



**HEALTH AND SAFETY (H&S)
SPECIFICATION FORM**

**Transmission Projects
Delivery**

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Panel for Civil Contractors.**

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NOTE TO PRINCIPAL CONTRACTORS

These specifications are Eskom's minimum Health & Safety (H&S) requirements, should not be construed as all-encompassing or static in terms of this or other amendments made this Civil Panel project. The contractor must develop a H&S plan responding to these requirements, as well as other applicable legal and other requirements.

First Evaluation Stage:

The contractor shall respond to this document as part of the initial evaluation to be part of the Civil Panel project. The contractor shall respond by submitting the minimum requirement demonstrating that they are going to ensure that for the next evaluation stage they will comply.

The enquiry stage checklist is Annexure E

Second Evaluation Stage:

The contractor that will be successful to be in the Civil Panel project shall be further evaluated as part of site readiness in the future where Eskom Transmission shall share more detailed site specific requirements for the contractor to respond accordingly and thus meeting the legal, Eskom and other requirements. This means that Eskom as client shall prepare and share with the site-specific H&S specification and other requirements. This shall mean the contractor will respond accordingly as part of evaluation at that stage in terms of site readiness preparations.

Note:

- a. The site readiness checklist is purely intended to prepare the contractor for the future specific requirements that will be required.*
- b. The contractor shall not respond to this checklist during this enquiry stage.*

The Site Readiness checklist is Annexure F.

The contractor shall comply with relevant legislative requirements as well as recognised code of practice such as:

- Occupational Health and Safety Act 85 of 1993*
- All applicable regulations.*
- All applicable recognised international and national code of practices (South African National Standards – SANS)*
- Eskom applicable procedures, standards, work instructions.*

The Principal Contractor shall not commence work on site until the H&S plan has been approved.

TPD in no way assumes the Contractors legal responsibilities. The Contractor is and remains accountable for the adequate execution of his H&S requirements, and that of appointed sub-contractors and suppliers.

The Contractor must consider all information in this specification and ensure that their tenders include adequate resources and competences (see Annexure C) to deal with matters detailed herein.

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This H&S specification forms an integral part of the contract, and contractors shall make it an integral part of their Contracts with sub-contractors and suppliers.

Eskom has endeavoured to address the most critical aspects relating to H&S issues to assist the contractor adequately provide for the H&S of employees on site.

Where Eskom has not addressed any H&S aspect pertaining to the construction work tendered for, the contractor shall include it in their H&S plan and inform Eskom of such issues when submitting the tender.

Where the client has submitted the hardcopies and softcopies to the principal contractor, the hardcopies shall be the documents to take preference over the soft copies.

The contractor shall develop the Health & Safety plan as per the client H&S specification.

- The contractor shall incorporate details in terms of how COVID-19 is going to be practically managed, monitored, controlled, reported in relation to employees, visitors, and members of the public.
- The contractor shall develop a detailed documented safe work procedure (SWP) to support the H&S Plan in effectively managing the risks of COVID-19 and refer to the document in the H&S Plan.

Eskom TPD Project Team

Eskom Project Manager:

Manages the contract signed with the Principal Contractor and ensures that H&S specifications are developed and issued with tender enquiries, and that the Principal Contractor's H&S plan is approved prior to commencement of work. He must ensure that applicable legal and other requirements are complied with by the Principal Contractor and (if applicable) their contractors.

C. Mbuyisa

Initial and Surname

Eskom Construction Agent:

Where a construction permit is required, the Agent shall act as the representative of the client. The duties of the client shall, as far as is reasonably practical, apply to the Agent.

Vusi Mthimunye

Initial and Surname

Eskom Engineering Manager:

Ensures that the designer fulfils his professional and legal obligations with respect to the implementation of his design.

Subhas Maharaj

Initials and Surname

Eskom Project/Site Manager/Supervisor:

Is responsible for the overall management of the project on-site and is accountable to the Project Manager.

TBA

Initials and Surname

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Eskom Safety Manager/Health and Safety Practitioner:

Provides assurance, advice, and support to the project in the management of the H&S issues on the project. They will also assist in the development of project's H&S Specifications which will be issued with enquiry documents, and that the Contractors plans are submitted; evaluated and approved. They will be responsible for auditing and ensuring compliance to legal requirements.

B. Mabena

Initials and Surname

Designer:

Is responsible for the overall management of the project design as well as ensuring the management of the compliance of the completed works to the design during and after construction on site.

TBA

Initials and Surname

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1. Introduction

The aim of the Health & Safety (H&S) specification is to provide Contractor/s and suppliers/national contracts with

- The overarching framework within which the Contractor is required to demonstrate compliance with Eskom's H&S requirements.
- Establish the way the Contractor is to manage H&S risks in the execution of the contract, and
- Establish the way the Client's H&S Agent will interact with the contractor.

This also provides the contractor with awareness of the risks relating to the scope of work, the project site as well as the project specific legal and Eskom requirements that they need to adhere to in order to demonstrate their commitment towards the zero harm of the environment and persons working on site and/or visiting the site.

Eskom strives to exceed the minimum standards prevailing in the construction industry and requires full commitment from all parties to be pro-active to achieve best H&S business practice.

TPD shall include the H&S Specification with the tender enquiry documentation to ensure that the tenderer is timeously made aware of:

- Eskom's requirements and information / prevalent hazards that can affect the H&S of persons at work directly or indirectly.
- Activities that may have an impact on the direct and surrounding environment.

The Principal Contractor and their contractors shall develop H&S plan to meet the H&S Specification requirements as well as applicable legislation.

This H&S Specification may not address all hazards associated with any specialised activity or operation. The Principal Contractor and contractors shall be responsible for developing their own H&S plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

The Coronavirus contributed to cases of pneumonia resulting in Severe Acute Respiratory Syndrome. The disease caused by coronavirus is called COVID-19. Symptoms are largely respiratory and range from mild upper respiratory tract manifestation to respiratory failure, multi-organ failure and death.

The virus is also contagious between people.

2. Supporting Clauses

2.1 Scope

This H&S specification sets out the minimum legal and organisational requirements for construction work that is specific to the scope of work, site and type of project.

2.2 Purpose

To indicate to contractors the H&S requirements on the project, upon which their planning for the management of H&S will be based on and thus produce their H&S plan.

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2.3 Applicability

This specification is applicable to all Contractors that will be in the Civil Panel to execute the civil works as per scope of work on behalf of TPD where construction work is performed.

2.4 Effective date

This specification shall be implemented as part of the enquiry stage.

3. Normative/Informative References

Parties using this specification shall apply the most recent edition of the documents listed below.

3.1 Normative

- [1] 32-727: Safety, Health, Environment and Quality Policy
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993
- [3] Construction Regulations of 2014 or latest edition as per government gazette
- [4] Disaster Management Act, 2002: (Act No.57 of 2002)
- [5] All relevant South African legislation-national; provincial, municipal by-laws.
- [6] All relevant international/national recognised code of practice (such as South African National Standards – SANS)

3.2 Informative

Note: *The following is a list of documents that can be used as a guide in order to meet legal and Eskom requirements*

- [1] ISO 45001:2018, Occupational Health and Safety Management Systems-Requirements
- [2] ISO 9001:2015 Quality Management Systems- Requirements
- [3] Relevant South African National Standards for the task/Project.

4. Definitions

Agent: a competent person who acts as a representative for a client.

Authorised person: a competent person who has been given permission in writing to perform specific duties and responsibilities in terms of the Operating Regulations for High Voltage Systems.

Baseline risk assessment: (baseline operational risks refer to the H&S risks associated with all standard processes, as well as routine and non-routine activities in the business.

Client: any person for whom construction work is being performed.

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Competent Person: a person who has, in respect of the work or task to be performed, the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;

Construction Manager: a competent person (as per description above), who has the appropriate certificate of registration with the relevant Statutory body (South African Council for the Project, Construction Management Professions - SACPCMP) responsible for the management of the physical construction processes and the co-ordination, administration and management of resources on a construction site.

Construction site: a workplace where construction work is being performed

Construction Work: any work in connection with:

- The construction, erection, alteration, renovation, repair, demolition or dismantling of, or addition to, building or any similar structure:
- The construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runaway, sewer or water reticulation system, or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.

Contractor: an employer as defined in section 1 of the Construction Regulations who performs construction work and includes principal contractors. In relation to this document, where the word “contractor” is used, it will mean all or some of the following: principal contractors, appointed contractors, suppliers, vendors, service providers and consultants

Eskom Requirements: Eskom requirements, which evolve from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals

Hazard: a source of, or exposure to danger.

Hazard identification: 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.

Risk: the probability that injury or damage will occur.

Risk Assessment: a programme to determine any risk associated with any hazard at a construction site to identify the steps needed to be taken to remove, reduce, or control such hazard.

H&S Plan: a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the H&S specification. This would typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the Principal Contractor or contractor and approved by the Client/Agent for which contracting work will be performed.

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H&S Specification: a site, activity or project specific document prepared by the client / agent, pertaining to all H&S requirements related to the envisaged construction work.

5. Abbreviations

Abbreviation	Explanation
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
COVID-19	Corona Virus Disease 2019
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
H&S	Health and Safety
HIRA	Hazard identification and risk assessment
NQF	National Qualifications Framework
OHNP	Occupational Health Nursing Practitioner
OHS Act	Occupational Health and Safety Act No. 85 of 1993
OHS	Occupational Health and Safety
SANS	South African National Standards
SACPCMP	South African Council for the Project & Construction Management Professions
SAQA	South African Qualifications Authority.
SHE	Safety, health, and environment
SHE/Q	Safety, Health, Environment / Quality
SETA	Skills Education Training Authorities
TPD	Transmission Projects Delivery

6. Roles and Responsibilities

6.1 Commitment

Visible commitment is essential in providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular H&S aspects of the project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management to ordinary employee.

The contractor to demonstrate in their H&S Plan on how the requirement is going to be addressed.

6.2 Principal Contractor's accountabilities for their Contractors

- The contractor to provide details on how their contractors are going to comply with the legal and statutory requirements and this include Eskom requirements.
- This must be in line with Construction Regulations Section 7.

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7. Management and Supervision of Construction Work

The Principal Contractor shall ensure that the performance of construction work is managed and supervised in accordance with the requirement of the Construction Regulations.

The number of appointed persons shall be determined by the size and the risk of the project.

8. Construction Health and Safety Manager/s and Officer/s

The Contractor shall provide details in terms of appointing a Construction Health and Safety Manager and Construction Health and Safety Officer by providing the competencies that will be used as criteria to appoint such people, this will include their experience, knowledge, certificate. They are going to be expected to be registered with SACPCMP.

9. Process for Monitoring

This document is subject to document control procedures and will be updated when due for revision or when conditions dictate.

9.1 Related/Supporting Documents

Annexure A – SHEQ Policy 32-727

Annexure B – TPD SHEQ Statement of Commitment

Annexure C - List of appointments and Competencies

Annexure D – Minimum elements of the SHE Plan

Annexure E- Checklist – Enquiry Stage

Annexure F- Checklist – Contract Award – Site Readiness Stage

10. Document Content

10.1 NOTE TO PRINCIPAL CONTRACTOR AND CONTRACTORS

This H&S specification is Eskom's minimum requirements and is not exhaustive. The contractor shall develop a H&S plan in accordance with this specification, as well as the relevant applicable legislation. Eskom in no way assumes the Contractors legal responsibilities. The Contractor is accountable for the quality and the execution of his health and safety program for his employees and contractor employees.

11. H&S Specification

11.1 Project and Scope of Work Details

Location: The projects will take place in all the nine provinces of the Republic of South Africa.

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11.2 Project description/ scope of work:

Civil Engineering, Refurbishment, and other related building works

12. Client and Principal Contractor: Details, Accountabilities and Responsibilities:

12.1 Contractor Organogram

The Contractor shall provide a sample of the organogram related to this project, listing all the levels of responsibility from the Chief Executive (Managing Director/Director) down to the supervisors responsible for the project.

The Contractor has primary accountability and responsibility for the health and safety of his/her employees as contemplated by Section 37(2) of the OHS Act. None of the additional safety requirements specified by the Client reduces the Contractor's accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

The Contractor shall submit a sample of the appointment in terms of the people responsible and accountable for all legal and Eskom requirements.

12.2 Legal and Other Requirements

All Contractors shall comply with the relevant applicable legislation, specifications, and standards in accordance with the scope of the project.

As a minimum but not limited to the following:

- 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
- Civil and Building Work Act
- Compensation for Occupational Injuries and Diseases Act (COID Act)
- Any other applicable South African legislation
- Applicable South African National Standards (SANS)
- Applicable international standards
- Relevant Eskom Procedures and standards
- ISO 45001: 2018, ISO 9001 and ISO 14001-Contractor shall use as guidelines.
- Disaster Management Act, 2002: (Act No.57 of 2002)
- Provincial and/or Local Authority By Laws

The Contractor shall familiarise themselves with the necessary legislation required.

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13. Hazardous Work by Children (Child Labour)

The Bill of Rights in the Constitution of the Republic of South Africa 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*
 - are inappropriate for a person of that child's age; or
 - Places 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 6 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 the work performed is not prohibited in terms of the constitution, such work shall 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 all efforts must be exercised to avoid it.

14. Construction Professional Registration

The contractor must provide details in the H&S Plan on how the following requirement shall be complied with in the future should a contract be awarded.

The Principal Contractor and his appointed contractors shall ensure that:

- The appointed Construction Manager, Alternate Construction Manager and Assistant Construction Manager are in possession of the applicable professional Certificate of Registration with the statutory body, the South African Council for the Project, Construction Management Professions (SACPCMP).
- The appointed Construction Health and Safety Manager / Officer are in possession of the applicable professional Certificate of Registration with the SACPCMP; and
- Persons with foreign qualifications and registrations convert these to equivalent local registrations in that level or category (this shall be in accordance with SETA requirements).

Note: being in the process of registration shall be deemed to be not complying with these requirements. No person who is not in possession of such registration shall be appointed to the above positions. Consideration shall be made to those who are registered as Candidate in any of the categories mentioned above, provided that the individual candidates submit an agreement (appointment) between the candidate and the mentor. Both the candidate and the mentor shall submit their certificates downloaded from SACPCMP website (www.sacpmcp.org.za) to the client for considerations.

15. SHE/Q Policy

The Principal Contractor shall develop a SHE/Q Policy authorised by their Chief Executives [OHS Act Section 16(1) appointee] that states overall SHE/Q objectives and commitment to improving SHE/Q performance and must be conspicuously displayed and shared with all stakeholders.

Eskom has a SHEQ Policy that states the policy principles by which Eskom operates and the commitment to SHEQ excellence and is authorised by the Chief Executive, see Annexure A and Annexure B - TPD Statement of Commitment.

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16. Costing for H&S

The Principal Contractor shall ensure that the submitted tender adequately makes provision for the cost of H&S.

Note: the costing for H&S must be itemised based on the overall scope of the project e.g. resources, provision of PPE, occupational hygiene, occupational health, etc.

17. Appointment of a Principal Contractor

The Principal Contractor shall be appointed in writing by Eskom Project Manager on contract award and shall be responsible and accountable for implementing the relevant legal and Eskom requirements for the duration of the contract.

The Contractor shall only commence with the project work upon such appointment, in terms of Construction Regulation 5(1) (k).

No work shall commence until the SHE Plan has been approved, and safe work procedures and risk assessments accepted by the client representative.

18. Appointments and Competencies

The Principal Contractor shall ensure that appointees are made aware of their accountabilities and responsibilities in terms of their appointments and advise and assist them in the execution of their duties.

The Principal Contractor shall ensure that competent persons are appointed in writing in accordance with the applicable appointments.

Copies of all the appointments shall be kept on file.

See Annexure C for list of appointments.

19. Training

The scope of training shall include, but not limited to, the type of work being performed and the relevant procedures. In addition to the requirements, the Principal Contractor and contractor employees would require the appropriate qualifications, certificates, and be under competent supervision. Records of all training and qualifications of employees shall be readily available. The Principal Contractor and contractor shall maintain comprehensive records of employees who have attended induction training.

20. Site Induction

20.1 General construction site induction carried out by the Principal Contractor

The Principal Contractor and contractor(s) shall ensure that all their employees undergo their company's induction with regard to the approved H&S plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects.

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20.2 Visitors to Site

The Principal Contractor shall ensure that visitors to a construction site undergo health and safety induction in accordance with Construction Regulations 7 (6) and 7 (7).

21. Access and Security Control

The contractor shall provide details on how the access and security control is going to be managed, monitored, and reported.

22. Contractor's Site Facilities

The contractor shall provide details on how the site facilities shall be established and maintained by the contractor in accordance with the contractual agreement. The facilities include but are not limited to the following: (refer to OHS Act Construction Regulations 30).

23. Public Safety

The OHS Act requires that employers be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

Contractors shall, in their H&S plan, factor in how they shall safeguard members of the public against their activities during the project.

24. Project and Site Rules (Zero Harm to People and the Environment)

The objective of this section is to define the rules that are over and above the internal regulations and procedures of Eskom and relevant legislation, which will ensure zero harm to persons and the environment. These rules will be specific to the project and site.

Eskom Life Saving Rules

Five Life Saving rules have been developed that apply to Eskom employees, agents, consultants, contractors and visitors. Failure to adhere to these rules will be considered a serious transgression. These rules are implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

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/ exposes himself/herself to a fall from or into.

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Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.

Eskom will take a stance of zero tolerance on these rules

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

No person under the influence of alcohol, drugs or medication or any other condition that may render him incapable of controlling himself or other persons under his charge shall be allowed to enter the site.

All safety and warning signs shall be obeyed at all times.

Entering or leaving the Site will only take place at official access control points and may only be done via the official designated walkways.

The Principal Contractor must have a process in place to address employees that have contravened Health and Safety Requirements.

- **Smoking**

Smoking is only permitted at designated areas

- **Cellular Phones**

Cellular phones shall not be used in areas where their usage is prohibited.

A contractor shall develop and implement a risk-based cell phone policy for a particular construction site.

- **Fire Extinguishers**

A Principal Contractor shall provide a sample of layout plan (site offices, laydown area) where fire-fighting equipment is located.

- **Vehicles and Traffic Rules**

Principal contractor shall ensure that drivers and passengers wear seatbelts while travelling in a motor vehicle.

No passengers shall be permitted to be transported at the back of trucks or light delivery vehicles (LDV).

Where a vehicle licence conditions stipulate the number of persons to be transported on the vehicle, such number shall not be exceeded.

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- **Substance and Drug Abuse Management**

The Principal Contractor shall provide a Substance Abuse management policy/

25. Disciplinary Process

The Principal Contractor shall have a disciplinary process / procedure to deal with employees who transgress organisational and legal requirements.

26. Hazard Identification and Risk Assessment

The client shall prepare and provide a Baseline Risk Assessment for an intended construction work to the contractor as part of the contract package.

The Principal Contractor shall develop a Risk Assessment in line with Construction Regulation 9 (1) (a-e), and responding to Eskom baseline risk assessment

27. High Risk Activities

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

- Details on how the high-risk activities are going to be managed.

28. Operational Regulations for High Voltage Systems

To ensure the safety of workers, visitors and other persons who may be affected, the operating regulations for high voltage systems shall apply during construction of high voltage apparatus (construction of transmission/distribution lines) or working in live yard inside a substation.

The Principal contractor shall ensure that workers in prohibited areas inside a sub-station shall be under supervision of an authorised person, under a work permit.

The authorised person shall be present throughout the operations.

Reference: ORHVS 240-114967625

29. Pre-Task Risk Assessment

The Contractor shall on a daily basis and for every task to be performed, conduct a daily pre-task risk assessment with employees involved with the task(s), such as DSTI. The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox talks prior to the start of work. This will highlight critical steps from the method statement (safe work procedure) to ensure that work is performed in a safe manner. Proof of communication as well as confirmation that it was received and understood by all will be recorded and kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Principal Contractor's safety file.

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30. Safe Work Procedures / Safe Work Method Statements and Practices

The Principal Contractor shall then compile project / site-specific work safe work procedures for all the high-risk activities as identified in the risk assessment and scope of work, which will be submitted to Project Manager.

How would the contract develop and implement the Safe Work Procedure for high risk activities?

31. Planned Task Observations (PTO)

The site manager / supervisor shall conduct Planned Task Observations (PTO).

PTOs shall be conducted in such a way that the employee is observed against the actual steps of the safe work procedure (SWP)/ safe work method statements and marked against compliance with each step. This will assist in determining employee competence and compliance. Record shall be kept.

The minimum items that must be in the PTO but not limited to:

- Project name
- Title of the SWP, reference number and revision number
- Specific activity
- Steps
- Safety Steps
- Critical steps
- Follow-up action
- Observation conducted by (full name)
- Designation (e.g. supervisor)
- Individual/Team observed names
- Date of observation
- Signature

32. Work at Elevated Positions and Roof Work

The Principal Contractor shall ensure that all work performed at elevated positions conform to the requirements of the Construction Regulations,

.

The Principal contractor shall provide details in terms of ensuring that all work at heights are complied with as per client requirements.

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33. Training and authorization

- Every employer shall ensure that no person engages in any activity unless they are competent to do so.
- Only training providers that use competent training instructors and assessors who are SETA-Accredited and SAQA-registered in terms of the relevant unit standards shall be used.

Ladders (Portable)

- Ladders used on the site shall comply with the OHS Act and Regulations, the relevant SANS standards or other recognised international standards.

34. Occupational Health and Hygiene

Principal Contractor and contractors shall develop an Occupational Health and Hygiene program to ensure the risks to health are identified and controlled.

34.1 Occupational Hygiene Management Program

Principal Contractors and contractors shall develop, implement, and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene programme shall include, but not limited to the following elements:

- Occupational health risk assessment as a foundation.
- Occupational hygiene monitoring program. Monitoring shall be performed by a SANAS accredited AIA;
- Communication of occupational hygiene results and requirements.
- Conduct awareness trainings and keep registers; and
- Keep Occupational Hygiene surveys reports for a period of 40 years.

Where there are occupational hygiene stressors, Principal Contractors and contractors shall ensure that programs are developed and in place to address the said stressors. These programs may include but not be limited to:

- Hearing Conservation Program.
- Respiratory Protective Program
- Hazardous Chemical Substances Program
- Procedure for the use and management of radioactive sources (where applicable)
- Heat and cold stress Management Program

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34.2 COVID-19

Hierarchy of Controls must be adhered to/ applied

- Avoid close contact with people who are sick or show symptoms that are associated with COVID-19 virus.
- Washing of hands often with soap and water or alcohol-based sanitiser (70% alcohol).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay at home when you are sick and report to your respective supervisor/manager. Seek medical help
- Practice safe coughing, sneezing and nose blowing etiquette, e.g. bended elbow/ cover your mouth/cough or sneeze with a tissue. Safely disposed of the tissue in a covered bin or plastic pocket.
- Clean and disinfect frequently touched objects and surfaces.
- Employees to disinfect their workstations including frequently touched equipment (e.g. computers, printers etc.)
- Have a schedule of disinfecting the workstations, adhere to the frequencies and provide a proof in a form of signed check-sheets.
- The Contractor shall develop the COVID-19 Policy and Risk Assessment as per the current promulgated COVID-19 Disaster Management Act. Proof of the COVID – 19 Policy and Risk Assessment submitted to the Department of Employment and Labour shall be kept on site.
- Ensure that the COVID-19 Plan is continuously reviewed as new amendments are promulgated by the COVID-19 Disaster Management Authorities.

Transportation of employees to work (e.g. taxis/staff busses)

- Social distancing must always be adhered to.
- Daily disinfection of transport modes before and after transportation of employees and keeping of signed and updated disinfection schedule/registers.
- Employees' hands to be sanitized when getting in and out of the taxis.

Eating Area

- Ensure disinfection practices on surfaces and washing of hands with water and soap
- Social distancing must always be enforced.

NB! The attached addendum must be read and complied with regarding matters of COVID-19.

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34.3 Medical Surveillance Programme

The Principal Contractor shall ensure that their employees are registered on a medical surveillance programme and are in possession of a valid medical fitness for duty certificate specific to the construction work to be performed. The Fitness for duty certificate shall be in form of Construction Regulation, Annexure 3, and the contractor shall submit the sample of Annexure 3 and be relevant to the type of work (risk based) that the employee will be exposed to.

34.4 Emergency Care

A list of emergency numbers (local emergency numbers and Eskom ER24 numbers) shall be posted where it is visible in or places such as the offices, H&S information board, eating area etc. The Principal Contractor and contractor shall ensure that all employees are familiar with the emergency numbers.

Where the principal contractor or/and contractor has established their own contract with a specific service provider, those numbers must be part of the induction and be used in conjunction with local or Eskom numbers. It must be made clear to the employees that in any event one of the numbers must be used or the combination to ensure that the life of the individual is preserved.

Emergency numbers shall be part of the induction.

Eskom has established a contract with ER24 (084 124) for employees and its contractor employees for emergency medical assistance incurred whilst on duty anywhere in South Africa. The telephone number is 010 205 3400.

34.5 Employee Assistance Programs (EAP)

The contractor will engage the local clinics on HIV/AIDS Awareness programme. This will include voluntary counselling and testing (VCT) of individuals, with chronic illnesses such as diabetes; hypertension; HIV/AIDS awareness training. Ensure access to ongoing support for affected individuals. The Contractor shall develop and communicate the programme to all personnel.

34.6 Rehabilitation

The Principal Contractor shall ensure rehabilitation of employees injured where rehabilitation is required.

The treating Doctor/Hospital will recommend and refer. The contractor must comply with recommendations, communicate with employee, and provide transport according to the planned appointment.

The process shall continue until the rehabilitation of an employee is declared fit by the Doctor/Hospital.

34.7 Compensation of Occupational Injuries and Diseases Act (COIDA)

The Principal Contractor shall submit proof of registration and valid letters of good standing with the compensation fund or a licensed compensation insurer. The Letters of Good Standing shall reflect the names of the Principal Contractor/contractor/s and be categorised according to the relevant construction activity.

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35. Emergency Preparedness and Response

The Principal Contractor shall provide a sample of their emergency preparedness and response plan.

36. Fire Safety

Contractors shall submit a sample a fire safety procedure, which must meet the requirements of Section 9 of the Environmental Regulations for Workplaces.

37. Fire hazard

The Contractor shall develop emergency and submit protocols for dealing with fires, which may include a Fire Management Plan in accordance with the National Veld and Forest Fire Act (No 101 of 1998) and ensure that all staff is trained / informed in fire prevention.

38. Material requirement

The contractor shall provide details on how they will develop and submit a plan that will address the material requirements such as the use of any material or property belonging to a landowner or client.

39. Environmental Dust and Noise

The Contractor shall provide details on how they will develop and submit a plan for monitoring of dust and noise caused by mobile equipment, generators, and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced.

40. Signing off the contract

No project shall be signed off before the client has assessed the activities completed in relation to environmental liabilities/requirements and health & safety outstanding issues.

41. Forums for Governance and Communication

The contractor shall provide details in terms of governance and communication structures shall be established on site where project H&S matters shall be discussed. The agenda, minutes and attendance registers of H&S meetings shall be available.

NOTE: These meetings do not replace or act as a substitute for the required statutory meetings.

Statutory H&S Committees in terms of Section 19 and 20 and General Administrative Regulations 5 of the OHS Act and Eskom requirements shall be established.

42. Construction Vehicles and Mobile Plant

The contractor shall provide detailed information on how the construction vehicles and equipment shall comply with the relevant legal and other requirements like Construction Regulations 23, the National Road Traffic Act, the Mine Health and Safety Act, National Environmental Act.

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The following requirements are applicable during operation of construction vehicles:

43. Housekeeping

The Principal Contractor shall provide details on how they are going to maintain a high standard of housekeeping on site. Prompt disposal of waste materials, scrap and rubbish is essential.

44. Signage

The principal contractor shall provide detailed information on how they are going to comply with symbolic safety signs that are as per the requirements of SANS 1186.

45. Hazardous Materials/Chemicals Management

Detailed information shall be submitted in terms of how the contractor shall comply with hazardous Chemical Substances (HCS) in accordance with HCS Regulations.

46. Flammable and Combustible Liquids

Detailed information on how the temporary storage of flammable and combustible liquids would be managed in accordance with Construction Regulations (CR 25) and GSR 4 of the OHS Act 85 OF 1993.

47. Compressed Gas Cylinders

Detailed information on how the temporary storage of Compressed Gas Cylinders would be managed in accordance with the General Safety Regulation 9 of the OHS Act 85 of 1993 and SABS 10019:2011 and 10263-2:2015.

48. Personal Protective Equipment (PPE)

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

The Principal Contractor shall provide detailed information on how would always use the relevant international/national recognised (technique/model) approved risk-based PPE, as a minimum:

- Head protection hard hat (with 3-point chin straps).
- Steel toe capped safety boots.
- Eye protection. Where mandatory wearing of impact Safety Spectacles with side shields.
- Long sleeved and long pants protective clothing (with high visibility stripe) applicable mainly to site-based employees.
- High visibility vests: (long sleeve vests, unless the arms are covered – the bib can be worn) applicable mainly to site office-based personnel and visitors.
- Refer to General Safety Regulation 2 of the OHS Act.

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48.1 Issue, Replacement and Control of PPE

The Principal Contractor/ contractor shall provide a detailed procedure with a matrix on the issuing, maintenance, replacement, and disposal of PPE for all his employees on site.

49. Machinery, Tools and Equipment

- Detailed information shall be provided in terms of how the compliance of the below requirement shall be complied with:
 - Machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded such that persons cannot gain inadvertent access to the moving parts.
 - Machinery, tools and equipment shall be regularly inspected, as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment shall be numbered or tagged so that it can be properly monitored and inspected.
 - Machinery, tools and equipment shall have the necessary approved test or calibration documentation, where applicable, prior to being brought onto the premises
 - Employees operating or using machines and tools shall:
 - Be competent.
 - Have a valid competency-training certificate.
 - Have proof of any form of task related training.
 - A legal appointment specific to the machinery he/she is operating
 - Be made aware on the use of inspection checklist

50. Machine Guarding

How the machine guards, inside of guards and moving or rotating parts shall be painted as per statutory requirements

51. Hand Tools and Pneumatic Tools

How pneumatic tools shall be numbered, recorded, and inspected as per statutory requirements, and by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications.

52. Pressure Equipment

The Principal Contractor shall submit detailed information on how ensure that an Approved Inspection Authority (AIA) is in accordance with the Pressure Equipment Regulations 7 inspects pressure equipment.

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53. Lifting Machines and Lifting Tackle (DMR 18, CR 19 and SANS Codes)

(Mobile Cranes, Chain Blocks and Lever Hoists)

The Principal Contractor shall provide detailed information how will they ensure that the use of lifting machines and tackles conform to the requirements of the DMR and CR, SANS 12480-1: 2006 (Safe use of Cranes), and other relevant requirements.

The contractor to provide detailed information on how the following requirements shall be met:

- How the equipment brought to site, shall be inspect in accordance to SANS 12840-1: 2006.
- verify that ropes, chains, hooks and other attaching devices, sheaves, brakes and safety devices forming an integral part of lifting machines have been thoroughly examined, as prescribed by the standard to which the lifting machine was manufactured. This shall be carried out by a registered LMI, appointed by a registered LME who has knowledge of the erection and maintenance of the type of lifting machine involved at intervals not exceeding six months.
- Before using a lifting machine or tackle the operator shall inspect it daily, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, in accordance with SANS 19.
- Lifting tackle shall 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 to prevent damage or deterioration when not in use.
- Lifting tackle shall be recorded on a register.
- The test/inspection certificate of the lifting equipment's shall be available on site and be filed
- Hooks shall be fitted with a safety latch/catch in a good operational condition.
- A lock out system must be implemented to ensure that only a competent and authorised operator can draw lifting machines and forklifts.
- All lifting tackle shall be conspicuously and clearly marked with identification particulars and the maximum mass load, which it is designed for.
- No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved for that purpose by an inspector of The Department of Employment and Labour.
- Account should be taken of wind forces. Lifting machines are erected considering a safe distance from excavations, and with the erection of tower cranes, a tower crane application accompanied by a method statement, risk assessment and geotechnical study shall be given to the engineer for approval.
- When working near power lines, the Principal Contractor / contractor shall apply for a permit. Refer to Eskom Plant Safety Regulations and/or Operating Regulations for High Voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.
- Principal Contractor / contractor shall ensure that employees are adequately informed of the hazards when working near overhead power lines and electrical installations.

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- Rigging studies shall be conducted for all critical lifts.
- Employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed the load should swing or fall. They shall not pass or work under the boom or any crane or excavator or barricading.
- Guide ropes shall be used to prevent loads from swinging. (Manila ropes)
- Only loads of up to 5ton can be lifted by a person with basic rigging, depending on the complexity of the load. Only a qualified rigger will a tandem lift or a complicated lift do such lifts. Above 5 ton, a qualified Rigger with a red seal ticket will conduct all the lifts, and should the lift become critical, a critical lift procedure will be completed accompanied by a rigging study and risk assessments.
- Hand signals shall be visibly displayed on cranes and the SANS 10296: 2008 standard must be used to ensure uniformity. Crane operators, riggers shall be trained according to the SANS 10296: 2008.
- An authorised appointed person when conducting maintenance and inspections shall issue permits.
- An illumination survey should be conducted prior to the start of work where lifting is performed at night.
- All truck mounted cranes and stringing machines shall be fitted with Equal Potential Foot plates when working in proximity of power lines.
- Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with the Tobacco Control Act and legislation requirements.

54. Electrical Installations and Machinery on Construction sites

The Principal Contractor shall provide detailed information how will they ensure that electrical installations and machinery on construction sites conform to the requirements of the OHS Act and the relevant SANS standards.

55. Permit to Work

How would the Principal Contractor adhere to the approved Eskom Permit to Work System to control identified high-risk activities. There will be only one Permit to Work system (Eskom) on the construction site.

56. Excavations, Trenches and Floor Openings

The contractor shall provide detailed information on how they would comply with the following information:

- Requirements in Construction Regulation 13 of the OHS Act, shall apply.
- Digging, excavation, or driving a peg, pile, or spike into the ground operations by the Contractor may not commence without the written authorisation from the Client.

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- Prior to commencing with excavation or trench work, a ground penetrating radar survey/scan shall be conducted to determine the location of underground installations, i.e., sewer, telephone, water, fuel, gas, electrical, etc. Where underground services are detected, the affected utility owner(s) must be informed / contacted and advised of the proposed work.
- Overhead hazards shall also be assessed and dealt with prior to commencement of work.

Note: Barricading shall be of the rigid type.

57. Working near Public Roads

- Detailed information on how the requirements below shall be complied with:
- Principal Contractor / contractor employees required to work on or near roadways shall wear high visibility vests and be protected by red cones or flags during daylight and by red or amber flashing lamps at night.
- Work areas must be adequately barricaded to prevent unauthorised access.
- Road traffic warning signs shall be placed well ahead of the work area.
- The Contractor shall have an approved plan when crossing the Public roads during line crossing; this would be applicable for transmission power-line projects.

58. Site specific H&S Spec Audits/Inspection

Detailed information on how the audits/inspections are going to be conducted:

- Principal Contractor shall conduct audits monthly on contractors on the implementation of the contractor's H&S Plan and legal requirements. A summary of the findings and the proposed corrective actions shall be submitted to the client. The report shall be submitted within one week after completion of the audit.
- In cases where a Principal Contractor a third-party legal compliance verification audit that conducted on the site activities, a copy of the summary of the findings and the proposed corrective actions shall be submitted to the client. The written report shall be submitted within one week after the completion of the audit.
- The principal contractor shall conduct inspection on all high-risk activities and the report shall be prepared and shared with the respective personnel. The report shall be available on site for information purpose for the client or authorities such as Department of Employment and Labour.
- The results of the audit conducted, and inspections shall form part of the agenda item on the Health & Safety Committee. This shall include the corrective and preventative action and a register to indicate the closed or open items. This shall be in a form of action item and be traced monthly.

68. Non-Conformance and Compliance

Principal contractors shall provide details on how non-conformance shall be managed: Shall be managed

- issuing and closing out of non-conformance reports
- monitor the closeout of non-conformances issued.

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- Root Cause Analysis on the non-conformity to take appropriate action to prevent a recurrence and deal with the consequences

59. Investigation of Fatalities / Injuries / Diseases / Near Misses (Principal Contractor and Contractors)

- Detailed information on how the incident shall be managed:
 - reporting all incidents/accidents as required in terms of legislation including near miss incidents, first aid, medical treatment, lost time incidents (lost time injuries and fatalities); Section 24 and 25 incidents; electrical contact; major equipment damage; chemical spillage and other environmental incidents within 24 hours or before the end of the work shift.

60. Behavioural Safety Observations and Inspections

The Principal Contractor shall provide details on how will they ensure that Behavioural Safety Observations and Inspections are conducted in order to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, contractors or their supervisors Contractors Health & Safety (H&S) Plan

The principal contractor shall use this H&S (SHE) Specification to develop a suitable and sufficient H&S Plan, to be submitted to the client. The H&S plan shall be structured in accordance with the items as per this H&S (SHE) specification.

61. Hours of Work

Work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act.

Where applicable, the notification shall include proof of application for overtime to The Department of Employment and Labour and/or the letter of approval from the same department.

62. Omissions of this H&S (SHE) Specification

Eskom has endeavoured to address the most critical aspects relating to Health & Safety (SHE) specification issues to assist the contractor to adequately provide for the health and safety of employees on site.







Where Eskom has not addressed some aspects pertaining to the construction work tendered for, the contractor shall include it in the H&S plan and inform Eskom of such issues when submitting the tender.

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Appendix A – Eskom Document Hierarchy

 Annexure A - Eskom SHEQ Policy Poster.pdf	 Annexure B_PDP Statement of Commitment	 Annexure C_Appointments and
 Annexure D_Minimum SHE Plan	 Annexure E_Tender Stage_Enquiry Stage	 Annexure F_Site Readiness_Construction

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ADDENDUM

Name of Document: Eskom Health and Safety (H&S) Specification Form

Alternative Ref No: 74

Document Identifier: TPDMAN-SP-84

Management of Health risk (Corona Virus Disease-2019)

This serves as an addendum to the above-mentioned document. Considering the outbreak COVID-19 pandemic, Contractors are hereby instructed to compile and develop a document (e.g. plan, procedure, etc.) on the management of COVID-19 on their construction sites. The Management of COVID-19 documents must outline effective preventative and control measures to be employed in order to manage the spread of infection of the virus so that the Zero Harm value is maintained. Safety, health, environment is an important part of all operations within Eskom and exists to prevent harm to both people and the environment. Therefore, all construction sites are required to factor the new risk of COVID-19 in their operations. This shall include amongst other things.

- a) **Screening**-Contractors/Suppliers establish a daily screening protocol for their employees, to ensure that potentially infected staffs do not enter the work site.
- b) **Transportation of employees and Lunch breaks** to consider Social Distancing.
- c) **Use of PPE**- Gloves and protective clothing (e.g., plastic aprons) should be used when cleaning working surfaces. Either utility or single-use gloves can be used. After use, utility gloves should be cleaned with soap and water and decontaminated with 0.5% sodium hypochlorite solution. Single-use gloves (e.g., nitrile or latex) should be discarded after each use.
- d) **Keeping workplace clean**-Regular cleaning and sanitisation of construction vehicles, toilets, and other enclosed spaces.
- e) **COVID-19 communication and awareness**-A Safe Work Procedure (SWP) for sharing of tools and equipment to include decontamination/ cleaning of such tools and equipment (What must happen with them before they exchange hands, When (frequency) and Who must clean them) The SWP must address the minimum number of workers during an activity to ensure compliance of the prevailing regulations on Social Distancing;
- f) **Safety gatherings**-Toolbox talk meeting to include COVID-19 awareness.
- g) **Waste management**- waste generation, separation and disposal- Waste such as Gloves, Masks (including dust masks) and tissue papers generated must be placed into waste bins with a lid and considered to be infectious waste. Thus, it must be disposed of as medical hazardous waste. These bins must be lined with a red refuse bag and labelled as infectious waste. The infectious waste must be separated at the point of generation, meaning that it must not be handled further until disposed properly. The infectious waste is stored separately from other wastes generated and should be secured to prevent accidental access or tampering. The collection, transportation and disposal must be done by an appointed/appropriate contractor/service provider timeously. Wastewater from washing hands must not be left to puddle or accumulate on the ground but should be guided to the sewer system or conservancy tanks. In remote sites borehole water may be used and soak away drains (the amount of water is low) may be the most practical option (Allowable Water uses in terms of Schedule 1 of the National Water Act) no licence required;

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- h) **Incident management and reporting of COVID-19 cases shall be reported to relevant occupational health medical practitioner (OHMP).**”- When an employee, contractor, or visitor showing signs or symptoms of COVID-19 within the workplace:
- i) **Emergency response plan-** The following contact number must be included on all sites emergency numbers For Transmission Division – Dr Sizwe Gazi-083 556 4261, gazis@eskom.co.za as well as External response partners.
- j) **Process for monitoring-** Safety Officers designated in writing shall monitor the implementation of all recommended Health and Safety controls regarding the COVID-19 on site; The Contractor (Supervisor; Safety Officer and the SHE Reps) must monitor and maintain an adequate supply of disinfectants (for hand tools & equipment) and make sure that workers follows their employer’s decontamination process, hand washing with soap (minimum of 20 seconds with running water)/ sanitising (sanitiser must have a 70% alcohol base), and observing a safe working distance a per the SWP;
- k) **Consequence management-** measures should be taken where an employee fail to follow both government and site rules on COVID-19. Supervisors (contractor and client) must in consultation with the Safety Officer stop all activities that do not adhere to the COVID-19 SHE controls measures put in place.

This is to ensure maximum protection against the virus for every member of the organization including workers, suppliers, visitors, subcontractors, members of public, etc. Contractors shall be audited by the Client on regular basis to ensure and enforce implementation of their management strategies.

Note1. A revised SHE plan must be forwarded to the clients Project Manager for approval.

Note2. A revised SHE plan will not be approved if it’s not accompanied by:

- i. Revised baseline risk assessment
- ii. Emergency response plan
- iii. COVID-19 SWP

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