number: **Not Applicable**

Area of Applicability: **Eskom RoteK Industries SOC Ltd**

Functional Area: **Bulk Material Services-Various Power Stations**

Revision: **1**

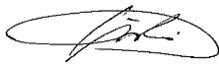
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Compiled by

Andrew Dick



Functional Responsibility

Makungu Mayimele



Authorized by

Ntwanano Makhubele



Site Manager

Date: 10/04/2024

Project Manager

Date: 10/04/2024

HOD Coal Ops 2

Date: 11/04/2024

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1. Introduction

The daily operations of Power Stations require Traffic safety management services, as well as Moisture analysis and DCP testing (where applicable); for the different areas where ERI operates as per each site specifications. Site specific addendums will provide details accordingly. This service is on an 'as and when required' basis.

2. Supporting Clauses

2.1 Scope

The scope of work is the provision of Traffic safety management services (Moisture analysis and DCP testing where applicable) for the duration of **48 months**, on "as and when" required basis; at various Eskom Sites where ERI BMS is accountable.

2.1.1 FUNCTIONAL SPECIFICATION

- Traffic Safety Management on various Sites in Eskom Generation

2.1.2 PERFORMANCE SPECIFICATION

- The employees must be in a mental and physical healthy condition to be able to work on shift basis. The shift cycle will be site specific
- Working of overtime as per operational requirements when needed.
- Employees must be medically fit.
- Each site to issue KPIs for the contract upon award

2.1.3 Purpose

The purpose of this document is to ensure that Traffic Safety Management activities are carried out in a safe and systematic manner in order to ensure the safety of people, plant and equipment; and that all parties involved in this action will carry out the instructions in the required time; that only authorised or competent persons will carry out work; and those materials and equipment used, comply with legislation.

2.1.4 Applicability

This document shall apply to the site with attached addendum.

This document shall be effective from the authorisation date.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs and additional site specific ones.

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2.2.1 Normative

- [1] ISO 9001 Quality Management Systems
- [2] OSHAS 1800 Safety Management Systems
- [3] Occupational Health and Safety Act and Regulations (85 of 1993)
- [4] 240-62196227_Eskom Life Saving Rules
- [5] 32-95_Environmental, Occupational Health and safety Incident Management Procedure

2.2.2 Informative

- [6] Criminal Procedures Act 51 of 1977
- [7] National Road Traffic Act 93 of 1996
- [8] Labour Relations Act 66 of 1995
- [9] Basic Conditions of Employment Act 75 of 1997

2.3 Definitions

Description	Definition
Appointed Contractor	Means a contractor appointed by the principal contractor.
Baseline Risk Assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Cleaning Activity	Means the safe cleaning of transfer chutes from the outside by the disabling of mechanisms to inhibit starting of the plant during the cleaning process, which is done in accordance with formulated safe procedures.
Contractor (includes appointed contractor)	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Competent Person	(OHS Act) means any person having knowledge, training, experience, and qualifications, specific to 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).
Danger/Dangerous	Means a condition/substance that constitutes a risk of personal injury, impairment of health, or death
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives remuneration or who works under the direction or supervision of an employer or any other person.

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Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes TES (ex. labour broker) as defined in section 1(1) of the Labour Relations Act.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.
Permit To Work	Means the printed form containing sections entitled application, permits to work, suspension, suspension revocation, clearance and revocation, and used for the authorisation of all work to be carried out on the plant in terms of these regulations.
Plant	Means structure, machinery, low voltage electrical equipment or equipment which does not fall within the scope of the Operating Regulations for High-voltage Systems, and excludes, mobile, portable lifting equipment, domestic circuits, appliances and tools.
Responsible Person	Means a person who has been authorised in terms of these regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of 36-681_Generation Plant Safety Regulation
Safe/Safely/Safety	Means a condition not posing any danger, an activity that can be carried out without danger, or protection against danger.
Shall and Should	The word “shall” is to be understood as mandatory and “should” as recommended.
Skilled Person	Means a person who has been trained, has adequate knowledge for the task at hand and declared competent in writing.
Supervision/Supervise	Means to oversee the actions of a person(s) to such an extent as to prevent any dangerous act, as far as reasonably practicable. Such a Supervisor must be trained in risk assessment techniques and be able to understand the dangers / hazards associated with the task and who has the authority to ensure that precautionary measures taken are implemented.
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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2.4 Abbreviations

Abbreviation	Explanation
RA	Risk Assessment
AP	Appointed Person
CSY	Coal Stock Yard
DCP	Dynamic Cone Penetrometer
ERI	Eskom Rotek Industries
OHSACT	Occupational Health And Safety Act
OEM	Original Equipment Manufacturer
RP	Responsible Person
PPE	Personal Protective Equipment
PTW	Permit To Work
H&S Rep	Health and Safety Representative
RA	Risk Assessment
SOW	Scope of Work
BBSO	Behavioural Based Safety Observation

2.5 Roles and Responsibilities

Supervisor

- Interface with the ERI Site Manager on contractual matters
- Ensure that all issues raised by the *employer* are attended to
- Attend meetings with the *employer* as and when required
- Ensure that all employees comply to safety and environmental standards
- Ensure that this SOW is implemented on Site.
- Ensure that this SOW is communicated and understood by all employees on Site and all communication records must be filed.
- Ensure that this SOW is recomunicated with employees on a yearly basis. This will encourage employees as it depicts a picture of clear management visibility and leadership
- Ensure that traffic and fatigue management plans are in place
- To update and implement daily diaries
- Ensure the supply of the correct safety equipment and the correct use at all times.
- Ensure that a risk assessment that covers all known risks are discussed and accepted by all involved parties.
- Is responsible for clear instructions as to where the traffic must flow, imports must tip and the stackers accordingly; and what the task will be for that shift, he must ensure that the operator fully understands the instructions.

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- Is responsible to keep detailed records of daily tasks, and employee attendance.
- Is responsible to monitor the operation during the shift, ploughs are identified in the operating zones where applicable, trucks are tipping where required, coal hauled from identified stockpiles;
- Address and resolve any unsafe acts or condition that might occur.
- Ensure that proper dust suppression is done in the operating areas.
- Minimum educational requirements for a **Supervisor** is **Grade 12 or N3, 3 years relevant Supervisory Experience.**

SHE Officer:

- Ensure that BBSO's, Planned Job Observations and Spot checks are carried out by the Supervisor as required and the Safe working Procedures are followed.
- Ensure that site records are adequate to demonstrate compliance to the requirements of this method statement and quality work.
- Ensuring that site records are properly stored and are easily retrievable at all times.
- Conduct site induction and communicate all site procedures.
- Ensure that the personal protective equipment (PPE) required for performing the task described in this work instruction is issued to the relevant employees. (contractors to issue their operators with their own company PPE)
- Ensure that a task specific risk assessment and toolbox talk are conducted with all employees involved prior to work commencing and revised whenever the scope changes.
- Conduct site inspections and plant walks.
- Monitor traffic through job observations and SMAT techniques
- Minimum educational requirements for a **SHE Officer** is a **National Diploma- Safety management or Environmental/Health with 3 years or more experience in safety; occupational health, Environmental field and quality**

Traffic Safety Management Controller/ DCP and moisture analysis

- Is responsible for his own safety, in that he/she must ensure that he/she has all the necessary safety equipment/ tools to perform his/her duties and to report any worn out or damaged safety equipment immediately.
- Is responsible to ensure that before any work is done a risk assessment has been filled and discussed with relevant parties and must refuse to do any work without a proper risk assessment.
- Ensure that he/she fully understands the task at hand and if not to seek guidance from the Supervisor on site before commencement of work.
- Is responsible to ensure that traffic is directed upon entering the operating areas into tipping zones as per applicable procedures, using the hand signals as trained.
- Ensure that a safe working distance of 10m is kept between himself/herself and other mobile equipment and vehicles in the area.
- Utilize the Moisture Analysers and DCP testing equipment as trained, and ensure that the equipment is calibrated accordingly

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- Perform coal monitoring/spotting of foreign materials/contamination in the coal offloaded by the import trucks

2.6 Work Execution (Traffic Safety Management)

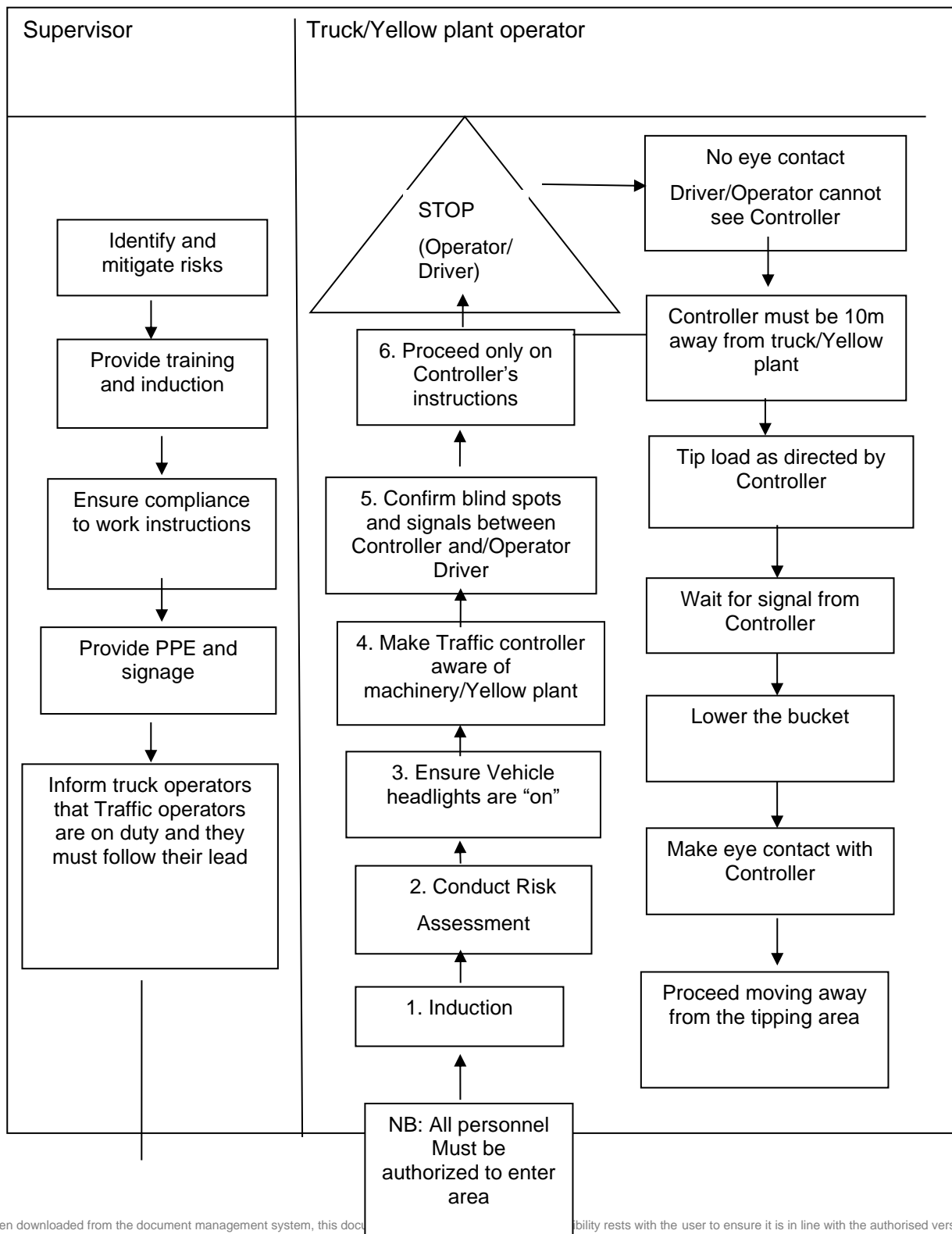
- Prior performing any work or enters an area where Traffic is to be directed to perform any duties, shall:-
- Undergo induction training
- Perform the daily risk assessment
- Acquire and wear the required PPE
- Ensure that all warning devices are in good working condition
- Confirm blind spots of vehicles and the signals to be used with the import truck driver
- Have eye contact with the truck driver and be able to see the truck driver clearly at all times. The Traffic safety coordinator must immediately sound their alarm if eye contact is lost or if they cannot see the truck driver; or where they foresee an emergency or accident.
- Be always at least 10m away from any truck and/or vehicles in the operating area (10meter rule)
- Place a marker at the spot or signal where the truck must off-load
- Signal the truck to commence tipping
- Ensure that the truck tips at a straight angle
- Ensure that the bucket of the truck is back up and in place before pulling away
- On completion of the tipping, stand away from the truck and signal to the truck driver that all is clear
- Only walk on flat surfaces, not climb on topsoil heaps and stay clear of high areas
- Must go under shelter in the case of bad weather, with the possibility of lightning

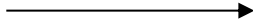
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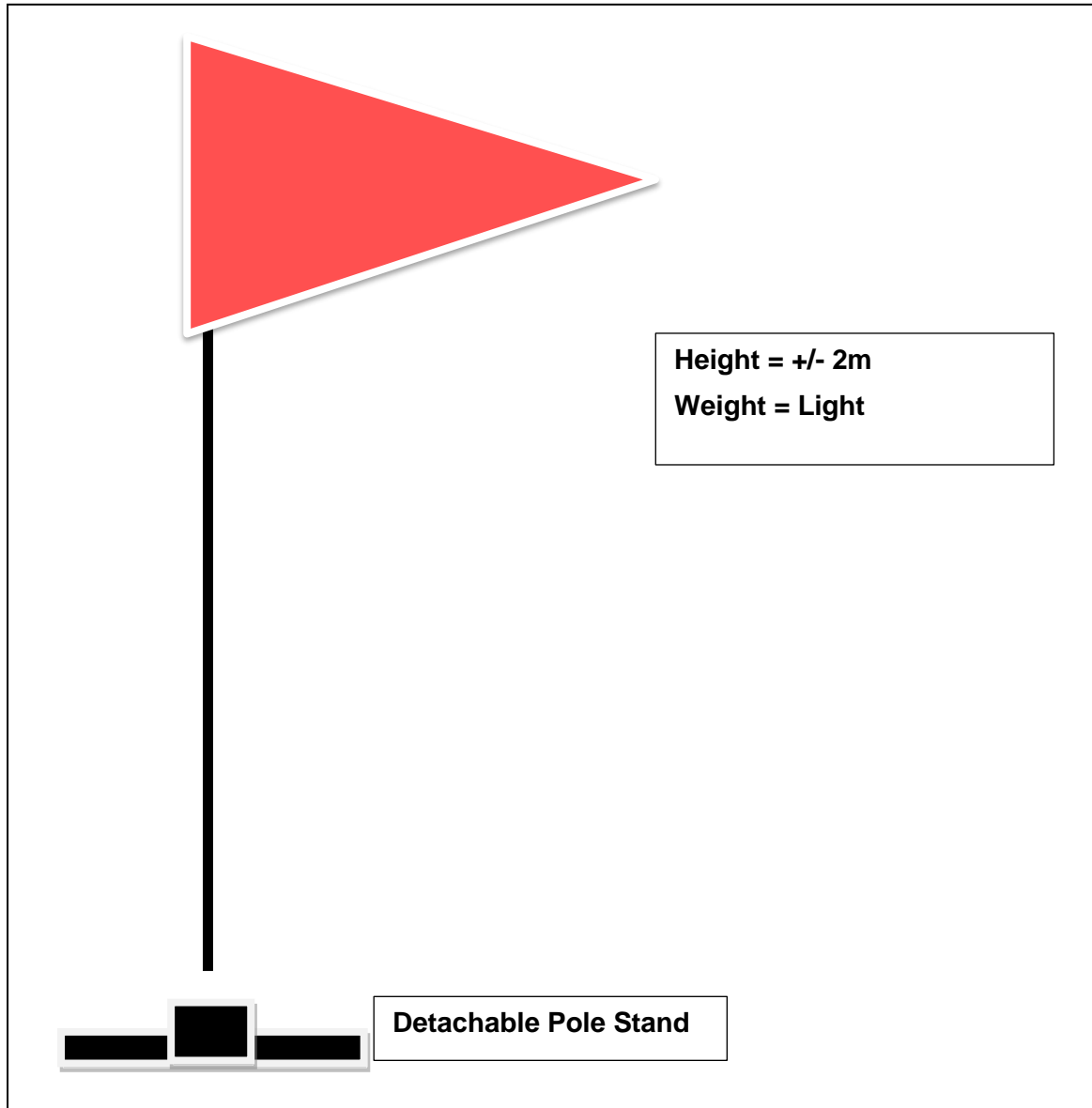
2.7 FLOW DIAGRAM





2.8 Example of required signage:

Traffic controller flag pole



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Signalling cone



Height = 1.5 – 2m

Emergency horn



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3. DCP Testing- Stockpile compaction

Over the last few years, during the rainy seasons, wet/fine coal problems have been encountered. This has mainly been due to most stockyards being utilised for the import trucks and blending of coals from various sources instead of being a buffer between mine production, station burn and strategic pile reserve. It is for this reason that Moisture analysis tests and DCP tests are carried out, as per the applicable site specific procedures.

- Each layer of coal spread is compacted to the required density by the Contractor. The required density will be site specific. Under no circumstances will un-compacted layers or portions of layers be allowed in the strategic stockpile. Compaction is to be carried out across the entire width of the layer, starting at one edge. The layer is compacted by first rolling half the number of passes in one direction and then the other half at right angles to the previous direction.
- Those areas, which have been constructed and are found to be outside requirements as outlined in the Code of Safe Practice report, upon testing; shall be repaired accordingly. In case that the repair fails to achieve the specification of the Code of Safe Practice report, the repaired areas of the strategic stockpile will be removed completely and rebuilt to the correct specifications.
- The Employer will from time to time employ a coal stockpile testing consultant to site.

4. Required PPE (Specification to be supplied under SHEQ)

- Overalls
- Safety boots
- Cricket Sun heads/ 3-point chin strap hard hat
- Gumboots
- Reflector Gloves
- Safety goggles
- Dust mask
- Reflector vests
- Disposable Overalls

5. Required Tools/Resources

- Two-way communication Radios
- Torches

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- Flags
- Signalling cone
- Air horns

NB: Other tools and workshops to be provided by the *employer* in order for the *contractor* to execute the scope within quality, time and cost-effective methodology.

6. Process for Monitoring

6.1 PROCEDURE UPDATE

THIS DOCUMENT IS SUBJECT TO DOCUMENT CONTROL PROCEDURES AND WILL BE UPDATED WHEN IT IS DUE FOR REVISION OR;

- If there is a change in the scope of work
- If new tasks, changes to equipment, plant, processes or materials are introduced
- If an accident/incident or a near miss with the potential to cause an injury/incident occurs
- Changes in personnel
- Changes in legislation
- Non-routine activities

6.2 Related/Supporting Documents

Various sites to provide site specific Scope of Work (Site addendum)

7. DCP and Moisture analysis (Specific to Sites)

7.1 Purpose

To sample and determine the qualities and moisture content on the coal delivered by import trucks, trains and reclaimed from the stockpiles. DCP and Moisture analysis is done according to the applicable procedures available onsite.

8. Management strategy and start up

8.1 The *Contractor's* plan for the *service*

Methodology to be supplied by the Contractor after an agreement has been reached with ERI.

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8.2 Management meetings

There will be a monthly meeting for the *Contractor* with the *Employer* held at the *Employer's* premises where contract issues will be discussed i.e. monthly report from the *Contractor* which will include safety meetings, call-out report, incident report and any other issues relating to the service being delivered. The following meetings are to be attended by the *Contractor's* Supervisor:

- Safety meeting (once a month / as and when required)
- Contractor's meetings (to be specified)
- Assessments meetings (between 26th and 30th of the month)
- Any other meetings relating to the *Contractor's* outputs or necessary for business continuity

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or registers shall not be used for the purpose of identified in the *conditions of contract* to carry out such actions or instructions.

8.3 Contractor's management, supervision and key people

The *Contractor's* staff structure – Supervisors and workforce is to be submitted in the form of an organogram. The employer must approve any changes to such staff structure, and after the approval the contractor shall submit an updated staff structure.

The *Contractor* shall provide a competent representative to be available on site during all normal working hours (Supervisor).

The Contractor's representative will be required to keep the time sheets which are required, signed at the end of each month.

NB: The Contractor's representative will assume the role of a Supervisor or lead for this contract.

8.4 Documentation control

All documentation related DCP and moisture analysis will be shared with the client and stored at documentation centre for record keeping

8.5 Invoicing and payment

Invoicing and payment turnaround time is 30 days. Assessments are to be conducted from the 26th of each month.

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8.6 Contract change management

Task Order form to be used when work within the service is instructed to be carried out within a stated period of time. A task Order will be sent to the *Contractor* via an email. In the case of a compensation event, the *Contractor* must give the *Employer* an early warning and a quotation for the total costs, must be submitted electronically by the *Contractor* for that compensation event by email

8.7 Records of defined cost to be kept by the *Contractor*

All hours worked by the *Contractor* will be done so on approval by the *Employer*. Timesheets will be submitted to and kept by the *Employer* on a weekly basis, and these will be used for assessment purposes.

8.8 Training workshops

- Any training required by the *Employer* will be provided e.g. Ethics, HIRA, etc however any other training additional that the *Contractor* will need, the training costs will be for the *Contractor*. Training may not be conducted during working hours, unless permission is given by the *Employer*.
- The *Contractor* will be trained during the Job Specification Induction training that will be provided by the *Employer* at the beginning of the contract. The *Contractor* may also be trained during Work Stoppages and also any other training as per employer's requirements.
- The following training is necessary for the Supervisor and Team leaders. The cost will be for the *Contractor*.
 - Safety, Health and Environment Representative (SHE Rep.)
 - Applying SHE Principles and Procedure
 - Hazard Identification and Response
 - First Aid level 1

9. Health, Safety, Environment and Quality assurance

9.1 Health and safety risk management

The *Contractor* shall at all times comply with the health and safety requirements prescribed by law as they may apply to the *services*.

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The *Contractor* shall, when coming on site abide by the Lifesaving Rules and COVID-19 safety requirements at all times. These will be provided by the *Employer* on the start of the contract. The *Contractor* shall also abide by Safety, Health and Environmental Specifications for Contractors Procedure, which will also be provided by the *Employer*.

The *Employer* follows an accident/ incident prevention policy that includes the investigation of all accidents/ incidents involving personnel and property. This is done with the intention of introducing control measures to prevent recurrence of the same incidents. The *Contractor* is expected to fully co-operate to achieve this objective. Refer to 32-95_Environmental, Occupational Health and safety Incident Management Procedure

The *Contractor* implements a safety plan and maintains the safety system until completion of the whole of the works. The plan, will as a minimum, contain PPE information, written safe work procedures, job specific risk assessments, safety meetings, etc. The plan will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work.

The *Contractor* will be subject to periodic audits by the *Employer* in order to ensure compliance with the plan. Any deviations will be corrected to the *Employer's* satisfaction.

The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of the *Project Manager*, is un-safe. The *Contractor* may only continue with work activities when all safety deficiencies have been corrected to the *Service Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

9.2 Environmental constraints and management

The *Contractor* shall comply with ERI management system. This includes the identification, collection, storage, transportation and disposal of waste. Hazardous waste shall be disposed of in line with the applicable environmental legislation. It is important to note that all spillages must be cleaned immediately and reported to the project manager as soon as possible. It is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.

NB: In cases of inclement weather, the Project Manager will assess the risk of continuing with the works. When it is unsafe to continue, the Project Manager will stop the works and payment will be per the work covered in this instance.

9.3 Quality assurance requirements

The *Contractor* implements a quality system and maintains the quality system until the completion of the whole of the works. The system, will as a minimum, comply with the provisions of the ISO9001 series. The system will be to the *Employer's* satisfaction and will be accepted prior to the commencement of any work on site. The *Contractor* will be subject to self-assessments by the *Employer* in order to ensure compliance with the system. Any deviations will be corrected to the *Employer's* satisfaction.

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The *Project Manager* has the right to stop the *Contractor's* work activities which, in the opinion of *Project Manager*, does not meet the requirements of the system and will have a detrimental effect on plant performance. The *Contractor* may only continue with work activities when all deficiencies have been corrected to the *Project Manager's* satisfaction. The *Contractor* shall have no claim against the *Employer* in respect of delay due to the above.

The *Contractor* ensures that all plant and materials for the *works* are to the standard and quality accepted by the *Employer* and ensures that they are suitable for the purpose intended by the manufacturer.

The *Contractor* will work according to the *Employer's* standards, specifications, guidelines and procedures. Where no standards, specifications, guidelines and procedures are available, the *Contractor* will work according to the Generation Quality manual and professional guidelines. Where possible, standards will be reflected in the Task Order.

The Contractor shall be required to demonstrate cleaning quality practices by means of weekly spot checks by the team leader/Supervisor. Customer evaluation survey to the offices that are being serviced shall be conducted at a frequency (i.e. quarterly) and method (i.e. questionnaires) appropriate for the type of cleaning to reduce the likelihood of dispute and complaints. The employer shall evaluate, control and monitor the performance and effectiveness of the Contractor

10. Procurement

10.1 People

Eskom Holdings Limited's requirements regarding employment of unskilled or semi-skilled workers are as follows:

ERI requires that during recruitment of unskilled or semi-skilled labour, a contractor should make every effort to employ minimum target of 100 % suitable candidates from all disciplines from the local community and will only resort to other avenues if the local community cannot provide the required resources.

10.2 Plant and Materials

10.2.1 Correction of defects

If there is part of work that the *Employer* is not happy with, this will be indicated to the *Contractor* and will have to be rectified by the *Contractor* immediately where reasonably possible or within 5 working days after the defect was reported.

10.2.2 Contractor's procurement of Plant and Materials

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Any equipment, appliances or materials used by the *Contractor* must conform to the applicable OHSACT safety standards and is to be maintained in a safe and proper working condition. The Project Manager has the right to stop the *Contractor's* use of any equipment/ cleaning material which, in the opinion of the Project Manager, does not conform to the foregoing.

10.2.3 Plant & Materials provided by the *Employer*

- Water and Electricity
- Lighting and Ventilation
- Ablution facilities
- Sitting facilities

NB: The *Contractor* will be responsible for their meals, own accommodation and transport to and from the place of work as well for in and around the station

11. Working on the Affected Property

Under no circumstances will the *Contractor* do the work without proper PPE. The Supervisor on the *Contractor's* side will make it his duty to make sure that this is properly addressed.

11.1 *Employer's* site entry and security control, permits, and site regulations

Access to site

The *Contractor's* access to site shall be in line with the Site access procedure. The *Contractor* shall be required to make an application for his employees to enter site for the duration of the contract, including defects period. The permits shall only be issued once the *Contractor's* employees have attended the safety induction training and have undergone medical checks. The safety induction will be for the *Employer's* account. The medical checks will be for the *Contractor's* account

11.2 People restrictions, hours of work, conduct and records

The *Works* will be carried out on an 24/7 days a week on shift basis. (Site Specific)

11.3 Records of *Contractor's* Equipment

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The *Contractor's* Supervisor should keep record of all the equipment used by the *Contractor*. The *Contractor* is responsible for the safe keeping of all their equipment.

12. Working Hours

All activities must be aligned to the Site ERI working hours. Shift workers will be on a shift cycle specific to site. Office employees will work as per below hours:

Office hours

Monday to Thursday : 07H00 to 16H00
Friday : 07H00 to 12H00
Sat, Sun & P/H : As and when required
Lunch break : As and when required

NB: Working hours shall remain flexible to alteration, if required

13. Control of noise, dust, water and waste

The contractor must supply their own dust masks and cloth masks as part of PPE. Drinking water is available on site as well as waste bins for disposing waste

14. List of drawings

N/A

15. Acceptance

This document has been seen and accepted by:

Name	Designation
Lethabo Mahlake	HOD Kendal act.
Ntwanano Makhubele	HOD Coal Ops 2

16. Revisions

Date	Rev.	Compiler	Remarks
July 2023		M Mayimele	No existing work instruction

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17. Development Team

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

Makungu Mayimele

Senzo Dlamini

18. Acknowledgements

None

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