

	SHE SPECIFICATION	Template Identifier	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

PROJECT NAME: SECURITY GUARD HOUSES FOR DISTRIBUTION GOU

Scope of the project:

- Appointment of a service provider to design, manufacture, supply and install 10 X 6m security guard houses for Distribution GOU.
- Ground preparations for 10 X 6m containers for guardhouses
- Convert 10 X 6m containers for guardhouses at different sites to have ablution facilities and mini kitchen space, four windows including toilet.
- Connect to existing electricity, water and sewer facilities.
- Installation of 10 x 9000BTU air conditioning units

Eskom's Project Manager
Name: Thoko Mvelase

Eskom's Health and Safety Manager
Name: Thabile Mokoena

Eskom's Procurement Manager
Name: Salebona Kutumela

Eskom's SHEQ Officer
Name: Rejoice Shivambu

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

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 and Eskom requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom for contracts and standard and NEC 3 contracts.

2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

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.

2.2.2 Informative

- [6] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [7] 240-62196227 Eskom Life Saving Rules
- [8] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [9] SANS 1186 Symbolic Safety Signs
- [10] Constitution of the Republic of South Africa No 108 of 1996
- [11] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management: Conducting EH&S Incident Management

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline assessment risk	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advice
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Eskom requirements	a) Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

Definition	Explanation
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
Medical certificate of fitness	(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.
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
Organisation	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
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
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
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

Definition	Explanation
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.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 Abbreviations

<i>Abbreviation</i>	<i>Description</i>
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
DMR	Driven Machinery Regulations
DEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

Public

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	240-73418055	Rev	1	
		Document Identifier		Rev	1	
		Effective Date	20 February 2016			
		Review Date	February 2020			

2.5 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement (to be completed by the contract responsible manager).

3. Specification

3.1 Scope of work

- Appointment of a service provider to design, manufacture, supply and install 10 X 6 m security guard houses for Distribution GOU.
- Ground preparations for 10 X 6m containers for guardhouses
- Convert 10 X 6m containers for guardhouses at different sites to have ablution facilities and mini kitchen space, four windows including toilet.
- Connect to existing electricity, water and sewer facilities.
- Installation of 10 x 9000BTU air conditioning units

Note: The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor.”

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

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

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

A copy 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:

1. being protected from exploitative labour practices;
 2. 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”.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act “Regulations on Hazardous Work by Children in South Africa” with emphasis on paragraph 2 Purpose and Interpretation. Eskom does not condone the use of child labour and therefore all effort must be exercised, and child labour should not be used.

3.2.3 OHS Act

The principal contractor and appointed contractors shall have an up to date copy of the OHS Act and regulations which will be available to all employees.

3.2.4 Legislative Compliance

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injuries and Diseases Act.

3.3 Eskom requirements

All contractors shall, before commencement of the charter insure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to charter services.

3.3.1 Appointment of a Contractor

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

3.3.2 Appointment of sub-contractors

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

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

3.3.3 SHE Policy

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

Public

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	240-73418055	Rev	1	
		Document Identifier		Rev	1	
		Effective Date	20 February 2016			
		Review Date	February 2020			

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). A copy of the policy must be filed in the contract SHE files and as an annexure the SHE Plans

3.3.4 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (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.

3.4 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION,

All contractors are required to develop an Occupational Health, Hygiene and Rehabilitation program. The program is intended to ensure that the risks to health are identified and controlled.

3.4.1 Medicals

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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.
4. 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.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

3.4.2 Health and wellness HIV / Aids

Contractors shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment

3.5 APPOINTMENTS

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to: Fire Fighter, First Aider, 16(2) appointments.

3.6 ROLES AND RESPONSIBILITIES

All contractors are required to list employee's roles and responsibilities pertaining to the contract.

3.7 RISK ASSESSMENTS

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken. It is essentially a 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. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. In particular, if a job / task is extended over a day or halted due to inclement weather.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

3.8 INCIDENT INVESTIGATION

All incidents 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 Employment and 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.

3.9 EMERGENCY MANAGEMENT

1. 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 supplier must develop their own emergency response in their work premises. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. Emergency preparedness

3.9.1 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or implemented.
5. 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 on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.
6. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

3.10 SECURITY

1. In all Eskom sites, where the service will be rendered, security requirements for such sites shall be adhered to.
2. All contractors shall be accountable and responsible for the security of all their equipment, materials etc. on any of their work sites.
3. Where there is access control to sites, any land owned sites and or Eskom sites, such access control requirements shall be observed.
4. Eskom reserves the right to search any contractor and or Eskom vehicle entering or leaving the site / premises any Eskom site.

3.11 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.

3.11.1 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/s 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 Employment and Labour and /or the letter of approval from the Department of Employment and Labour.

3.11.2 Night work

Where any night work is to be performed, then contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that any employee must not have to work in any dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use a 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 must be advised of the hazards of night work and the extra precautions that require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

3.11.3 Overtime

Where overtime is required to be performed, then the appointed contractors shall inform the principle contractor of such action. the principle contractor shall inform the project manager of such function. contractors shall be aware of the effects of human fatigue and regulate overtime accordingly

3.12 WORK STOPPAGE

1. 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/s or create a risk of degradation of the environment exists. This includes any unauthorised work or service performed by, or legally or contractually noncompliant acts or omissions by any contractor contracted to work at that site.

2. Work stoppages that are initiated because 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.

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

4. All work stoppages ideally should be investigated and documented by contractor management

3.13 UNLAWFUL ORDERS

1. Section 14 of the OHS Act stipulates that employee shall carry out any lawful order given to them. That is to say, they have the right to refuse to obey an unlawful orders or work instruction.

2. In terms of the Legal and Eskom requirements, if an employee has a reasonable belief that the work to be undertaken is likely to endanger themselves or any other person/s due to at risk behaviour or working in unsafe conditions, or a lack of protective equipment or clothing, he/she has the right to refuse to work.

3. An employee may also in terms of Section 29 of the National Environmental Management Act, Act 107 of 1998, refuse to work if the work would result in an imminent and serious threat to the environment.

4. All contractors shall ensure that their employees are conversant with the hazards to his/her health, safety and the environment that are part of any work that he/she has to perform, as well as the precautionary measures required in respect of those hazards.

5. Each contractor manager shall as soon as reasonably practicable, investigate and resolve an employee's refusal to work based on health, safety and environmental management related issues or concerns, in terms of the incident management segment of this SHE specification.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

3.13 SMOKING RULES

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

3.14 LIFTING AND MATERIAL HANDLING

1. A risk assessment should be conducted prior to starting with the task.
2. Every employer shall ensure that the employee is adequately and comprehensively informed of the hazards when working in close proximity to electrical installations
3. Where lifting work is to be performed at night, then an Illumination survey shall be conducted prior to the start of work and adequate lighting shall be provided.
4. All crane operators, lifting machine operators and riggers shall be trained and certified competent to perform the relevant tasks.
5. All the requirements as listed in the DMR 18 shall be adhered to,
7. The appropriate Distribution task manuals shall be used throughout the project.

3.14.1 Lifting machines

1. Before using any lifting machines, the operator should inspect it daily, Where the machine appears faulty, it shall be removed from service immediately.
2. All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, as per DMR 18 or more frequently as desired.
3. All hooks shall be fitted with a safety latch/catch and be in a good operational condition.
4. All lifting machines should be recorded on a register, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993
5. All lifting machines should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for.

3.14.2 Lifting tackle

1. A risk assessment shall be conducted prior to commencing with the task to identify that the correct slinging equipment is used for the specific load.
2. All lifting tackle should be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign of such examination, such lifting tackle shall be stored or protected so as to prevent damage or deterioration when not in use.
3. All lifting tackle should be recorded on a register, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
4. All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for.
5. All hooks shall be fitted with a safety latch/catch and be in a good operational condition.

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

3.14.3 Inspection and test records

All lifting machines and tackle shall be subjected to 3 monthly inspections and immediately prior to use by the competent operator. Tests shall be in accordance with the DMR 18. All inspections and tests shall be recorded which shall be files on the site specific SHE file.

3.14.2 Mobile cranes

1. The crane operator shall be trained for the class of crane they are operating and be in possession of an operators permit.
2. All mobile cranes shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, as per SANS 19 The Inspection, Testing and examination of Mobile Cranes”.
3. All mobile cranes shall be subjected to an inspection prior to daily use and a record kept of the inspection.
4. Any hydraulic crane leaking fluid must be taken out of service and be repaired prior to further use. This is for safe stable operations and protection of the environment.
5. Outriggers shall be used every time the crane is to be utilised to lift any sort / size load irrespective of time constraints and light loads.
6. Crane operators shall ensure that loads are not carried over the heads of any workmen., the rigger will give warning signals.
7. Riggers shall be utilised when lifting loads and shall direct the crane operators with the appropriate signals.

3.15 LADDERS

1. Ladders use shall confirm to the requirements of GSR 13A and used in terms of GSR 6.
2. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
6. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons

3.16 TOOLS, AND EQUIPMENT

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturers requirements.

4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

5. Eskom functionaries reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.

6. Should the Eskom functionary 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, the Eskom functionary shall advise the contractor in writing and the contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute.

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

7. Where defective tools and equipment are identified, such tools and equipment shall be removed out of service immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.

8. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment shall be subjected to regular inspections.

3.16.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc) must be recorded on a register and inspected by the by users prior to use.

2. Tools with sharp points in toolboxes must be protected with a cover.

3. All files and similar tools must be fitted with handles.

4. No makeshift tools are permissible on the project.

3.17 SAFE WORK PROCEDURES AND PRACTICES / SAFE OPERATING

Where there are any Eskom Distribution Work Instructions / Task Analysis / Task Manuals, reference to these documents must be made.

There must be written safe work procedures for all activities. Risk Assessments should refer to the safe work procedures.

3.18 DISCIPLINARY PROCESS

The principal contractor is required to implement a disciplinary process within his/her organisation to enforce conformance to requirements, similarly, appointed contractors must do the same.

3.19 ESKOM LIFESAVING RULES

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

2. 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

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

employee of a Principal 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.

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

4. 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	Ensure Safe Live Working

5. Eskom will take a stance of zero tolerance on these rules.

6. Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

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

3.20 SUBSTANCE ABUSE

1. 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, or working on, any of Eskom's equipment and premises, similarly contractors should adopt the same principles.

2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.

3. Persons are not permitted from entering or remaining on or at a workplace whilst under the influence of either or both substances, not permitted to be under the influence or consume intoxicating substance whilst at / in the workplace. There is provision regarding the taking of medication

4. The alcohol and drug permissible level is 0%.

5. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), remembering that this is an Eskom life saving Rule: "RULE 4: BE SOBER", that is to say, they will make

Public

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	240-73418055	Rev	1
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2020		

themselves available to be tested by Eskom as and when required.

6. Contractors are encouraged to compile their own manual and to carry out regular testing of their own employees. The legislative alcohol level is deemed to be zero.

7. Test records must be treated as “Confidential” and filed in the employees personal file.

3.21 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHEQ issues in order to assist the contractor in adequately providing for the health and safety of employees on site. Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when submitting the tender.

4 AUTHORIZATION

Nil

5 REVISIONS

Date	Rev.	Compiler	Remarks
August 2015	0	F Poee	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

Public

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.