	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	November 2021		

Project Name: Kusile P/S: Repair of Glass Fibre Reinforced Plastic contract

Project Address: Kusile Power Station
Kusile Power Station,
R545/Balmoral Road
Witbank
1035

Scope of the project: Assess defects and recommend repair method, Supply of material (including piping) and repair defects including, but not limited to the following: cutting and replacing damaged pipe sections, laminating using resin and temporary repairs/patching using putty bonding.

Eskom's Contract Manager

Name: THAMZ SIMELOANE
Signature: [Signature]

Eskom's Health and Safety Manager

Name: N. [Signature]
Signature: [Signature] 07/12/2018

Eskom's Procurement Manager

Name: C. [Signature]
Signature: [Signature]

Eskom's Safety Officer

Name: N/A
Signature: [Signature]


Eskom's Environmental Manager

Name: Lesiba Kgobe
Signature: [Signature]

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		


Content

	Page
1. Introduction.....	6
2. Supporting Clauses.....	6
2.1 Scope	6
2.1.1 Purpose.....	6
2.1.2 Applicability	6
2.2 Normative/Informative References	7
2.2.1 Normative	7
2.2.2 Informative.....	7
2.3 Definitions	8
2.4 Abbreviations.....	10
2.6 Roles and Responsibilities	11
2.5 Related/Supporting Documents	22
3. Specification	22
3.1 Scope of work.....	22
3.2 Legal Compliance	23
3.2.1 Section 37(2) (Legal) Agreement.....	23
3.2.2 Hazardous work by children (Child Labour)	23
3.3 Eskom Requirements	24
3.4 SHE Policy.....	25
3.5 COID.....	26
3.6 Costing for SHE within the Project	26
3.7 Statutory Appointments	26
3.8 Eskom Life-saving Rules.....	26

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

3.9	Substance Abuse	28
3.10	Contractor organisational Structure.....	28
3.12.1	Appointed Contractor Organogram	28
3.12.2	Sub- Contractor/s Organogram.....	28
3.11	Risk assessment (refer to 32-520)	29
3.12	Safe work procedures / method statements	30
3.13	Planned Task Observations (PTO).....	30
3.14	Kusile Power Station.....	31
3.15	Hazardous Chemical Substances Management	31
3.16	Fire Equipment and maintenance.....	32
3.17	Flammable and Combustible Liquids.....	32
3.17.1	Refuelling at the Kusile site	33
3.18	First Aid and Equipment.....	33
3.19	SHE Communication Systems	34
3.21.1	Statutory Health and Safety Committees	34
3.21.2	Non-statutory health and safety committees	35
3.21.3	Tool box talks / Daily team talks / pre job meetings	35
3.20	SHE Training.....	36
3.19.1	Induction training.....	36
3.19.2	Site specific induction training.....	36
3.19.3	Visitors to site induction	37
3.19.4	General training	37
3.21	Contractor Site Establishment.....	37
3.20.1	Site roads	37
3.20.2	Contractor vehicle safety	37

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

3.22	Housekeeping and Order	38
3.21.1	Stacking	39
3.23	Workplace Signage and Colour Coding.....	40
3.24	Machinery, Tools and Equipment	40
3.23.1	Machine Guarding	41
3.23.2	Hand tools and Pneumatic Tools.....	42
3.25	Lifting and Material Handling	42
3.25	Confined Space	43
3.26	Hot Work Permit	45
3.27	Ladders	45
3.28	Auditing	46
3.29.1	Approval and compliance of Appointed contractor SHE plan	46
3.29.2	Eskom SHE audits	46
3.29.3	Contractor audits	46
3.29	Smoking	47
3.30	Cellular Phones	47
3.31	Occupational Health, Hygiene and Rehabilitation.....	47
3.35.1	Medicals.....	48
3.32	Working at Heights.....	49
3.36.1	General Requirements	49
3.33	Environmental Management.....	51
3.34	Safe Work Procedures and Practices / Safe Operating	53
3.35	Personal Protective Equipment Requirements.....	53
3.36	Incident Investigation	53
3.37	Emergency Management.....	55

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

3.38	Non-Conformance and Compliance	55
3.39	SHE File	56
3.40	Work Stoppage	57
3.41	Monthly Statistics reports	57
3.42	Hours of Work	58
3.43.1	Normal work	58
3.43.2	Night work	58
3.43.3	Overtime	58
3.43	Document	58
3.44	Omissions from Safety and Health Requirements Specification	59
3.45	Contract Sign-Off	60
4	Acceptance	60
5	Revisions	60
6	Acknowledgement	60

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

1. Introduction

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

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

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

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

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

2. Supporting Clauses

2.1 Scope

This specification sets out the minimum legislative and organisational requirements for work that is specific to the scope of work, site and type of project.

2.1.1 Purpose

Indicate to all potential types of contractors the SHE requirements on the project, upon which their planning for the management of SHE will be based on and thus produce their SHE plan.


2.1.2 Applicability

This SHE specification is applicable to the principal contractor and their appointed contractors who intend tendering for this contract.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

2.2 Normative/Informative References

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 32- 418 Working at Heights Procedure
- [11] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure
- [13] Plant Safety Regulations.
- [14] 240-128637885 Kusile Power Station: Scope of Work Repair of FGD Glass Fibre Reinforced Plastic (GRP) Piping


2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane
- [5] OHSAS 18001 safety management system

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		


2.3 Definitions

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
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	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
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)
Environment	(32-94) means: <ul style="list-style-type: none"> a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

Definition	Explanation
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
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
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
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.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

Definition	Explanation
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.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)


2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

2.6 Roles and Responsibilities

2.6.1 Appointed contractors and sub- contractors


Note 1: Most of the roles and responsibilities listed apply to both appointed contractors and any sub- contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

- Carry out all duties as listed in the various regulations that form part of the OHS Act.
- Carry accountability and responsibility for the safety and health of their employees and their sub- contractors within their working area, as contemplated by section 37(2) of the OHS Act;

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- c) Shall keep a record of all employees including the sub- contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
- d) Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
- e) Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
- f) Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
- g) Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
- h) The Appointed contractor must hand over a consolidated (to include any sub- contractors files) health and safety file to the Eskom project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub- contractors, the agreement, and the type of work completed.
- i) Contractors must hand over a consolidated (to include any sub- contractors files) health and safety file to the Appointed contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub- contractors, the agreement, and the type of work completed.
- j) The Appointed contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the Appointed contractor must provide the Eskom project manager with all the valid letters of good standing from their sub- contractors.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- k) Contractors must provide the Appointed contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
- l) Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
- m) Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the sub- contractors' responsibilities), ensure that their sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- n) Co-ordinate the activities of all the sub- contractors in the interests of safety and health;
- o) Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
- p) Stop his /her employees and any sub- contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- q) Take reasonable steps to ensure cooperation between all their sub- contractors.
- r) Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- s) Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.


Note 2: No work may commence and or continue without the presence of the sub- project manager or project supervisor during performance of the contracted work.

- t) Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been sub- for.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		


Note 3: In determining the number of sub- competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

- u) Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
- v) Follow a process of disciplinary action if any of their employees or their sub- contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- w) Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- x) Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person sub- in writing with a view to identify hazardous and potentially hazardous work operations.
- y) Ensure that pre-task risk assessments are conducted and documented prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- z) Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- aa) Provide any sub- contractor who is making a bid or is sub- to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
- bb) Appointed contractors are required to approve sub- contractor's health and safety plans if they meet all the requirements.
- cc) Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

dd) Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.

ee) Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.

ff) Ensure, prior to the commencement of contractor work, that all persons involved in the project work, as well as the sub- contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.

gg) Ensure, prior to the commencement of contracted work, that all their employees involved in the project work, as well as the sub- contractors, have received task-specific training.

hh) Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

Note 5: should the Appointed contractor or his/her sub- contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

ii) Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.

jj) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.


Note 6: Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

kk) Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- ll) Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- mm) Be involved in all of their sub- contractor's investigations.
- nn) Establish health and safety committees, hold such committee meetings on all sites, and ensure that sub- contractors participate in their health and safety meetings.
- oo) Chair their own health and safety committee meetings and record such meetings.
- pp) Submit Man-hours/workforce headcount on the completion of the activity when called out, using the provided form (Signed) from the client and ensure that the workmen register accompanies the stats form
- qq) Ensure that Pre-job briefing must be conducted during the toolbox, and post Pre-job briefing is conducted at the end of every shift.
- rr) When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- ss) Shall keep a record of all employees including the sub- contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

2.6.2 Contract Managers


Note 1: No work may commence and or continue without the sub- supervisor or manager during the performance of the contracted work.

- a) Assist the contractor and/or the sub- safety officer in conducting site induction training for new staff and site visitors;
- b) Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
- c) Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- d) Stop any contracted work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
- e) Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- f) Inspect such PPE on a regular basis and record the inspections;
- g) Ensure that all incidents are reported to the client and are investigated.
- h) Be involved in all investigations that occur within their area of responsibility.
- i) Carry out audits and or inspections on their contractors at least monthly and any sub-contractors on instructions of their contractor.
- j) Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
- k) Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.
- l) Ensure that daily or pre-task risk assessments are conducted and documented prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
- m) Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
- n) Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- o) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- p) Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
- q) Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
- r) Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
- s) Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
- t) Stop any employee or contractor from performing construction work which is not in accordance with the Appointed contractor's and or sub- contractors health and safety plan which poses a threat to the health and safety of persons.

2.6.3 Contractor Supervisor


Must:

- a) Be competent to perform the required supervisory tasks;
- b) Ensure their employees and all sub- contractors comply with the required statutory and Eskom project requirements;
- c) Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
- d) Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- e) Monitor contractors for adhere to statutory requirements and safety standards.
- f) Monitor contractors overall SHE performance on site in order to achieve excellent results

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- g) Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
- h) Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
- i) Ensuring that quality records are maintained in accordance with legislative and Eskom requirements;
- j) Continual liaison between the Appointed contractor, sub- contractors and employees.
- k) Ensures that employees and sub- contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
- l) Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- m) Submit the observation reports to the relevant management.
- n) Have meaningful participation in the project statutory health and safety committee meetings.
- o) Participate in all sub- contractor incident investigations.
- p) Participate in the Appointed contractors emergency preparedness planning.
- q) Ensure that their own employees and those of any sub- contractor are competent to perform the tasks assigned.
- r) Issue site instructions on behalf of the Appointed contractor where and when the sub- contractors deviate from safety requirements.
- s) Assist the Appointed contractor with the handing over process, in particular the SHE file and relevant documentation.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

2.6.5 Employees


Must:

- a) Be responsible for their own safety and health and that of their co-workers;
- b) Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
- c) Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - i. familiarising themselves with their workplaces and safety and health procedures;
 - ii. working in a manner that does not endanger them or cause harm to others;
 - iii. ensuring that the work area is kept tidy;
 - iv. reporting all incidents and near misses;
 - v. protecting fellow workers against injury by performing job observations;
 - vi. reporting unsafe acts and unsafe conditions;
 - vii. reporting any situation that may become dangerous; and
 - viii. carrying out lawful orders and obeying safety and health rules;
- d) Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
- e) Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
- f) Obey any safety signs and adhere to any site demarcation at all times.
- g) When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- h) Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
- i) Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
- j) Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
- k) Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
- l) Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
- m) Report to their supervisor (in the first instance), the Appointed contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
- n) Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
- o) Maintain the surrounding area of the work site in a neat and tidy condition.
- p) Have meaningful participation in regular health and safety meetings.
- q) Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
- r) When given instructions, understand the instructions and be permitted to clarify those instructions.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

2.6.6 Contractor Health and Safety officer

N/A

2.5 Related/Supporting Documents

- a) Occupational Health and Safety Act: Section 37(2) Agreement – Form 240-77037682
- b) Appointed Contractor 5(1)k 2014 Construction Regulations appointment Letter – 240-64729708

3. Specification

3.1 Scope of work


The scope of work for this contract is to perform repairs on Glass-fibre Reinforced Plastic (GRP) piping, It includes the following

- a) Respond to all call outs within specified response time
- b) Assess defects and recommended repair method
- c) Supply all material (including piping) required for the repair
- d) Provide specifications for the material to be used on repairs, the material will be quality checked and approved by the Employer before it can be used.
- e) Repair defect(s) according to the method approved by the employer
- f) The repairs will include, but not limited to, the following:
 - I. Cutting and replacing damaged pipe sections
 - II. Laminating using resin
 - III. Temporary repairs/patching using putty bonding
- g) Provide approved personnel to conduct the Barcol Hardness test after laminating and curing
- h) Conduct hydro-test on repaired piping and provide all equipment associated with hydro-testing.
- i) Stay on site until the hydro test on the repaired section has been conducted and passed. If the repair does not pass the hydro test, the Contractor will be required to execute a re-work at their own cost.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

Note: The contractor who will be awarded this contract will be known as the “contractor” and any contractor sub- by the Appointed contractor will be known as the “sub- contractor”.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

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

The original copy of the section 37(2) agreements 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:

- a) being protected from exploitative labour practices;
- b) 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

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

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

3.2.4 Legislative compliance

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

The Appointed contractor and all sub- contractors will comply with all the legislation pertaining to this project.

3.2.5 Legal and Other requirement

- a) The Appointed contractor shall ensure that these applicable legal and other requirements to which his organisation subscribes are taken into account including the requirements pertaining to the scope of work issued by Kusile Power Station, in the establishment, implementing and maintaining their OH&S management system.
- b) The Appointed contractor shall keep this information up-to-date
- c) The Appointed contractor shall communicate relevant information on legal other requirements to person(s) working under the control of the organisation, and other relevant interested parties.


3.3 Eskom Requirements

- a) Submit a detailed SHE plan which must be suitable, practical, site specific, well-documented and a workable SHE document, compiled to satisfy the requirements of the OSH Act 85 of 1993, the Appointed's safety specifications and other relevant legislation. The SHE plan must be aligned in terms of suitability and adequacy to the extent of the scope of work.
- b) The SHE plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- c) It must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE plan as well as include how deviations/non-conformances shall be managed
- d) The SHE plan must be accepted by the project manager/contract manager and approved by the OHS department.
- e) A detailed baseline risk assessment pertaining to the scope of work shall form part of the safety file package.(this is a detailed document indicating all the associated activities and identifying hazards and associated risks and control measures)
- f) Part of the baseline risk assessment must detail the control measures to be implemented as per the hierarchy of controls
- g) Detailed safe work instructions/method statements must be submitted for assessment
- h) A plan must be in place to monitor and review the baseline risk assessment
- i) The baseline risk assessment must be compiled by a competent person
- j) A detailed competency model and training matrix must form part of the package, this shall be supported by job descriptions and proof of competency
- k) For work at elevated positions a fall protection plan must be submitted, and a detailed plan on how the fall protection plan shall be implemented in practice and effectiveness thereof measured
- l) A detailed occupational hygiene monitoring programme that supports the medical surveillance programme in place (on tender award)
- m) The Appointed contractor's induction programme and proof that own induction was conducted for all employees

Note: No Contractor shall commence with work without the work authorisation issued in writing by the Occupational Hygiene and Safety department.


3.4 SHE Policy

The Appointed contractor and all sub- contractors will be required to submit an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the sub- 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.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

3.5 COID

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

3.6 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.

3.7 Statutory Appointments

For the duration of the contract, the Appointed contractor and all sub- 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 sub- in the relevant roles.


3.8 Eskom Life-saving Rules

- a) Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
- b) 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 Appointed Contractor or sub- contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
- c) 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.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

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.
Rule 6	NO REVERSING No reversing without a Spotter/Flagman (Kusile P/S Specific)


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.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

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

3.9 Substance Abuse

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

3.10 Contractor organisational Structure

3.12.1 Appointed Contractor Organogram

The Appointed contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The Appointed contractor must ensure that all sub- contractors comply with this requirement. The Appointed contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.


This diagram must be kept up to date and filed in the project SHE files.

3.12.2 Sub- Contractor/s Organogram

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- a) Sub- contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held and any appointments made.
- b) This diagram must be kept up to date, a copy of which must be given to the Appointed contractor and a copy filed in the relevant project SHE files.
- c) This diagram must be kept up to date and filed in the project SHE files.
- d) The Appointed contractor shall ensure that each position listed in the diagram has a job description and curriculum vitae for the sub- person.

3.11 Risk assessment (refer to 32-520)

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 which risks and hazards are attached to the health and safety of

Kusile Power Station shall prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package.

The Appointed Contractor shall develop a Risk Assessment in line with Construction Regulation 9(1) (a-e), in alignment to Eskom 32-520 procedure. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated. Activity based risk assessments shall be conducted by an sub- and competent person of the Appointed Contractor.

3.13.1 High Risk Activities


When the Appointed Contractor and/or his contractors are working in an area where a high health and safety hazard exists, the Appointed Contractor shall:

- a) Ensure that permanent and adequate on site supervision is available for the entire duration of the work that is being conducted.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- b) Ensure the use of safety standbys in areas of high risk activities, and activities that fall within the scope of the permit to work system.
- c) Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;
- d) Maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry ;and
- e) Provide any temporary protective shielding required for protecting nearby operations, at his own cost.

3.12 Safe work procedures / method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely.

3.13 Planned Task Observations (PTO)


The Appointed Contractor shall provide the planned task observation procedure or process covering but not limited to the following:

- a) Persons responsible for monitoring the task and carrying out the Planned Job Observation must be the supervisor;
- b) Planned job observations should be conducted in such a way that the employee is observed against the actual steps (of the written safe work procedure) to be followed when performing a task and be marked against compliance with each step. This will assist in determining employee competence and compliance. Record should be kept at all times.
- c) The supervisor who conducts the PTO must have a copy of the PTO to ensure that the employee is following the steps.
- d) Where the employee did not comply or did not follow the required steps, this should be indicated on the report and actions be taken to correct the deviation.
- e) Prior to work being performed, an adequate risk assessment shall be conducted, and work shall be conducted in accordance with General Safety Regulation 6 and 13A and Construction Regulation 10 of the OHS Act

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

All Planned Task Observations are to be recorded to provide a record of the audit, to allow future audits to follow up on the items discovered and to ensure that the complete range of tasks and employees are observed

All actions emanating from the observation must be attended to and provided with an action plan with target dates and responsible person to close the actions.

Note: The Kusile Contract Supervisor/Manager must conduct Job observations to ensure that the relevant procedure is applied correctly

3.14 Kusile Power Station

Note1: No area is to be stripped of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

- a) The contractor must develop a fire safety procedure for the construction site prior to commencing work. The procedure must take into consideration the size of the site/s, the type of work performed and amount of combustible materials. Cognisance of OHS Act
- b) It must be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform.
- c) A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
- d) Appropriate portable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
- e) Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
- f) Site Smoking Restrictions must be enforced. No open flames are permissible and where hot work is performed, the work areas must be cleared of any combustibles prior to commencement of work.


3.15 Hazardous Chemical Substances Management

- a) All the requirements in regards to the handling, use and storage of HCS shall be done in accordance to the legislative requirements and the local authority by-laws.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- b) Where HCS are brought onto the site, the appropriate Material Safety Data Sheets (MSDS) shall be available at that site.
- c) Contractors are required to have and maintain a register with all the HCS that they have on site and which are issued.
- d) The disposal are required to have and maintain a register with all the HCS that they have on site and which are issued.

3.15.1 Handling, Storage & Transport

It is the responsibility of the appointed contractors that all requirements listed in the OHS Act (HCS) are complied with by his employees and sub-contractors.

3.16 Fire Equipment and maintenance

- a) All firefighting equipment's that have been provided shall:
 - i. Be clearly labelled
 - ii. Conspicuously numbered
 - iii. Entered in a register
 - iv. Inspected monthly by a competent person
- b) Tested and serviced at recommended intervals by an accredited supplier
- c) Results entered in the register and signed by competent person.


3.17 Flammable and Combustible Liquids

- a) Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.
- b) A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store.
- c) Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
- d) All fuel storage areas must comply with the following requirements: -

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- i. Storage should be well clear of buildings.
- ii. Storage areas must be kept free from all combustible materials.
- iii. All Safety signs must be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
- iv. Adequate firefighting equipment must be available.
 - e) Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
 - f) Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
 - g) Bunded area shall have a drain valve.
 - h) No other material/equipment shall be stored in the bunded area.

3.17.1 Refuelling at the Kusile site

With the exception of construction vehicles and mobile equipment's, before a machine is refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.


3.18 First Aid and Equipment

- a) The requirements of the OHS Act GSR 3 must be observed.
- b) First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- c) 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.
- d) A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
- e) Appointed Contractor must ensure that his /her employees and sub- contractor employees are familiar with the emergency numbers.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- f) 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.
- g) 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.
- h) 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.
- i) The Appointed Contractor and sub- contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.19 SHE Communication Systems

Appointed Contractor/s and their sub- 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 project 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.


3.21.1 Statutory Health and Safety Committees

- a) The Appointed contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, sub- contractors shall establish their own statutory health and safety committee.
- b) All sub- contractors shall be members of the Appointed contractor's safety committee.
- c) 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.
- d) SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
- e) 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)

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- f) 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 sub- members of the committee shall attend the meeting.
- g) Statutory health and safety committees may make recommendations to the Appointed contractor and the project manager and the Inspector at DoL.
- h) All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
- i) Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
- j) Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
- k) The Appointed contractor and sub- contractors shall ensure that statutory and non- statutory health and safety committees carry out their duties.
- l) The chairperson of the health and safety committees shall be selected and sub- by the contractor. The sub- chairperson must be competent to chair meetings and be able to make informed decisions.

3.21.2 Non-statutory health and safety committees

- a) 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.
- b) The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee


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

- a) 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.
- b) 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.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

3.20 SHE Training

- a) The Appointed 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, sub- contractor must provide the same requirements when bidding with the appointed contractor.
- b) 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 Appointed contractor and sub- contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
- c) Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- d) 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.
- e) Appropriate time must be set aside for training (induction and other) of all employees.
- f) Records of all training and qualifications of all contractor employees must be kept on the SHE file.
- g) The Appointed contract shall develop a documented SHE training matrix for its all employees; copies therefore, shall form part of document that are kept in the safety file.

3.19.1 Induction training


- a) The Appointed contractor shall ensure that all his / her employees, sub- contractors and their employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site.
- b) Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- c) 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 project.
- d) All employees and visitors on site shall carry the proof of induction training.

3.19.2 Site specific induction training

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

The Appointed contractor shall ensure that all his / her employees and sub- 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.

3.19.3 Visitors to site induction

- a) Visitors to the site shall be required to undergo and comply with the Appointed contractor's site-specific safety induction prior to being allowed access to site.
- b) 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.
- c) Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.19.4 General training

The Appointed 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 Appointed 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.

3.21 Contractor Site Establishment

N/A

3.20.1 Site roads

N/A


3.20.2 Contractor vehicle safety

- a) The Appointed contractor must ensure that all construction vehicle operators comply to the site traffic management plan

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- b) It is the responsibility of the driver to ensure:
 - i. Their passengers wear seat belts whilst the vehicle is in motion.
 - ii. Comply with all traffic road rules, safety, direction and speed signs.
 - iii. Ensure that vehicle loads are properly secured prior to moving off.
 - iv. Ensure that vehicles are not overloaded.
- c) No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
- d) All drivers of contractor vehicles are to have valid medical fitness certificates.
- e) Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
- f) Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
- g) 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
- h) Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
- i) Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
- j) Contractor vehicles must be fitted with an audible reverse alarm system and must have an amber light to ensure visibility.


3.22 Housekeeping and Order

- a) All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
- b) Danger tape is not allowed as barricading only barricade netting is allowed
- c) All barricading must be clearly marked with the name of the company, responsible supervisor and contact details

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- d) Prompt disposal of waste materials, scrap and rubbish is essential.
- e) Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
- f) Nails protruding through timber shall be bent over or removed so as not to cause injury.
- g) All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
- h) On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
- i) 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 Appointed contractor in the first instance and the Eskom project/site manager in the second instance.
- j) The Eskom Project/Site Manager has the right to instruct the Appointed contractor and sub- 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 Appointed contractor.
- k) The Appointed contractor shall carry out regular safety/housekeeping inspections to ensure maintenance of satisfactory standards. The Appointed contractor shall document the results of each inspection and shall maintain records for viewing.


3.21.1 Stacking

- a) Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
- b) Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
- c) Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

3.23 Workplace Signage and Colour Coding

- a) Symbolic safety signage shall be displayed where it is required by legislation.
- b) All symbolic safety signage shall conform to the requirements of SANS standard 1186.
- c) Signs shall be positioned to be seen from most positions within the work sites / areas.
- d) All signage must be clear at all times and be replaced timeously when worn out.
- e) When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
- f) Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- g) The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
- h) Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.


3.24 Machinery, Tools and Equipment

- a) The Appointed Contractor shall ensure that all machinery, tools and equipment are identified, safe to be used and are maintained in a good condition.
- b) All machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded. A machine is guarded when persons cannot gain inadvertent access to the moving parts.
- c) The Appointed Contractor shall ensure that all machinery, tools and equipment shall be listed on an inventory list and handed to security with a copy kept on site.
- d) All machinery, tools and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment should be numbered or tagged so that it can be properly monitored and inspected.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- e) All machinery, tools and equipment shall have the necessary approved test or calibration documentation where applicable prior to being brought onto the premises and the records shall form part of the SHE plan.
- f) All fuel driven equipment shall be inspected by the Eskom Kusile Power Station SHE Practitioners prior to mobilizing it onto site.
- g) All fuel driven equipment shall be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- h) Kusile Power Station reserves the right to inspect items of plant or equipment brought to site by the Appointed Contractor for use on this Contract.
- i) Should Kusile Power Station find that any item is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, Kusile Power Station representative shall advise the Appointed Contractor in writing and the Appointed Contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the Appointed Contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by the Kusile Power Station representative instructions.
- j) The Appointed Contractor shall ensure that he has all the necessary registers to record all tools and equipment.
- k) All employees operating or using machines and tools shall:
 - i. Be competent.
 - ii. Have a valid certificate.
 - iii. Have proof of any form of task related training


3.23.1 Machine Guarding

- a) An assessment should be conducted in writing to ensure that all machines and tools are fitted with a guard and the assessment should be kept in the safety file.
- b) Machine guards shall be painted on the outside in the same colour as the machine or tool, inside of guards and moving or rotating parts shall be painted orange.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- c) All guards shall be inspected by a competent person on a monthly basis as well as by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.

3.23.2 Hand tools and Pneumatic Tools

- a) All pneumatic tools shall be numbered, recorded and inspected at least monthly as well as by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications.
- b) All hand tools should be inspected at least weekly as well as by users prior to use.
- c) Tools with sharp points in tool boxes must be protected with a cover
- d) All files and similar tools must be fitted with handles
- e) No make shift tools are permissible on the project

3.25 Lifting and Material Handling

- a) Where lifting material and such like will be performed, such lifting shall be done by a competent authorised person
- b) All the requirements applicable to the lifting operating shall confirm to the DRM 18 of the OHS Act

3.24.1 Lifting Machine/Mobile Cranes


- a) The crane operator shall be trained for the class of crane they are operating and be in possession of an operators permit.
- b) Operator shall be trained for the class of crane they are operating and be in possession of an operators permit.
- c) Riggers shall be utilised when lifting loads and shall direct the crane operators with the appropriate signals.
- d) The crane operators must have undergone a medical check up to work in such an environment, issued by an occupational health practitioner.
- e) All lifting operation should be done under the supervision of a competent person.

3.24.2 Lifting Tackle

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

N/A

3.24.3 Material/goods hoist

It is the responsibility of the Appointed Contractor that all requirements listed in the OHS Act (CR (19)) are complied with by his employees and sub-contractors.

3.24.4 Material Handling

- a) Guide ropes to be used to prevent loads from swinging (manila ropes)
- b) A rigging study should be conducted for all critical lifts to ensure the correct equipment is available and used.
- c) Employees shall keep out from under suspended loads and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or within a barricaded of area.
- d) Employees shall keep out from under suspended loads and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or within a barricaded of area.
- e) Hand signals will be displayed and visible on all cranes and the SANS 1029 standard must be used to ensure uniformity and all the crane operators, riggers must be trained according to the SANS 1029.


3.25 Confined Space

- a) Entry into a confined space with an unsafe atmosphere shall be avoided if at all possible.
- b) Only Contractors personnel who have been trained on the hazards associated with confined space work shall be allowed to enter a confined space. All persons acting as attendant or confined space assessor shall also be fully trained.
- c) Before entering a confined space, contractors Personnel shall obtain Entry Permit.
- d) Before entering a confined space, Contractor's shall request the client to conduct a test for all levels of the confined space for the presence of flammable or toxic gases and vapours or an oxygen deficient atmosphere. This atmosphere check shall be conducted remotely where practicable for a suitable period of time.
- e) If flammable or toxic gases or vapours are detected or if an oxygen deficiency is found, forced ventilation shall be used to maintain oxygen at a safe level and to prevent a hazardous concentration of flammable or toxic gases and vapours.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		


- f) Contractors shall ensure that an adequate number of suitable gas monitors are available to continuously monitor the confined space during entry. Before entering the confined space, all persons shall be given a briefing as to the precautions that must be taken.
- g) Before Contractor's Personnel are allowed to enter a confined space, all electrical and mechanical energy sources that could affect the Contractor's Personnel working in the space shall be physically rendered inoperative, locked out, and tagged. If required, the space shall be drained, vented, and cleaned.
- h) Contractor shall fill out the permit in full, post a copy of the form in a conspicuous location at the entrance to the confined space, and retain a copy for their records.
- i) If there is more than one entrance to the confined space, all entrances shall be posted with a copy of the permit.
- j) When the work in the confined space is completed, the person authorizing entry into the confined space shall verify that all persons have exited the confined space and that it is safe to remove the permit. The authorizing person shall then sign, date, and write in the time the permit was removed.
- k) Contractor shall retain all issued permits for their records
- l) While work is being performed in the confined space, a person with basic first aid training shall be immediately available to render emergency assistance if there is reason to believe that a hazard may exist in the space or if a hazard exists.
- m) Contractor's Personnel required to enter a confined space with an unsafe atmosphere shall be equipped with a fresh air breathing apparatus, body harness, and attended lifeline.
- n) Electric welding, gas welding, cutting, or any other hot work shall not be performed on the interior or exterior, or near the openings of any confined space which may contain flammable or explosive gases or vapours until the space has been properly cleared
- o) Safe access to the confined space shall be maintained at all times. If possible, all cords, hoses, leads, etc., shall be routed through an entrance other than the employee access into the confined space.

Note: Over and above the listed requirements, it is the responsibilities of the contractor to ensure that requirements listed in the OHS Act (GSR (5)) and PSR (Plant Safety Regulation) are adhered too.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

3.26 Hot Work Permit

The Appointed Contract shall ensure that Welding, flame cutting and other hot work are done only after the appropriate precautions as required by the OHSA Act (GSR 9) have been taken to reduce the risk of fire.

When work must be carried out that involves hot work:

- i. A request must be made by the responsible person
- ii. A risk assessment shall be conducted for area where the hot work will be conducted
- iii. Fire warden and First Aider should always be present during hot work
- iv. Fire department shall be informed of the activity thereof and issue fire permit for the activity to be conducted.
- v. A permit shall be applied through the PSR process to obtain permit to work.

Note: If the requirements for effective isolation and ventilation cannot be adhered to, then hot work cannot be carried out.


3.27 Ladders

- a) Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
- b) The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- c) The ladder wheels, brakes and platform must be in good condition.
- d) All metal parts to be in good condition, no cracks.
- e) Non-slip devices must be in good condition and no paint to be on wooden ladders
- f) Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
- g) Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- h) When using climbing irons, the appropriate rope grab fall prevention system shall be used.
- i) The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
- j) The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- k) 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. The inspection check lists must be filed in the site SHE files.

3.28 Auditing

3.29.1 Approval and compliance of Appointed 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 Appointed contractors SHE plan be approved by the project manager or an sub- 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.

3.29.2 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

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


3.29.3 Contractor audits

Appointed Contractors are required to conduct internal audits on both their employees and their sub- contractors on the implementation of their SHE Plan on a monthly basis or when

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the audit. Where sub- contractors are audited by the Appointed contractor a copy of the audit report shall be submitted to the sub- contractor within 7 days of the audit.

3.29 Smoking

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

3.30 Cellular Phones

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

3.31 Occupational Health, Hygiene and Rehabilitation

The Appointed Contractor and sub-contractors shall develop, implement and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors (chemical and biological hazards, noise, dust, vibration, heat, etc.) to which any person may be exposed as a result of his work activities are identified, assessed (monitored) and controlled.


The occupational hygiene management Program should include, but not be limited to the following elements:

- a) **Identification:** The Contractor shall identify the occupational stressors which could include exposure to chemical and biological hazards, noise, dust, vibration, heat, etc., to which any person may be exposed as a result of his work activities.
- b) **Occupational health risk assessment as a background:** Once the occupational stressors have been identified the risk shall be assessed in accordance with statutory requirements including manual handling, the nature of the stressor, the work process, the exposure severity, duration and possible adverse effects etc.
- c) **Control Measure:** The Contractor shall provide details of all existing control measures and those which shall be implemented to eliminate or reduce exposure to occupational stressors. The hierarchy of controls shall always be followed when determining control measures and reason must always be stated where deviations have

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

occurred. Where mechanical means are employees the contractor shall provide details of how these shall be maintained to ensure that they are operated at maximum efficiency.

- d) **Occupational Risk and Exposure Profile (OREP):** Provide formal documentation of the results of a Risk Assessment, for a single occupational exposure group (i.e. a job category). It should comprise of data that defines the inherent capability requirements of the occupation and data pertaining to the hazardous exposures unique to each occupational category.
- e) **Occupation hygiene monitoring programs:** Appointed contractor and sub-contractor shall ensure that programs are developed to address the said stressors. These programs may include but not be limited to:
- Hearing Conversation Program
 - Respiratory Protective Program
 - Hazardous Chemical Substances Program
 - Procedure for the use and management of radioactive sources
 - Heat Stress Management System

Appointed Contractors and sub-contractors shall report to the Department of Labour on the occupational hygiene milestones (e.g. crystalline silica). Evidence of reporting to the department of labour and copies of such reports shall be made available to SHE Manager / Practitioners.

Copies of all occupational hygiene surveys conducted by the Appointed Contractor and sub-contractor must be submitted to SHE manager and practitioners. The SHE Manager / Practitioner shall establish a database of contractor occupational hygiene surveys and corrective plans. Proof of awareness training should documented and documentation and control of records kept for 40 years.


Occupational hygiene monitoring on the following regulated stressors must be conducted by a SANAS 17020 accredited and Department of Labour Approved Inspection Authority (AIA): Area Noise measurement, Personal hazardous chemical substances air monitoring, hazardous biological agents, lead and asbestos air monitoring, evaluation of control measures put in place for all the above mentioned regulated stressors. It is critical that the AIA used should only perform work on the regulated stressors they are approved for. All the accreditation certificates must form part of the reports generated by the AIA

3.35.1 Medicals

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

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

- a) Appointed contractors must ensure that their employees and their sub- contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
- b) 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.
- c) Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- d) The Appointed Contractor must ensure that his / her employees and sub- contractor employees have undergone pre-entry medical examination before starting work on the contract.
- e) The Appointed contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

1.35.2 Rehabilitation

Where any contractor's employee is injured at work to the extent that they require rehabilitation, then this must be given, using the services of an sub- rehabilitation organisation.

1.35.3 Offices

The Emergency Preparedness plans must accommodate how to react to emergency situations such as, fires, work injuries, bomb threats, building evacuation, political unrest, the contacting of the various emergency services etc.

3.32 Working at Heights


3.36.1 General Requirements

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position. Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

- a) All appointments for the fall protection plan developer and implementer are in place.
- b) Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
- c) Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
- d) A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
- e) Appropriate training, as determined by the risk assessment, has been provided.
- f) Appropriate height safety equipment and personal protective equipment have been issued to the individual.
- g) There are equipment inspection procedures and up-to-date inspection records.
- h) Individuals are medically fit to work at height, and records of this are kept.
- i) A site-specific risk assessment is performed.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.


Every employer shall ensure that work at height is:

- a) properly planned;
- b) appropriately supervised; and
- c) carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

3.33 Environmental Management

Note 1: In the event of any perceived conflict between the “environmental laws” and the contract documents, the Contractor shall, prior to commencing the work, refer such conflict to the Project Management Team for clarification.

Note 2: Environmental protection shall include, but not be limited to, noise pollution, gaseous emissions, noxious and/or offensive odours, liquid waste collection and solid waste separation and collection.

3.37.1 Environmental Rule

Environmental Duty of care and remediation of environmental damage

Every person who causes, 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, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

Polluter Pay Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment

Zero Liquid Effluent Discharge Policy

All Contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

Waste


Proper storage and prompt disposal of waste materials, is essential.

All spills/emergency incidents should be reported to Eskom Contract Manager and Environmental Officer(s) immediately on occurrence. Incidents should be investigated to prevent reoccurrence.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

All Contractors should be aware of Eskom SHEQ Policy.

All Contractors must take into account environmental consideration when carrying out Risk Assessment.

All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated;

Non-conformance and incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:

- The cause of the non-conformance/incident;
- The proposed actions to correct and prevent recurrence.

Eskom Kusile Power Station shall issue non-conformances where there are deviations from environmental requirements;

3.37.2 Contract Award Documentation

The following documentation should be submitted upon awarding of the contract and prior to commencement of any work:

- The Aspects/Impacts register or an environmental management plan;
- List of all hazardous substances to be used and their safety data sheets;
- Proof of training (certificates) of persons performing activities that could have significant impact on the environment;
- A signed Environmental Requirements Proforma.

3.37.3 Records to be kept onsite


The following minimum records shall be kept on sites:

- Contractor site specific Environmental Management Plan or aspect and impact register;
- Environmental Incident registers and investigation reports;
- Non-conformance register;
- Complaints register;
- Hazardous Substances registers and SDS where applicable;

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

- f) Records of audit reports and audit findings close-out, where applicable;
- g) Records of environmental inspections conducted, where applicable.

3.34 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.

3.35 Personal Protective Equipment Requirements

- a) The Appointed contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and sub- contractors on site.
- b) All contractors shall comply with the requirements of GSR 2 of the OHS Act.
- c) 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.
- d) 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.
- e) All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- f) Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- g) All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
- h) Where deemed as a requirement, then high visibility vests shall be worn.

3.36 Incident Investigation


All incidents relating to the contract (fatalities, lost time, medical treatment, first aid, vehicle accidents, damage to equipment near misses and environmental issues) shall be reported and investigated in terms of the section 24, 25, GAR 8 and 9 of the OHS Act

Copies of the investigation reports must be filed in the contract SHE files.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

All incidents of a serious nature shall be reported to the Kusile power Station contract responsible manager & safety department as soon as practicably as possible.

Ensure that all incidents are reported and investigated timeously by competent incident investigators.

The Appointed contractor shall comply with Eskom Environmental, Occupational Health and Safety Incident Management Procedure 32-95.

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.

Note: Eskom has the right to be involved in any contract related serious incident investigations.

3.40.1 Reporting

All incidents including near misses occurring at work shall be reported to the relevant site supervisor / manager as soon as practicable but before the end of the shift.

No injured person shall leave site without been taken to the Medical centre prior to be transferred or taken to the Hospital/Private Doctor.

Note 1: If it is found that the Appointed Contractor or his sub- contractors are hiding/not reporting incidents then steps (which may include disciplinary action) would be taken against the Line Management of the Appointed Contractor and sub- contractor in terms of 32-1034 Eskom Procurement and Supply Management Procedure.

All section 24 shall be reported to the provincial inspector of the DoL and section 25 incidents shall be reported to the chief inspector of the DoL

3.40.2 Investigation

- a) All incidents related to work being performed for Eskom shall be investigated in terms of the OHS Act sections 24 and 25 and conducted in terms of document 32-95 Eskom

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

Procedure Manual for conducting EH&S Incident Management (full title is listed in Normative References.

- b) Investigations shall be conducted by an sub- competent investigator who will compile the appropriate incident report form as listed in the OHS Act Annexure 1
- c) A comprehensive and detailed investigation report shall be submitted to the Eskom project manager within 7 -14 days after the incident.
- d) All incidents that were in contravention of any one of Eskom's lifesaving rules must be presented by the relevant contractor manager to the project manager and where required to the business unit responsible manager.
- e) Eskom must be permitted to participate in investigations if the incident is directly linked to any activity within the scope of the construction project

3.40.3 Close Out

All Incident Investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the business unit Risk Manager. Close out procedure ideally must be done as soon as practicable. Undue time delays must be avoided.

3.37 Emergency Management

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


3.38 Non-Conformance and Compliance

- a) 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.
- b) Appointed contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

include “quality” related non-conformance issues. Similarly, sub- contractors must implement a non-conformance procedure.

- c) The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- d) Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
- e) Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- f) 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.


3.39 SHE File

- a) A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
- b) All contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that 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 construction sites and shall be available on request for audit and inspection purposes.
- c) The SHE file shall consist of the requirements in terms of the project’s safety specification, the contractor’s safety and health plans.
- d) The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- e) Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- f) On completion of the construction work/project, the Appointed contractor must hand over a consolidated health and safety file to the project manager. The Appointed contractor must also hand over all drawings, designs, lists of materials used, and other applicable

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.

- g) In case where the project 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 completion of the project.

3.40 Work Stoppage

- a) 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.
- b) 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.
- c) Where stoppages are carried out, the required non-conformance report shall be raised.
- d) All work stoppages ideally should be investigated and documented by contract custodians.


3.41 Monthly Statistics reports

- a) The Appointed contractor must report to the Eskom contract responsible manager, by the 2nd of every month, their SHE statistics and those of their sub- contractors, specific to the contract and not as a total organisation.
- b) The statistical information required is:
 - I. Name of contractor
 - II. Manpower number per Appointed contractor
 - III. Actual man=hours worked
 - IV. Days Worked
 - V. Days lost

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

VI. Incidents: (Medical, Fatalities, Lost Time, First aid and Near misses)

3.42 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.

3.43.1 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 project 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.

3.43.2 Night work

When night work is to be performed; contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

If work is continuing from day light into night, at dusk, a tool box talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

3.43.3 Overtime

When overtime is required to be performed, the sub- contractors shall inform the Appointed contractor of such action. The Appointed 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.


3.43 Document

3.47.1 Document Management

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

The Appointed contractor shall ensure that all documents (e.g. Safe Working Procedure(s)) are registered and controlled. The documents thereof shall as minimum conform to the following:

- The document ownership must reside with their business domain.
- Document must be unique in its purpose, content and aim
- The document must be uniquely identified.

Further, the document compiler shall ensure that the following listed document requirements are adhered to;

- The Document Compiler shall ensure that the all documents titles are descriptive of the document content and intention and as far as possible include the Document Type (Policy, Procedure, Drawing, Plant Design Document, Standard, Guideline etc.) within the title wording
- Every working instruction shall have a unique identification number.
- When a working instruction is authorised for the first time it will start at Rev 1 and it will be the latest revision.
- Changes and the current revision status of documents are identified
- Ensure that documents remain legible and readily identifiable
- Ensure that documents of external origin determined by the organisation to be necessary for the planning and operation of OH&S management system are identified and their distribution controlled; and
- Prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

3.47.2 Records Management

The Appointed contract shall ensure that records of all documents are management accordingly.

Records shall be and remain legible, identifiable and traceable


3.44 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.

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131257979	Rev	1
		Effective Date	November 2018		
		Review Date	February 2021		

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.

3.45 Contract Sign-Off

On completion of the project, all sub- contractors shall close out their project documentation; SHE files and forward such to the Appointed contractor. The Appointed contractor shall likewise close out his/her project documentation and SHE files and forward such to the Eskom project manager.

4 Acceptance

This document has been seen and accepted by:

Name	Designation
Lesiba Kgobe	Environmental Management Manager
Ntokozo Mashita	Occupation Health & Safety Manager
Cornelius Makgwale	Procurement Line Manager

5 Revisions

Date	Rev.	Compiler	Remarks
November 2018	1	L Mngoma	First Issue

6 Acknowledgement

- Ntobeko Sikhakhane: Technologist Occupational Hygienist
- Cylia Malebana: Environmental

Controlled Disclosure

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.