

	SHE SPECIFICATION Peaking Cleaning Contract Services	Template Identifier	240-73198256	Rev	2
		Document Identifier	240-149156184	Rev	1
		Effective Date	20 February 2016		
		Review Date	August 2023		

Project Name:

Peaking Cleaning Contract Services

Project Address:

Head offices, Bella Rosa offices, Acacia Power Station, Ankerlig power station, Palmiet Power Station and Port Rex Power station

Scope of the project:

The provision of Cleaning services for Peaking Power Stations and offices for a period of 5 Years


Frikkie Van Loggerenberg
 PROJECT MANAGER
 Date: 2023/03/14


Tessi Mpande
 SAFETY OFFICER
 Date: 14/03/2023

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1. Introduction

Eskom **Peaking** 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 **Peaking** 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 Peaking is 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 **Peaking** 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 Peaking for contracts, standards and NEC 3 contracts.

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.

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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] Asbestos Abatement regulations, 2020
- [4] 32-303 Asbestos Standard
- [5] National Environmental Management Act 107 of 1998.
- [6] National Road Traffic Act 93 of 1996.
- [7] 32-37 Eskom Substance Abuse Procedure.
- [8] 32-136 Contractor Health and Safety Requirements
- [9] 240-62196227 Life- saving Rules
- [10] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [11] 32-727 SHEQ Policy
- [12] 32-418 Working at Heights Procedure
- [13] Plant Safety Regulations

2.2.2 Informative

- [14] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [15] SANS 1186 Symbolic Safety Signs
- [16] Constitution of the Republic of South Africa No 108 of 1996

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2.3 Definitions

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Definition	Explanation
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
Controlled disclosure	Controlled disclosure to external parties (either enforced by law, or discretionary).
Client	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.
Competent person	(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)
Contractor – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advice
Duty of care to the environment	(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
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(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
Health and safety file	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
Health and safety plan	(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
Health and safety specification	(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.
Health and safety requirements	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
Organisation	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
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Responsible Manager	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
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	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
GAR	General Administrative Regulations

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Abbreviation	Description
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
IM	Information Management
LDV	Light Delivery Vehicle
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 **Peaking** 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

Cleaning Contract for cleaning and general worker services.

Cleaners to work at Peaking Durbanville Office, Bella Rosa Office, Ankerlig 1, 2 and 3 Power stations, Acacia Power Station, Palmiet Power Station and Port Rex Power station and duties will be but not limited to:

- Sweeping
- Vacuuming
- Collecting and collating office refuse to a designated dump area
- Sorting recyclable items into designated bins
- Cleaning ablution facilities
- Cleaning kitchen including appliances
- Defrosting fridge
- Refilling coffee / tea / sugar containers
- Washing cutlery / crockery
- Dusting
- Cleaning accessible windows / glass doors / partitions as and when required
- Any other reasonable cleaning request as and when required

Supervisor to be based at Pasita street. The duties will be but not limited to:

- Daily supervising cleaners. (Durbanville and Bella Rosa cleaner)
- General semi-skilled handyman duties as and when required
- Assist with moving of furniture / boxes as and when required

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- Weekly moving the black wheelie bins to a designated area for the weekly council refuse collection and returning bins to dump area
- Keeping parking lot and entrance walkway clear of debris such as leaves and cigarette butts
- Watering the garden as and when required
- Re-filling bird feeders as and when required
- Messenger duties as and when required
- Driving duties as and when required
- Any other reasonable instruction

A copy of the scope of works must be retained by the contractor and the NEC contract containing scope of work is kept in the safety file.

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 and other requirements

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom **Peaking** 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 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.

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3.2.4 Costing for SHE within the Project

The costing for SHE must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc.

3.2.5 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.

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

3.2.6 Appointment of a contractor

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

3.2.7 Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom **Peaking**. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

Note: Copies of contractor appointments must be kept in the respective SHE file.

3.2.8 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.

3.2.9 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

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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.

3.2.10 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 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, Section 17 – Health and Safety Representative.
- OHS Act Construction Regulation 8(1) – Construction Manager
- OHS Act Construction Regulation 8(2) – Assistant Construction Manager
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Construction Regulation 8(6) – Construction Safety Officer
- OHS Act Construction Regulation 8(7) – Construction Supervisor
- OHS Act Construction Regulation 8(8) – Assistant Construction Supervisor
- OHS Act General Safety Regulations 3(4) – First Aider/s
- 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 Electrical Machinery Regulations 10 -Portable Electrical Equipment Inspector
- OHS Act Hazardous Chemical Substances Regulation 3(3) -Hazardous Chemical Substances Co-ordinator
- OHS Act Construction Regulation 7(1)(c)(v) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act Construction Regulation 10(1)(a) - Competent Person to Compile Fall Protection Plan
- OHS Act: Construction Regulations 23(1)(d)(i) Construction Vehicle and Mobile Plant Inspector
- OHS Act: Construction Regulations 28(a) Stacking and Storage Supervisor

3.3 Non-statutory appointments

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

3.3.1 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. 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

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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.

- If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK 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.**

3.3.2 Substance Abuse

- 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 **Peaking sites**.
- General Safety Regulation 2A is clear on the legal stance regarding intoxication.
- The alcohol and drug permissible level is 0%.**
- All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom **Peaking sites** will be subjected to ad hoc alcohol testing.
- 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.
- Test records must be treated as "Confidential" and filed in the employees' personal file.

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3.3.3 ENVIRONMENTAL MANAGEMENT

3.3.3.1 Duty of care

- i. Where the project involves working directly with the environment, contractors shall take care in preventing environmental degradation, throughout the project. Where tasks involve damaging the environment, then the contractor shall rehabilitate such damage to the satisfaction of the land owner.
- ii. All work shall require an environmental management plan (EMP) that sets out what actions will be taken for what activities, to ensure environmental impact is avoided, reduced and impacted areas rehabilitated and restored.
- iii. Commencement of activities may only commence once there is confirmation that all required environmental approvals (e.g. environmental authorisation, water use license, tree cutting license, atmospheric emissions license, records of decisions from relevant heritage agency). If no environmental approvals are required, this must be confirmed and signed off by the project manager.
- iv. Where required the principal contractor must appoint an Environmental Control Officer who will be responsible to ensure that all the project environmental legislative and Eskom requirements are adhered to.

3.3.3.2 Spillage of Hazardous Chemical Substances

- i. Where any type of spillages occur which will be detrimental to the environment, such spillage shall be cleaned up immediately, rehabilitation of the area carried out and the incident reported and investigated.
- ii. No servicing of mobile equipment and any vehicle is permitted at the worksite.
- iii. No substance which can harm or is likely to harm the environment is to be allowed to leak, spill or escape from any container or storage area.

3.3.3.3 Fire hazard

- i. Contractors shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire.
- ii. No area is to be denuded of vegetation to create firebreaks, to prevent or make fires.
- iii. No open fires are allowed on site.
- iv. The contractor must ensure that operations are in compliance with statutory requirements at all times

3.3.3.4 Waste management

- i. All contractors must compile a waste management plan before commencing of work.
- ii. A register of hazardous waste must be kept which will include a record of disposal.
- iii. No waste, whether it be biodegradable or not is to be left on the worksite once work has ended for the day.
- iv. All waste including domestic and hazardous waste generated shall not be burned, buried, or disposed of on any property. All waste must be moved to a registered waste site on a regular basis. (Daily / Weekly) and where material waste is to be returned to a storage facility, this will be done in terms of the disposal procedure for such material.
- v. The contractor and sub-contractor working on site must ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the construction period. These materials must be stored in a bunding area with adequate containment for potential spills and leaks.

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vi. All oil-based waste material shall be kept segregated and placed in sealed 200 litre drums. This material shall be disposed of through a recognised oil recycling company.

3.3.3.5 Hazardous chemical management

- Hazardous chemicals and substances are to be stored in accordance to local authority requirements.
- Where HCS are brought onto the site, the appropriate Material Safety Data Sheets (MSDS) shall be available at that site.
- The Contractors to have and maintain a register with all the HCS that they have on site.

3.3.3.6 Handling

- All HCS containers to be clearly labelled. Containers that are not marked will not be allowed to be brought on to site. No HCS to be stored in food or drink containers.
- Users of HCS to wear/use the correct PPE as per the HCS material safety data sheet and risk assessment.
- Users of HCS to be adequately trained in the HCS that they are handling.
- Where flammable liquids are used, caution must be exercised of the effects of health risks associated with such liquids.

3.3.3.7 Storage

- All HCS must be stored in terms of the supplier requirements and as listed on the respective MSDS.
- Caution must be taken into the hazardous situations (gasses given off, fires and or explosions erupting) that could arise from incorrect storage.

3.3.4 Tools and Equipment

- Contractors shall ensure that all tools and equipment are identified, safe to be used and maintained in a good condition.
- Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments.
- The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
- Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- Should Eskom personnel find any item that is inadequate, faulty and unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom's instructions.

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- Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
- Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

Hand tools

- All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
- Tools with sharp points in tool boxes must be protected with a cover.
- All files and similar tools must be fitted with handles.
- No make shift tools are permissible on the project.

2.1.1 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.

3.4 Medicals

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

1. Principal 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.

3.4.1 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 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: Fire Fighter and Evacuation warden, First Aider, incident investigator, risk assessor, SHE representative, site supervisor, site manager and 16(2) appointments.

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3.4.2 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 five stage process:

- Identification of all hazards;
- Evaluation of the risks;
- Measures to control the risks.
- Review of the risks
- Monitoring of 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.

3.2.18.1 Continual risk assessments

All contractors must conduct continual risk assessments throughout the contract, especially where risk profiles have changed. These are to be compiled and filed in SHE File

3.4.3 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.

3.4.4 WORKING AT HEIGHTS

1. A fall protection plan shall be developed; it must include fall prevention where possible, for the task, implement and continually review such plan.
2. Appropriate working at height training must be provided to all employees who are required to work at a height.
3. The appropriate fall protection equipment (fall arrest harnesses) shall be provided and employees who use such equipment shall be trained and certified competent to use, care and the maintenance of such equipment.
4. The requirements of CR 10 shall be adhered to.
5. The fall protection plan must be specific to the work that is being conducted and must include rescue plan. The plan must be compiled by a competent person appointed in writing. Provision must be made for employee rescue.
6. Where required, conduct specific risk assessments to determine the suitability of climbing methods to be used.

3.4.4.1 Fall protection plan

1. The requirements of CR10 shall be complied with.

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2. The principal contractor shall compile a fall protection plan (which includes fall prevention where possible) for the task, implement and reviewed such plan.
3. The fall protection plan shall include a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risk identified per location.
4. The fall protection plan must be specific to the work that is being conducted and must also include rescue plan. The plan must be compiled by a competent person appointed in writing. Provision must be made for employee rescue. The requirements of Eskom's working at height procedure must be taken into consideration.
5. Conduct specific risk assessments to determine the suitability of climbing methods to be used.
6. Cognisance must be made into all the different climbing methods to be used on the project.
7. Ensure that the relevant training in the use, care and maintenance of the appropriate fall protection and rescue equipment is provided.

3.4.4.2 Work in elevated positions

All employees working above ground level shall use the appropriate fall protection equipment unless working from the ground.

3.4.5 LADDERS

1. Ladders use shall confirm to the requirements of GSR 13A and used in terms of GSR 6.
2. When working on ladders ensure the ladder is supported by an assistant to prevent over balancing.

3.4.5.1 Inspection records

1. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders.

3.4.6 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 GSR 2 of the OHS Act.
3. The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
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 contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

3.4.7 Incident Reporting and Investigation

All incidents shall be reported to Eskom responsible person as soon as possible regardless of the severity. They shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom

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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. The investigation shall be initiated as soon after incident, investigation concluded within a month. The investigation report shall be submitted to Eskom and all recommendations from the investigation shall be implemented and proof submitted to Eskom within 90 days.

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.

3.4.8 Emergency Management

The aim 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.

3.4.9 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 **Peaking**, one of the close-out steps of the procedure will be for the offender to be called by the responsible 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

3.4.10 First Aid and Equipment

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

1. First aid appointments must be made to meet the requirements. Appointees must be trained to level 1 or 2. It is good practice for all employees to be trained to at least level 1. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
2. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
3. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
4. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.

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- More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
- For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
- The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list must be available with all boxes and boxes shall be checked on a monthly basis, kept clean and dust free.

3.4.11 SHE Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. Where site meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.4.11.1 Statutory Health and Safety Committees

- The principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
- All appointed contractors shall be members of the principal contractor's safety committee.
- The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned, specific SHE problems, safety performance, action plans and other relevant SHE issues. Listed below is a preferred agenda.

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4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required) and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the principal contractor and the contracts manager and the Inspector at DoL.
8. All health and safety committees shall discuss all contracts related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.4.11.2 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee

3.4.11.3 Agenda

The following serves as the guideline for the SHE Committee meeting agenda.

List of agenda items:

- Matters arising from previous minutes
- Matters arising from Contractor's SHE meetings.
- Audit results and feedback
- Review Health and Safety Representative Inspection Reports
- Review
- Incident investigation reports
- Non-Conformances
- Incident Recall/ announcements (near miss/injury/damage, theft, crime etc.)
- Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
- Planned Job Observations
- SHE Training
- Protective clothing and equipment
- Forthcoming High risk activities.
- Housekeeping.
- Work permits.
- Work procedures.

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- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

3.4.11.4 Minutes and action items for all health and safety committee meetings

- Minutes and records of action items shall be kept of all health and safety committee meetings.
- Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
- Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the contract or a minimum period of three years.
- Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.
- All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.
- The original copy of the minutes and record of the action items must be signed by the chairperson.
- The relevant contracts manager and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

3.4.11.5 Tool box talks / Daily team talks / pre job meetings

- A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
- Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.4.12 SHE Training

- The principal contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.
- The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.

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- Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
- Appropriate time must be set aside for training (induction and other) of all employees.
- Records of all training and qualifications of all contractor employees must be kept on the SHE file.

3.4.12.1 Induction training

- The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site.
- Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the contract.
- All employees and visitors on site shall carry the proof of induction training.

3.4.12.2 Site specific induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

3.4.12.3 Visitors to site induction

- Visitors to the site shall be required to undergo and comply with the principal contractor's site-specific safety induction prior to being allowed access to site.
- All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
- Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.4.12.4 General training

The principal contractor will be required to ensure that before an employee commences work on the project, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

3.4.13 CONTRACTOR SITE ESTABLISHMENT

1. Principal contractor's site facilities should be managed at all times.

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3.4.14 Construction vehicle safety

It is the responsibility of the driver to ensure:

- Their passengers wear seat belts whilst the vehicle is in motion.
- Comply with all traffic road rules, safety, direction and speed signs.
- Ensure that vehicles are not overloaded.
- No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
- All drivers of vehicles are to have valid medical fitness certificates.
- Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
- Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
- Contractor vehicles can be subject to inspections by the Client's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.

3.4.15 Housekeeping and Order

- All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
- Prompt disposal of waste materials, scrap and rubbish is essential.
- In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the principal contractor in the first instance and the Eskom project/site manager in the second instance.
- The Eskom Project/Site Manager has the right to instruct the principal contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.
- The principal contractor shall carry out regular safety/housekeeping inspections (at least monthly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

3.4.16 Auditing

Approval and compliance of principal contractor SHE plan

The Contractor's SHE Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom SHE specifications. Once there is compliance only then will the principal contractors SHE plan be approved by the project manager or an appointed Eskom contract custodian. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

3.4.16.1 Eskom SHE audits

Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

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

There will be monthly audits conducted by Eskom on the principal contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative.

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If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Principal Contractor and appointed contractor. Refer to section on “Work Stoppage” in this SHE Specification.

3.4.16.2 Contractor audits

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom contracts manager within one week after completion of the audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.4.17 Smoking

The national smoking policy must be observed and smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

3.4.18 Cellular Phones

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

3.4.19 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.

3.4.19.1 Medicals

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

- Principal 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.
- 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.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- 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.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.4.20 SHE File

- A SHE file means a file or other record in permanent form containing the information about the safety and health management system during contract and all information relating to the post-

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contract phase after handover to the client, so that the client can maintain the works in a healthy and safe way.

- All contractors are required to keep a SHE file on every site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their sites and shall be available on request for audit and inspection purposes.
- The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
- The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- At the end of the contract, the principal contractor must hand over a consolidated health and safety file to the contracts manager.
- In case where the contract is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the end of the contract.

3.4.21 Work Stoppage

Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by or legally or contractually non-compliant acts or omissions by any contractor contracted to work at that site.

Work stoppages that are initiated due to SHE concerns, non-compliance or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.

Where stoppages are carried out, the required non-conformance report shall be raised.

All work stoppages ideally should be investigated and documented by contract custodians.

3.4.22 Hours of Work

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

3.4.23 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Supervisor or site manager of any work that needs to be performed after hours according to the agreed arrangements. The application needs to be submitted timeously. Where applicable, the notification should include proof of application for overtime to the Department of Labour and /or the letter of approval from the Department of Labour.

3.4.24 Shift work

When shift work is required, the principal contractor shall ensure that the roaster is rotated adequately to ensure the health of all employees.

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3.4.25 Overtime

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

3.4.26 COVID-19

The appointed principal contractor shall provide the COVID-19 risk assessment and response plan and ensure adherence thereof.

4. Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification, Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when signing the contract.

5. Contract Sign-Off

Before the end of the contract, principal contractor and all appointed contractors shall close out their documentation i.e. incidents, non-conformance and forward the proof to the Eskom responsible manage and principal contractor respectively.

6. Revisions

Date	Rev.	Compiler	Remarks
14 March 2023	0	Tessi Mpande	

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