

***Annotation: The information contained in this document is the minimum requirement; it can be updated, amended or removed to cover the SHE requirements related to the scope or the risks of the project. (This annotation shall be removed when drafting and finalising a specification)***

**Project Name:** Supply and Delivering of plumbing material

**Project Address:** Lower Germiston Rosherville Johannesburg 2020

**Scope of the project:** Supply and Delivering of plumbing material for 5 years

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End user  
Risk & Strategy  
Eskom Rotek Industries SOC Limited

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Manager  
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**Contents**

1.	Introduction .....	3
2.	Supporting Clauses.....	3
2.1	Scope.....	3
2.1.1	Purpose .....	3
2.1.2	Applicability .....	3
2.2	Normative/Informative References .....	3
2.2.1	Normative .....	3
2.2.2	Informative .....	4
2.3	Definitions .....	4
3.	Scope of Work (SOW).....	5
4.	Technical Requirements.....	6
5.	Suppliers SHEQ Policy .....	6
6.	Supplier Organogram.....	6
7.	Section 37(2) Agreement .....	6
8.	Letter of Good Standing.....	6
9.	Safety, Health Environmental and Quality Plan (SHEQ) including Environmental Management Plan (EMP) .....	6
10.	Client Appointment.....	7
11.	Sub-contractor Appointment.....	7
12.	Section 16 (2) Appointment.....	7
13.	Legal Appointment as per the Occupational Health and Safety Act No. 85 of 1993 .....	7
	including Regulations .....	7
14.	Hazard Identification Risk Assessment Including Aspects and Impacts (HIRA) .....	7
15.	Supplier and Client Induction .....	8
16.	Medical Certificate of Fitness .....	8
17.	Training and Competencies .....	8
18.	Equipment and Tools .....	8
19.	Personal Protective Equipment (PPE).....	8
20.	Emergency Preparedness (EP).....	9
21.	Incident Reporting and Recording .....	9
22.	Safe Work Procedures (SWP).....	9
23.	Housekeeping.....	9
24.	Toolbox Talks .....	9
25.	Substance Abuse .....	9
26.	Life Saving Rules .....	10

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## 1. Introduction

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

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

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

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

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

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

**Note 2:** In terms of Eskom requirements, a section of this professional contract falls within the requirements of the Construction Regulations.

Although there are requirements listed in this specification that do not pertain directly to air charter, the requirements are expect of an air charter contractor business to conform to. These requirements are in line with Eskom's Zero Harm value.

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

## 2. Supporting Clauses

### 2.1 Scope

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

#### 2.1.1 Purpose

The purpose of this document is to define the services needed for the Supply and Delivery of plumbing material.

#### 2.1.2 Applicability

This SHE specification is applicable to all the Eskom Rotek Industries for Supply and Delivery.

### 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] Occupational Health and Safety Act and Regulations No 85 of 1993.

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- [2] National Road Traffic Act 93 of 1996.
- [3] 32-37 Eskom Substance Abuse Procedure.

**2.2.2 Informative**

- [1] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [2] 240-62196227 Eskom Life Saving Rules
- [3] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [4] SANS 1186 Symbolic Safety Signs
- [5] Constitution of the Republic of South Africa No 108 of 1996
- [6] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management: Conducting EH&S Incident Management.

**2.3 Definitions**

Definition	Explanation
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Client</b>	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
<b>Competent person</b>	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
<b>Contractor – includes appointed contractor</b>	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
<b>Eskom requirements</b>	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
<b>Health and safety file</b>	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
<b>Health and safety plan</b>	(OHS Act) means a site, activity or project specific document plan in accordance with the client’s health and safety specifications.

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Definition	Explanation
<b>Health and safety specification</b>	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
<b>Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
<b>Medical certificate of fitness</b>	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
<b>Medical surveillance</b>	(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
<b>Organisation</b>	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
<b>Risk assessment</b>	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
<b>Site</b>	(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
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Toolbox talks</b>	(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.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto

The following should be used as a guideline but not limited to when developing a SHEQ Specification:

### 3. Scope of Work (SOW)

The Scope of Services is for Supply and Delivery for plumbing material.

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#### **4. Technical Requirements**

See attached BOQX3

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#### **5. Suppliers SHEQ Policy**

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

The contractor(s), if already not in place, shall compile an organisational SHE policy in line with their SHE responsibilities should they employ 5 or more employees. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. The policy shall also be communicated to the employees and records of such communication kept.

#### **6. Supplier Organogram**

The contract shall submit the names of the employees that will be performing the supply and delivery of plumbing material.

#### **7. Section 37(2) Agreement**

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

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

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

#### **8. Letter of Good Standing**

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

#### **9. Safety, Health Environmental and Quality Plan (SHEQ) including Environmental Management Plan (EMP)**

The contractor will comply with the ERI approved SHE plan for the project and will work according to the instructions of the project specifications, ERI SHE plan and client' specifications, where there are additional OHS, requirements not covered in the ERI SHE plan the contractor shall detail those in their own SHE plan.

## **10. Client Appointment**

The contractor will be appointed and shall keep has the copy of the appointment from ERI before execution of activities including acceptance of the contractor OHS plan/file.

## **11. Sub-contractor Appointment**

The SHEQ Specification shall state when a sub-contractor appointment must be signed.

## **12. Section 16 (2) Appointment**

Where the CEO is not able to execute OHS responsibilities for the project the contractor shall appoint Section 16(2) appointee to who will be delegated OHS duties by the company CEO to assist them with execution of OHS requirements for the project.

## **13. Legal Appointment as per the Occupational Health and Safety Act No. 85 of 1993 including Regulations**

For the duration of the contract, where the ERI cannot assist with statutory appointments, the contractor shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The project will take responsibility for statutory appointments such as but not limited to: Fire Fighter and Evacuation warden, First Aider, OHS representative, etc.

## **14. Hazard Identification Risk Assessment Including Aspects and Impacts (HIRA)**

Before execution of any work the contractor shall develop and submit a project risk assessment that has proper controls to mitigate the risks. The contract shall ensure that work ins conducted according to the risk assessment, and it shall be with the employees executing the work at all times. It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish what hazards to the health and safety or persons are attached to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken. It is essentially a three-stage process:

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

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments.

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## **15. Supplier and Client Induction**

The contractor will be subject the Eskom power station specific induction and the ERI induction before accessing the particular power station in addition to their own induction.

## **16. Medical Certificate of Fitness**

**Note:** The client (Eskom) and ERI will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

1. All employees are required to have Fitness for duty reports for all employees who are allocated to deliver the plumbing material.
2. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
3. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

## **17. Training and Competencies**

The SHEQ specification shall highlight the training required for the SOW, validity of the training certificates issued in terms of time frame and accredited providers.

## **18. Equipment and Tools**

All tools and equipment used by the contractor shall be suitable for use and no broken, homemade or makeshift tools shall be used in the project. The tools shall be inspected before used to ensure they are suitable for use.

## **19. Personal Protective Equipment (PPE)**

The Service Provider is to provide Personal Protective Equipment (PPE) to their employees before they reach site. All PPE must conform to Eskom/ERI requirements as per procedure 240-44175132, as well as relevant OHS and SABS procedures. The Service Provider is to ensure they are conversant with the terms of these procedures regarding old and damaged PPE. Any employees not on site due to PPE not provided for by the Service Provider will not be paid for by ERI.

### **PPE requirements**

- Hard hat
- Overall (pants and jacket)
- Safety Shoes
- Dedicated Clean Conditions PPE as per ERI PPE Work Instruction & Eskom Generation Generator Clean Conditions Requirements Work Instruction 240-56178527. Two-piece Clean Conditions overalls made of 100% cotton and be white in colour. These overalls may not have any pockets, belt loops or metallic fasteners
- T-Shirts: No clothing other than a pocket-less cotton (Preferably White) T-shirt or underwear may be worn underneath the overall,

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- Clean Condition Safety Shoes,
- Pocketless Thermal Jacket,
- Thermal underwear,
- Pocketless Rain Jackets

## **20. Emergency Preparedness (EP)**

The contractor shall comply with the power station and the ERI site specific EP plan.

## **21. Incident Reporting and Recording**

All incidents that occur in the project any station shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

Contractors shall use the standard General Administrative Regulation Annexure 1 “Recording of an Incident” form for all incident investigation reports. The objective of incident investigation, not only being a legal requirement, is to establish why and how the incident occurred, but to find out the real causes of the incident and to decide on precautionary measures that are required to address the causes to prevent any further recurrences of the same or similar incidents.

## **22. Safe Work Procedures (SWP)**

The Supply and Deliver for plumbing material shall be executed according to the ERI detailed scope of works.

## **23. Housekeeping**

The contractor is expected to comply with all the project housekeeping requirements and shall ensure that maintain good housekeeping at all the stations they work in.

## **24. Toolbox Talks**

The contractor shall conduct own or participate in site tool toolbox talks including the topics that should be discussed on site where applicable.

## **25. 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 and ERI 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 into 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.

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**26. Life Saving Rules**

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

Six Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and contractors. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

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

The rules are:

<b>RULE</b>	<b>DESCRIPTION OF RULE</b>
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> (That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	<b>BUCKLE UP</b> No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	<b>ENSURE SAFE LIVE WORKING</b> Ensure all live work basic principles are adhered to, as outlines (for the method being used) in High Voltage Working Standard for respective division.

Eskom and ERI 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.

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

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