Eskom	**Administrative Procedure**	Matimba Power Station

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1. Introduction

The aim of this document is to standardise the requirements applicable to activities of contractors throughout Matimba Power Station and its subsidiaries. This specification has been prepared, in accordance with the requirements of the construction regulations, to assist all project managers and contractors in providing a health and safety management system which is in line with Matimba Power Station safety requirements, without derogating from the legal obligations of the responding parties. Contractors however will remain responsible for ensuring the health and safety of their employees.

2. Supporting Clauses

2.1 Purpose

The purpose of this document is to provide contractors with essential information on significant safety, health and environmental aspects and give direction to contractors when compiling their SHE programs and SHE plans, and to provide contractors with the necessary health and safety guidelines as envisaged by legislation, clearly outlining the Matimba Power Station safety requirements. This document will empower contractors in the field of health and safety, allowing them to implement a health and safety program and their SHE File geared at achieving the overall objective of Matimba Power Station; namely, Zero Harm. This specification will be applicable to all maintenance and construction projects in plant areas. Contractors are accountable for taking all the necessary steps to protect all persons (including employees, visitors, and the general public), to protect the environment and property against any harm during the course of performing work or services in relation to their contractual obligations. In addition, all work procedures and equipment will be carried out in accordance with Eskom and legislative requirements.

2.2 Scope

All contractors shall use the applicable safety, health and environmental information in this standard to develop a suitable and sufficient health, safety and environmental plan, which will indicate to Eskom the level of compliance with the health, safety and environmental requirements. This SHE specification applies to all contractors.

2.3 Applicability

NOTE: Mark appropriate block/s with a "X" (Select at least one)	All	Head of department	Head of function	Head of section	Administration	Auxiliary	Civil	Control & Instrument	Electrical	Mechanical	Projects	Support	Training	Shifts	Other (Specify): ....
Matimba Staff	X														
Operating															
Maintenance															
Engineering															
Risk Management															
Human Resources															
Finance															
Production															
Contractors	X														

2.4 Normative/Informative References

2.4.1 Normative

[1] ISO 9001 Quality Management Systems.

[2] Occupational Health and Safety Act and Regulations, No 85 of 1993

[3] National Environment Management Act No. 107 of 1998

[4] Vehicle and Driver Safety Management Procedure – 240-6294686

[5] Eskom Procurement and Supply Management Procedure – 32-1034

[6] Basic Conditions of Employment Act No. 75 of 1997

[7] National Road Traffic Act No. 93 of 1996

[8] Eskom Substance Abuse Procedure – 32-37

[9] Safety, Health, Environment, and Quality Policy – 32-727

[10] Life-saving Rules Standard – 240-62196227:

[11] Working from Heights Procedure – 32-418

[12] Eskom Contractor Health and Safety Requirements – 32-136

[13] Eskom OHS Act Section 37(2) agreement – 240-43921804

2.4.2 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] SHE Requirements for the Eskom Commercial Process – 32-726

[2] Refusal to Work on the Grounds of Health, Safety, and Environmental Concerns – 34-925

[3] Eskom Vehicle Specifications – 32-345

[4] The Wiring of Premises Part 1: Low-voltage installations – SANS 10142

[5] Identification of Colour Marking – SANS 10140

[6] Symbolic Safety Signs – SANS 1186

[7] National Colour Standard – SANS 1091

[8] LP Gas Storage – SANS 10087

[9] Design and Erection of Scaffolds – SANS 10085

[10] Products Control Act 83 of 1993

[11] ISO 12480-1:1997 Cranes – Safe use

[12] Provision and Use of Personal Protective Equipment – 34-1710

[13] Selection, Use, and Maintenance of Personal Protective Equipment – 39-54

[14] Personal Protective Equipment Specifications – 34-323

[15] Colour Coding, Symbolic Safety Signs, and Demarcation – 32-116

[16] Barricading – 34-908

[17] Developing a SHE Specification – 32-524

2.5 Definitions

Definition	Explanation
Agent	(OHS Act) means any person who acts as a representative for a client
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
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	Means an employer as defined in section 1 of the OHS Act who performs construction work and includes principal contractors
Contractor	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
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer, and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan which includes and provides for all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk of falling and a rescue plan and procedures for training, medical screening and inspection
Hazard	(OHS Act) means a source of, or exposure to, danger

Definition	Explanation
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	Means a files or other records in permanent form, containing the information required as contemplated in the Construction Regulations
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified as contemplated in the Construction Regulation
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
Life Saving Rules	Means five life savings rules that have developed by Eskom which will apply to all employees, agents, consultants, and contractors. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area with Eskom
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the Construction regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Principal contractor	Means an employer, as defined in section 1 of the Act, who performs construction work and is appointed by the client to be in overall control and management of a part of, or the whole of, a construction site.
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
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto

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.)

2.6 Abbreviations

Abbreviation	Explanation
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulation
DMR	Driven Machinery Regulation
DSTI	Daily Safety Task Instruction
DOL	Department of Labour
EP	Emergency Preparedness
ERW	Environmental Regulation for Workplace
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substance
ISO	Internal Organisation for Standardization
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheet
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulation (No. 83 of 1993)
OHNP	Occupational Health Nursing Practitioner
PPE	Personal Protective Equipment
SANS	South African National Standards
SHE	Safety, health, and environment
SAQA	South African Qualifications Authority
SHEQ	Safety Health Environmental and Quality
SACPCMP	South African Council for the Project & Construction Management Professions
RA	Risk Assessment

2.7 Roles and Responsibilities

Eskom is committed to safeguarding contractors (principal contractors, appointed contractors, suppliers, vendors, service providers and consultants) and the environment against undesired operating exposures, which is in line with its Safety, Health, Environmental and Quality Policy (SHEQ). Therefore, as an organisation, processes need to be in place to identify all possible practical occupational health and safety risks to which contractors are exposed and to implement appropriate measures that need to be taken in order to prevent any incidents or injuries or environmental damage resulting from accidental exposure

2.7.1 Eskom: Project health and safety professional

The responsibility of the health and safety professional is to provide assurance, as well as to advise, assist, and support the project manager, supervisor, and project engineer in the management of the health and safety issues on the project, which include ensuring proper coordination among the various contractors. The health and safety professional shall also be responsible for assisting in the development of site- and project-specific health and safety specifications and for ensuring that health and safety specifications are issued with enquiry documents and that the contractor's health and safety plans are submitted, evaluated, and approved. He/she shall be responsible for auditing and ensuring compliance with legal requirements.

2.7.2 Contractor health and safety officer

Where appointed, a contractor health and safety officer shall be competent to be able to perform the required duties as contemplated by the OHS Act and project requirements. Where possible, if (appointed) could have an input into the design of a project. If the appointment is post design stage, then the health and safety officer must be given the opportunity to have an input in the SHE plan

2.8 Process for Monitoring

- The compliance to this work instruction/SHE specification shall be monitored through routine inspections and internal audits on the principal contractors and contractors
- If, as a result of the review, any changes are made to the SHE specification the responsible Manager and/or Contractor Safety Officer nominee are to make sure that contractors do receive the current revision of the document.
- This document will be reviewed three yearly or sooner if the content so requires it.

2.9 Related/Supporting Documents

1) Monthly legal compliance audit – F/270/196
2) Health Safety and Environment Safety File Assessment – F/270/198
3) Project Risk Assessment template – F/270/195
4) Contractor Monthly OHS Report
5) Contractor Matimba Internal audit schedule for Contractors
6) Contractor Incident register
7) List of business partners (Contractors)

3. Document Content

3.1 Legal Compliance

3.1.1 SHE Policy

a) A SHE policy is a statement of intent and a commitment by the organisation's Chief Executive Officer/Managing Director 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.

b) The principal contractor and all appointed contractors shall 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, in terms of the section 16(2) of the OHS Act. The policy must be displayed in a prominent place within the workplace. The SHE policy must be communicated with all employees and it must be filed in the contractor's SHE files.

3.1.2 Legislative Compliance

The Contractor shall at all times comply with and must have available, the Occupational Health and Safety Act 85 of 1993 and regulations, the Compensation for Occupational Diseases Act no 29 of 1996. The Contractor shall at all times during the continuance of the contract comply with the site health and safety specifications, instructions, procedures and directives directed by Matimba Power Station Management

3.1.3 Section 37(2) Legal Agreements

a) A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract

b) The principal contractor must ensure that section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract

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

b) A contractor/supplier shall strictly adhere to and ensure that its employees adhere to, the prescriptions as contained in the OHS Act and agree to comply with Eskom's safety requirements,

3.1.4 Compensation for Occupational Injuries and Diseases Act (COID)

The principal contractor and all his/her appointed contractors shall be registered with the registered insurance fund/or employment compensation fund and submit proof of good standing with the workman compensation. The contractor shall, before the commencement with work on site, furnish Matimba Power Station management with proof of a valid registration through a certificate of good standing in terms of the Compensation for occupational Injuries and Diseases Act, (COID Act), 130 of 1993 and that all payments due to the commissioner are discharged. This cover shall remain in force during the contract and shall be the responsibility of the principal contractor to ensure validity. A copy of letter of good standing shall be kept in the SHE file.

3.1.5 SHE Costing

This document must be submitted with the tender documentation and to ensure a detailed breakdown as to the expenditure requirements with regard to the implementation and maintenance of the health and safety program. Where a specific personal protective equipment and or training is required for the performance of the contract, the principal contractor, when making a bid for a specific contract shall provide a breakdown list of PPE requirements and costing of such requirements.

3.1.6 Appointments

a) Principal contractor shall made legal appointments specific to a project, ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties

b) All legal appointments to be in place and submitted to the Matimba Power Station safety department before work commences on site.

c) The principal contractor and appointed contractors must make relevant legislative and non-statutory appointments which will be required to remain valid throughout the contract.

d) The responsibilities of the individual appointments made must reflect the requirements as listed in the respective Acts and form part of the appointment.

e) All appointed personnel shall be suitably trained and found to be competent for the responsibilities assigned

f) All appointments/copies made by the contractor shall be included in the health and safety plan, kept in the relevant SHE files and should be available to the client/agent.

g) Other appointments shall be made as prescribed by the OHSA to ensure the requirements of the Construction Regulations were addressed.

3.1.7 Statutory appointments

1) OHS Act, Section 16(2) Assistant to Chief Executive Officer
2) OHS Act, Section 8 2 (e)(i) Supervisor
3) OHS Act, Section 17 – Health and Safety Representative
4) OHS Act, General Administrative Regulations 9(2) – Incident Investigator
5) OHS Act, General Safety Regulations GSR 3(4) – First Aider/s
6) OHS Act, Section 19(3) – Health and Safety Committee Member
7) OHS Act, Section 19(6) – Co-opted Health and Safety Committee Member
8) OHS Act, Electrical Machinery Regulation 10 – Portable Electrical Equipment Inspector
9) OHS Act, Pressure Equipment Regulations 11 & 12 – Portable Gas Container Inspector
10) OHS Act, Construction Regulation 8(1) – Construction Manager (if applicable)
11) OHS Act, Construction Regulation 8(5) – Project Safety Officer (if applicable)
12) OHS Act, Construction Regulation 8(7) – Construction Supervisor
13) OHS Act, Construction Regulation 9(1) – Person to Perform Risk Assessment
14) OHS Act, Construction Regulation 10(1) – Competent Person to Prepare a Fall Protection Plan (if applicable)
15) OHS Act, Construction Regulation 28(a) – Stacking and Storage Supervisor
16) OHS Act, Construction Regulation 29(h) – Fire Fighting Equipment Inspector
17) OHS Act, Construction Regulation 23 – Construction Mobile Equipment Operator
18) OHS Act, General Administrative Regulation 13 A – Ladder Inspector

19) OHS Act, HCSR 10 & 11 – Hazardous Substance Controller

20) OHS Act, Driven Machinery Regulation 18 – Lifting Equipment Operator/Inspector

3.1.8 Appointment of a SHE officer and SHE representative

a) Appointment of a SHE representative

- SHE representatives shall be appointed as per the requirements of the OHS Act.
- Health and safety representatives shall be nominated and elected by the employees
- Contract managers shall permit their appointed health and safety representatives to carry out their functions as required by legislation and support them in fulfilling these functions

b) Appointment of a SHE officer

A contractor shall upon having considered the size of the project, the degree of dangers likely to be encountered or accumulation of hazards or risks on premises/ workplace, appoint a full- time or part time construction SHE officer in writing to assist in the control of all safety related aspects on premises/ workplace. Provided that, where the question arises as to whether a construction SHE officer is necessary, the Eskom responsible person will make a decision. If a contractor does not accept such a decision the decision of an inspector of the Department of Labour shall be decisive.

c) Construction professional registration

The legislation and the SACPCMP's publications direct that all persons assuming responsibility for Construction Project Management, Construction Management and Construction Health and Safety should be registered as professionals in the appropriate category with the SACPCMP in order to comply with legal and statutory requirements within South Africa. Eskom is responsible for ensuring that all future Vendors, in the Built Environment activities, services and work, comply with the requirements of the professions' Acts

3.2 ORGANISATIONAL STRUCTURE

a) The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the senior management to the supervisors responsible for the contract. The relevant positions held names of the appointees and legal appointments must be listed.

b) The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all of the organogram's as well as submitting them with the SHE plan/file. All organograms shall be updated timeously when appointments are changed.

c) This diagram must be kept up to date, a copy of which must be given to the contractors and copy filled in the relevant project SHE files

3.3 HAZARD AND RISK MANAGEMENT

a) A documented risk assessment shall be conducted before the commencement of work and every time the scope of work changes or the risk of a potential incident increases.

b) Principal contractor to ensure all risk assessments are conducted by competent and trained person to do so and shall complete comprehensive risk assessments (baseline, task and continuous) on all work related tasks which include risk identifications and analysis.

c) Principal contractor and appointed contractors shall appoint in writing a competent risk assessor to undertake all such risk assessments. Conformance with the controls specified in the risk assessment will be monitored by the appointed/responsible supervisor and the risk assessor

d) Each operational task is broken and analysed further into individual task risk assessments. The risks associated with that task along with the preventive measures are tabled.

e) The list of risk assessments which will be included in the safety file, if applicable to the site with supervisors

3.3.1 Baseline risk assessment

A principal contractor shall conduct a baseline assessment to determine its current risk status. Through this process major risks will be identified and prioritised for future control. A programme must be developed for the management of identified risks.

3.3.2 Issue based risk assessment

Issue based assessments must be conducted prior to where new hazards or risks may be introduced into the operation or on request from a Matimba Power Station contract manager. This assessment must be in writing and must be approved by the risk assessment team. It will be required:

- For new work method or system
- For new machines or equipment
- Following the occurrence of an accident or an incident

- After obtaining knowledge that may influence the level of risk employees are exposed to.

3.3.3 Continuous risk assessment

These should be done as part of the daily programme of the principal contractor or as may be required by the safety management system. Continuous assessments are the responsibility of line management especially first line supervision. Continuous assessments may include but are not limited to:

- Audits
- Management walk about
- Meetings
- Pre-operational inspections
- DSTI
- Suggestions and safety awareness programmes
- Toolbox talks
- Mini task risk assessments

3.3.4 Safe working procedures / method statement

Method statements are step-by-step tasks as to how to prevent an incident occurring during execution. A written safe working procedure is how to execute the task safely.

a) A principal contractor work method statement must meet mandatory standards for designated hazardous activities.
b) Written safe working procedures or method statements must be compiled for the risks and hazards that have been identified during the risk assessments indicating procedures to mitigate reduce or control the risks and hazards
c) Safe operating/working procedures will be developed for all high risk activities so as to safeguard all principal contractors' activities. Method statements, operating manuals, safe working procedures will be established, implemented and maintained to apply a common standard of work practices throughout the entire project operations

3.3.5 Pre-job meetings

- Daily pre-start discussions that encourage staff and leaders to try to anticipate and pre-empt potential hazards within the day's activities along with "Toolbox" meetings and project safety meetings.
- This is a meeting which is held prior to the commencement of the day's work with all relevant personnel associated with the task in attendance. The task for the day, relevant procedures, associated hazards, safety measures, i.e. the task risk assessment shall be discussed.
- Principal contractor shall ensure each employee who attends the pre-job meeting will sign the attendance register as proof of acknowledgement of discussion context understanding.
- Toolbox talks will be included in the pre-job briefing meetings and the frequency of these meetings shall be daily.

3.4 Consultation and Communication (SHE Communication Systems)

a) Principal contractors and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their employees.

b) Site Management and responsible person[s] will ensure all personnel are kept regularly up to date with health and safety information and how prompt feedback will be given to personnel for issues they raise. For example, hazard reports such noise and dust survey conducted by the Client

c) Health and safety publicity and awareness programs. For example, competitions and lifestyle improvement.

3.4.1 Statutory Health and Safety Committees

a) The principal contractor shall establish a statutory health and safety committee

b) Similarly, appointed contractors shall establish their own statutory health and safety committee

c) Appointed contractors shall be members of the principal contractor's safety committee

d) The committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned, safety performance, action plans and other relevant SHE issues

e) SHE representatives for a workplace shall be members of the relevant workplace safety committees

3.4.2 Contractor Monthly SHE meetings

a) Principal contractors and their appointed contractors shall attend Matimba Power Station monthly health and safety contractor meeting

b) Safety officers, representative, supervisor, site manager and contractor's responsible person.

c) All persons attending contractor health and safety meeting(s) will be required to sign a standard attendance register as proof of attendance.

3.4.3 Agenda

a) All health and safety committee meetings shall be covered by an agenda that is circulated or posted on a notice board at least three days before the meeting is scheduled to take place

b) Ideally, the agenda for statutory safety committees should consist of the following topics:

- Matters arising from previous minutes
- Matters arising from contractor's SHE meetings
- Audits result and feedback
- Review health and safety representative inspection reports
- Incident investigation reports
- Non-conformance
- Risk assessments
- Housekeeping
- PPE
- Rules and instructions
- Violations of life saving rules
- Statistics presentation

3.5 INCIDENT MANAGEMENT

a) Principal contractor shall report all incidents/accidents as required by legislation and client including near miss incidents, first aid, medical treatment, lost time incidents (lost time injuries and fatalities), Section 24 incidents, electrical contact, major equipment damage, chemical spillages and other environmental incidents, shall be reported before the end of the work shift or before 24 hours to the client responsible person and other relevant personnel.

b) Management shall cause all incidents to be investigated in order to identify required control measures based on the root cause; assigning responsibilities for their implementation and ensuring close out and report back to Eskom project management.

c) All incident/accident investigations will be conducted by either the appointed SHE investigator (GAR 9(2) or appointed health and safety representative

3.5.1 Reporting

a) All occupational health, safety and environmental incidents including near misses occurring at work shall be reported to the relevant supervisor/manager as soon as practicable but before the end of shift

b) All section 24 incidents shall be reported to the provincial inspector of the DOL and section 25 incidents shall be reported to the chief inspector of the DOL

3.5.2 Investigation

a) All incidents must be investigated in terms of the OHS Act, section 24 & 25 and GAR 8 & 9 and conducted in terms of document Eskom procedure manual for conducting EH&S Incident Management 32-95

b) Investigations shall be conducted by a competent investigator who will compile the appropriate incident report form as listed in the OHS Act, GAR Annexure1

c) A comprehensive and detailed investigation report shall be submitted to the Eskom responsible manager within 7 – 14 days after the incident

d) All incidents that were in contravention of any one of Eskom's life saving rules must be presented by the relevant contract manager to the responsible manager and where required to the BU responsible manager

3.5.3 Close-out

a) All incident investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the Risk Manager for approval. Close out procedure ideally must be done as soon as practicable. All LTI, serious incident shall be presented to Eskom for the acceptance and before concluded

3.6 OCCUPATIONAL HEALTH AND HYGIENE

a) 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.

b) All contractors must provide appropriate and sufficient facilities for their employees as listed hereunder.

c) The program is intended to ensure that the risks to health are identified and controlled.

3.6.1 Medicals

a) The principal contractor and/ contractor shall, in compliance with the act, be responsible for the medical examination by an occupational medical practitioner of his employees and shall provide Matimba Power Station with written proof that medical examination of his employees to be engaged on premises/ workplace has been done and that they are medically fit for the work they are to perform and that the necessary certificates of fitness have been obtained. These medical examinations shall be conducted before employees will be allowed to commence work on premises/ workplace.

b) 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.

c) For all employees working on the contract/project the medical fitness certificates shall be renewed annually. This shall be maintained until completion of the contract at which stage an exit medical examination shall be conducted to ascertain if any illnesses or hygiene issues have been contracted during the contract

d) The contractor must arrange appointments for medical examinations at least 1 week prior to commencement of work on premises/ workplace.

e) The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

Note: Eskom will only accept medical surveillance conducted by an Occupational Health Practitioner who has completed qualification in occupational health.

3.6.2 Health and awareness HIV/Aids

Principal contractors and their 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.

3.6.3 Personal hygiene

The principal contractors shall provide proper amenities to enable the practice of good personal hygiene including toilets; eating facilities separate from work areas; washing facilities close to the workplace and appropriate protective clothing. Details of the personal hygiene program must be developed and implemented for the execution of the project.

3.6.4 Thermal conditions

a) Contractors must protect their employees against the natural thermal conditions, by providing sufficient and suitable cold weather gear for the winter months and suitable rain wear for the rainy seasons

b) In hot conditions, contractors must prevent the effects of heat fatigue and heat exhaustion by providing sufficient rest periods, shade cover where possible re-hydration mineral replenishment fluids. Where the heat index and the humidity levels reach the required dangerous levels, contractors shall stop work for that period

3.6.5 Noise Induced Hearing Loss (NIHL)

a) Where mechanical and or electrical devices are used which emit noise, then a risk assessment and noise survey shall be conducted to establish the noise levels and determine as to what type of hearing protection must be supplied.

b) Contractors shall provide the appropriate hearing protection, train the users in the use, care and maintenance of such equipment

3.6.6 Rehabilitation

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

3.7 TRAINING (COMPETENCY AND AWARENESS)

3.7.1 Legal requirements

1) All personnel engaged to carry out work on the project should have the necessary skills and knowledge and be competent to perform the tasks for which they will be employed. Contractors will be required to furnish proof by way of licenses, permits, certificates or by RPL or by written certification by a qualified assessor of their skills, competencies and knowledge of their work tasks

2) Every contractor will compile a training and competency matrix to indicate competency requirements for each job category. No employee who has not yet competent will be allowed to work. This training matrix will at least contain the following information:

- Job categories
- Training and competency associated and required per job category.

3.7.2 Site specific induction training

- All personnel should complete the Matimba Power Station site induction prior to working on the site. The purpose will be to ensure that all personnel have been made aware of and will conversant with the requirements of this safety specification, required PPE, site rules, environmental requirements, cultural heritage and community relations
- All contractors shall have an induction program, which will be in compliant to Eskom requirements
- Contractors' employees will be required to carry proof of this inductions training on their persons for the duration of the project
- All proof of safety inductions attendance register shall be kept on the safety file on site

3.7.3 Site visitors induction

A visitor's safety induction program will be established by principal contractors explaining the site SHE requirements, the conditions applicable to their entry onto site and the necessary PPE they will be required to wear

3.7.4 General Training

a) The principal contractor will be required to ensure that before an employee commences work on the contract that the supervisor in control with responsibility for the employee has informed the employee of their scope of authority, any hazards associated with the work to be performed as well as the control measures to be taken. This will include job descriptions, the discussion of any standard task procedures or hazardous operational procedures to be performed by the employee

b) The principal contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazard associated with any work to be performed by conducting task/job observations

c) Continuous on-site training shall be conducted by safety officer, supervisor or manager on safe working procedures, risk assessments and SHE awareness

d) All personnel engaged to carry out work on the project should have the necessary skills and knowledge and be competent to perform the tasks for which they will be employed.

e) Certifications of such trainings or records shall be kept on the SHE file for reference.

3.7.5 Minimum training requirements of Safety Officer(s)

The training will include but not limited to the following:

- National Safety Diploma and at least 5 years construction/plant/mining safety experience
- SAMTRAC or Programme in Safety management
- Hazard identification and RA training
- Training regarding applicable legislation
- Incident investigation training
- Computer literacy and fluent in English

3.7.6 Minimum training requirements of Supervisor(s)

The training will include but not limited to the following:

- Training regarding hazard identification and risk assessment techniques
- Training regarding incident investigation techniques
- Training regarding job safety analysis
- Training regarding applicable legislation.

3.7.7 Minimum training requirements of General employee(s)

The training will include but not limited to the following:

- Basic H&S training
- Firefighting training
- Workplace induction
- PPE use, care and maintenance
- Procedures.

3.8 EMERGENCY PREPAREDNESS PLAN

3.8.1 Emergency response plan

The contractor will be required to establish his/her own emergency response plans for construction, commissioning, and operation of the project before each activity begins. These plans will ensure early notification of any incident and how the crisis or incident will be managed.

The emergency response plan will

- Describe how the emergency response will be initiated and how the emergency teams will be activated
- Specify command, control and communications arrangements

- Identify the roles and responsibilities of all personnel likely to be at the site of the emergency or involved in the response
- Include a person nominated as the site emergency control officer
- Identify emergency equipment available and personnel trained in its use

3.8.2 Emergency drills

The contractor should conduct emergency response drills (including, but not limited to, fire, rescue and spill drills) to test the effectiveness of its emergency procedures and equipment and the knowledge and proficiency of all response personnel. Such drills will take place at least every 6 months or as agreed with the Matimba Power Station EP Coordinator and will be the responsibility of the contractor. The contractor will record a drill report and provided them on request.

3.8.3 Emergency numbers

Lists with emergency numbers will be posted at phones, site entrances and in every office. Provide workers with emergency numbers printed on stickers to place on their hard hats and ensure that these numbers will be displayed at all SMI boards as well as all other notification and information boards.

3.9 Fire Risk Management

3.9.1 Compliance to: Construction Regulation 29 and ERW 9

a) Contractors must develop a fire safety procedure for the office, building and workshops, which must comply with the requirements of the local authority fire department and the OHS Act

b) The fire plan must include emergency escape routes, supply to appropriate fire extinguishing equipment, appropriate signage, maintenance of the extinguishing equipment, location of the equipment and appointment of fire personnel

c) The contractor will prominently publish, in all relevant languages for all areas of operation under its control, the procedures to be carried out in the event of fire.

d) The contractor will train all employees in the procedures to be followed in the event of a fire and/or a fire alarm. Contractors should familiarise themselves with locations of fire equipment in the vicinity of their work site.

e) Work areas will be clear, at all times, of any smouldering material which could fuel a fire. A thorough inspection will be made of the area at the end of any working period to ensure that no smouldering material will be left at the work site or any situation left in such a manner that a fire or accident could result. Electric welding, oxy-welding or cutting, or any other fire hazardous equipment will not to be used inside electrical switch rooms, control rooms, cable ducts or adjacent to any electrical switch room, control room, cable duct or adjacent to any electrical equipment, cables or conveyor belts without obtaining a work permit from the Client representative.

f) The contractor should supply and maintain all firefighting equipment for its work as required by the statutory regulations governing the site. Fire extinguishers will not be used for any purpose other than their intended use.

The contractor should ensure that:

- All flammable/combustible material will be removed on a daily basis
- The minimum amount of flammable liquids (petrol, thinners and paint) will be brought on to site and will be transported safely
- All required safety signs will be posted should any work be carried out with any flammable/combustible materials (i.e. no smoking, no naked flames and no unauthorised entry)
- Supervisors do constant and regular inspections to ensure adherence of firefighting procedures.

3.9.2 Firefighting training

It will be the responsibility of the contractor to ensure that supervisory staff and all persons involved in grinding, cutting or welding or any other hot work activity that could give rise to a fire will be familiar with firefighting procedures and the use of firefighting equipment. Training given will be done by an accredited training provider.

3.9.3 Maintenance of firefighting equipment

All fire extinguishers should be:

- Conspicuously numbered
- Recorded in a register

- Visibly inspected monthly by a competent person using an inspection checklist with a set of inspection criteria items (which have at least completed a basic firefighting course)
- Inspected at least annually by an accredited supplier. This frequency will vary depending on the risks exposed to, i.e. excessive dust, water, etc. This person needs to be appointed in writing and competency to be available
- Results entered in the register and signed.

3.9.4 Damaged firefighting equipment

Contractors shall ensure fire extinguishers with damaged or broken seals must be returned to an accredited supplier for re-charge/repair. Details will be entered in the inspection register.

3.10 AUDITS AND REVIEW

a) The purpose of the safety and health assurance is to give assurance to Matimba Power Station that principal contractors and their contractors are in fact complying to all legislative requirements

b) Principal contractor will develop a monthly audit program, stating dates of audits and the type of audit to be conducted and submit the program to the Matimba Power Station's SHE Officer. The results of these audits including the list of actions with names and timing allocated must be submitted to the Contract Manager for review and analysis. This audit must be conducted on a monthly basis.

c) SHE plan shall be approved by the Eskom contract responsible manager or an appointed Eskom functionary. The implementation of the SHE plan shall be assessed/audited by Eskom functionaries on a regular basis, which will include physical conditions evaluation

3.10.2 Eskom SHE audits

a) Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and contractors SHE plans. A site/workshop inspection shall form part of the audit.

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

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

c) If there is any major findings/non-compliance identified as serious in these audits, work will be stopped for that specific principal contractor and or appointed Contractor Company.

3.10.2 Contractor audits

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

3.10.3 Workplace inspections

Supervisors must conduct regular inspection of the work areas to ensure that a safe working environment exists and to correct any deviations noted. These inspections do not replace the inspections required to be done by the appointed health and safety representatives.

3.11 Planned Task Observations

a) Planned task observations are a critical step in identifying any deviations from specified process and or procedures

b) Contractors are required to carry out periodic task observations on employees who are more at risk and therefore need to be observed more frequently and more systematically than employees who are at low risk.

c) Task observations may be conducted by an observer who is competent to conduct planned, unplanned or partial basis observations

d) Following a task observation, feedback and instruction must be given immediately to the worker who has been observed

3.12 Behaviour Observation

Documents and paper systems alone have been identified as being ineffective and add very limited value the safety in the workplace. Matimba Power Station believes that visible commitment will be a key factor in providing a safe and healthy work environment. Management personnel will be expected to demonstrate the following behaviours:

- Ensure that decisions and practices will be consistent with the intent in the SHE policy
- Undertake a risk management approach to SHE issues on the project
- Make adequate resources available
- Discuss safety with employees as an ongoing process
- Visit work areas frequently
- Wear Personal Protective Equipment (PPE) as per the requirement of any specific area
- Commend safe work practises
- Coach employees who need to improve on safety performance
- Take disciplinary action for violations of safety rules
- Encourage employee participation in the formulation of work instructions and safety rules
- Refuse to sanction short cuts to save time or money at the expense of safety
- Safety to be the first agenda point of any meeting

3.13 Statistical reporting

Statistics is an integral part of the framework for measuring health and safety performance and assist in improving the organisation's health and safety performance

a) The principal contractor must report to the Eskom contract responsible manager, by the 2nd of every month, their SHE statistics and those of their appointed contractors, specific to the contract.

b) The statistical information required is:

1) Name of the Contractor Company
2) Total number of employees per Principal contractor
3) Actual man-hours worked
4) Days worked
5) Days lost
6) Incident data: Medicals, Fatalities, Lost time, First aid, near misses,
7) Property damage
8) SHE statistical date as per the standard form

3.14 Substance abuse

a) Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering, or working on, any of Eskom's equipment and premises, similarly contractors should adopt the same principles.

b) Principal contractors shall comply with the General Safety Regulation 2A with regards to intoxication

c) Contractors are encouraged to compile their own manual and carry out regular testing of their own employees. The legislative blood/breath alcohol level is deemed to be zero percentage (0%).

d) Persons are prohibited 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.

e) All contractors shall comply with Eskom's procedure 32-37 (Substance abuse procedure) whilst being on any Eskom premises, remembering that this is an Eskom life saving rule: Rule 4: Be Sober, that is to say, they will make themselves available to be tested by Eskom as and when required.

f) Test records must be treated as confidential and filed in the employee's personal file

3.15 Eskom Life Savings Rules

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

b) If any contractual work will be performed on any Eskom premises, then the rules shall be obeyed by any contractor and their employees.

c) The rules are:

Rules	Description of rule

1	**Open, Isolate, Test, Earth, Bond and or Insulate Before Touch** That is any plant operating above 1000 v
2	**Hook 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
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
4	**Be Sober** No person is allowed to be under the influence of intoxicating liquor or drugs while on duty.
5	**Permit to Work** Where an authorisation limitation exists, no person shall work without the required permit to work

d) Violation of these rules will be viewed in a serious light and the consequences will be dealt with via the respective disciplinary processes, which may include dismissal

e) Eskom will take a stance of zero tolerance on these rules

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

General Site Rules

Continued disregard for project H&S standards, requirements or rules by personnel on the project will result in withdrawal of site access or other disciplinary action. Contractors will ensure all staff personnel engaged on the work, observe the following general site rules:

- Obey to all traffic speed limits
- Responsible persons on site will ensure that personnel who will have allocated tasks will be competent to perform them
- Gambling, horseplay and fighting will not be permitted on the site
- Safe access and egress will be maintained at all times
- Personnel will only take essential items, such as toolboxes, onto the site. All such items will be subject to inspection by security personnel, both upon entering and leaving the site

- Equipment, tools and utilities, owned by another contractor or individual will not be used without the express permission of the Eskom or project management team representative and the rightful owner of the equipment, tools or utilities
- Firearms and pets will not be permitted on site
- Wear appropriate PPE at all times when working and travelling through work areas and ensure tools and materials will be in a safe condition before use – specific PPE requirements will be decided and included in the H&S management plan of the project for contractors to comply with
- Food will not be stored in the working areas
- Attend safety meetings
- In the event of an emergency, follow all emergency procedures
- Smoke in designated areas only
- Wear seat belts in vehicles and on equipment where these have been supplied
- Do not use mobile phones whilst driving.

3.16 Refusal to work on the grounds of health and safety

Principal contractor shall develop a refusal to work policy to align it with the organisations SHE policy regarding safe work and also to standardise the reporting and investigation of such instances and the clear employee understanding of their limitations. No person shall be victimised exercising these right

3.17 Personal Protective Equipment (PPE) Requirements

a) The principal contractor, when making a tender for this project shall provide a breakdown list of the specialised PPE requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.

b) All principal contractors and contractor shall comply with the requirements of General Safety Regulation 2 of the OHS Act.

c) A PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks for the conduct.

d) Where there are unusual instances, where particular activities require additional types of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out accordingly.

e) Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.

f) All contractors shall ensure that their visitors wear and/or use the correct PPE whilst on worksites

g) All PPE purchased and used by all contractor employees including visitors at/to the worksites, must comply with the relevant SANS standards or the relevant internationally recognise authority standards.

h) Ensures that there will be an adequate supply of all relevant PPE available on site. Where PPE has not been available, individuals will not be allowed to start work

i) Ensures that all PPE will be maintained in a good, serviceable and hygienic state

j) Ensure that no PPE will be shared between employees

3.17.1 Issuing and Wearing of PPE

a) The principal contractor must provide a detailed programme on the issuing, maintenance and replacement of PPE for all his/her employees and require the same from the appointed contractors

b) Personal protective equipment must be provided free of charge by the Principal Contractor for all his employees.

c) The principal contractor and appointed contractors are required to keep an updated register of all PPE issued and all issues are to be recorded on a register per individual.

d) Strict non-compliance measures must be administered to any employee and/or visitor not complying with the use of PPE

e) Where working at height, only double lanyard safety harnesses are permitted and must be used.

f) Welders, blazers, cutters and assistants shall wear suitable eye protection, gloves, apron and spats.

g) Sufficient suitable protection screens shall be provided to protect onlookers and passers-by

3.17.2 Inspections

a) Contractor supervisor are required to perform weekly inspections of the PPE issued to their employees to ensure that the PPE is still in a serviceable condition and the PPE is available on site.

b) Inspections must be documented.

3.17.3 Training

a) All contractors shall ensure that their employees are informed/trained and understand why the PPE is necessary, and in the use, care and maintenance thereof

b) Thereafter, all employees shall sign an undertaking to wear such PPE supplied to them

3.18 Working at Heights

The contractor will ensure that all applicable Eskom standards/procedures will be complied with at all times. The contractor should implement and comply with Construction Regulation 10 and General Safety Regulation 6. Any work performed above ground will be considered as working of height or in an elevated position.

The contractor will:

- Submit and implement a fall protection and rescue plan to Matimba Power Station for review, before commencement of any elevated work
- The contractor will ensure where personnel will be required to work in any area not guarded for fall protection, which will be 1.8 metres or more above ground level or platform, floor or surface below, permanent fall protection will be utilised by the personnel

3.18.1 Scaffolding

Compliance to: Construction Regulation 16 and General Safety Regulation 6

Compliance to: SANS 085/1988 and Life Saving Rules (hook up at heights)

- Scaffolding will only be erected, dismantled and altered under the supervision of the contractor's competent appointed person. Erection and dismantling will be undertaken by competent and certified scaffold builders and an approved certified training certificate will be submitted. Training providers will be registered with SAQA or SETA (proof of the training provider's registration should be made available on the request of Eskom representative).

- Guard rails (hand and knee rails) and toe boards will be provided on all outer edges and ends of all scaffolding platforms where a person or an object can fall a distance of 1.8m or more.
- Ladders will be staggered every 2.5m inside the scaffold frame with a safe landing platform and a trap door fitted on the working platform. These trap doors will be kept closed by the contactors employees at all times, to prevent employees from falling through.
- A tagging scaffolding management system will be implemented and used by the contractor to ensure that scaffolding erected on the Eskom complies with the provisions of all legal, SANS and the Eskom requirements.
- Information sign showing the following (the date of erection, record of weekly inspections and inspections after inclement weather and signature of the appointed competent inspector), will be available.

3.19 OPERATIONAL CONTROLS

3.19.1 Transport/Mobile Plant Equipment

Where the principal contractor and/or appointed contractor will be delivering the finished products/goods to the Eskom premises/sites, then the under mentioned requirements must be met:

1) All motors vehicles driven/operated by contractors within the contract shall, in all respects, comply with the National Road Traffic Act.
2) Designated drivers shall be in possession of the relevant driver's licence and valid for the class of vehicle
3) The driver's licence shall be kept by the person authorised to operate/drive and shall produce such licence on request.
4) Contractor management must keep copies of the relevant driver's licences and monitor the validity of the licences. It must be noted that the license holder remain responsible for ensuring that their licence remains valid
5) No drivers or operators may text or talk on mobile phones or two way radios whilst driving, unless a hands free kit is used.
6) It is a contractor's responsibility to ensure that the vehicle and/or equipment they drive on any road is roadworthy and complies with the requirements of the National Road Traffic Act.
7) Whilst on the Eskom contract and travelling for the contract, contractors are not permitted to transport passengers in the back of LDV's and trucks
8) Contractors must maintain their vehicles in a roadworthy condition and the vehicle license shall be valid

9) Contractor's vehicles shall be subjected to inspections by an Eskom representative. Vehicles which are not roadworthy will not be allowed onto the site.

10) All drivers who are in possession of PDP's are to have medical fitness certificates

11) Where vehicles, mobile plant and equipment have to be refuelled on site, this will be done under caution and every effort must be made to prevent any spillage and starting of fires. This must be done on bounded wall to contain any accidental spillage

12) Precautions shall be taken to secure all loads properly. Loads protruding from vehicles shall be securely loaded and in daytime a red flag and during darkness a red flag or red reflective material shall be attached to the extreme end of such protruding material.

13) Where vehicles have seating for passengers, then seats are required to be firmly affixed to the vehicle with seat belts adequate for the number of passengers being transported

14) Contractors are to ensure that visibility (e.g. switching on lights, reflectors, rotating lights etc.) is enhanced on all construction vehicles in order to be easily seen whilst travelling.

15) All vehicles and driven mobile equipment over 2tons, when reversing must have a hooter/beeper, with good sounds, when the vehicle and equipment is reversing

3.19.2 Manual Handling

Risk assessments shall be done on manual handling tasks involving: · Lifting, carrying or putting down (e.g. the transportation of stock and equipment); · Pushing, pulling, throwing or restraining; · Any activity involving bending, twisting or awkward postures, even where no object is handled (e.g. working in confined spaces, reaching into low or high cupboards, or maintaining inaccessible equipment items); · Activities that require stationary/static muscle loading e.g. to support or restrain loads.

3.19.3 Hazardous Materials/Chemicals Management

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

b) Where HCS are brought onto the site, the appropriate Material Safety Data Sheets (MSDS) shall be available on site

c) Contractors are required to have and maintain a register with all the HCS that they have on site and which are issued

d) The disposal of any substance and disposal of containers which have contained HCS's shall be done in accordance to the HCS requirements.

3.19.4 Machinery

a) All the requirements as listed in the various regulations of the OHS Act shall be adhered to whilst working on the Eskom contract

b) All machinery intended for use on the contract and brought to the Eskom's premises by the contractors must be appropriate for the task being performed, be in good condition and adequately maintained

c) Contractors shall ensure that all machinery is to listed on an inventory list, be inspected regularly (prior to use every day) and at least monthly or as required by legislation and risk assessments. Machinery should be numbered or tagged so that it can be properly monitored and inspected.

d) Where required machinery must have the necessary approved test or calibration documentation prior to being brought onto the Eskom site and records shall form part of the SHE plan and filed in the SHE files. Maintenance calibration shall be undertaken in terms of the manufacture's requirements.

e) All fuel driven equipment must be properly maintained in accordance with the manufacture's recommendations and legal requirements.

f) Eskom functionaries reserves the right to inspect items of machinery brought to site by contractors for use on the contract

g) All machine operators shall be certified competent to operate such machine. Copies of their certificate of competencies shall be kept in the SHE file

h) 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.

3.19.5 Tools and Equipment

a) All tools and equipment for the duration of the Eskom contract shall be in accordance to legislative requirements

b) Contractors shall ensure that all tools and equipment are identified, safe to be used and are maintained in a good condition

c) Tools and equipment must be inspected at least monthly or as required by legislation. Equipment should be numbered or tagged so that it can be properly monitored and inspected.

d) Where applicable, tools and equipment must have necessary approved test or calibration documentation and maintenance calibration must be undertaken in terms of the manufacture's requirements

e) Eskom functionaries reserves the right to inspect tools or items of equipment brought to site by contractors for use on the contract

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

3.19.6 Hand tools

For the purposes of this standard, all tools and equipment, which will not be independently powered, will be deemed to be hand tools. This will include, inter alia, hammers, chisels, screwdrivers, spanners, files, spades, mops and brooms, wheelbarrows and handcarts etc.

- All hand tools, whether privately or company owned will be kept clean and maintained in a safe and serviceable condition
- The sharing of handles between separate tools (e.g. files) will not be permitted
- All hand tools will be neatly stored on racks or shelves or in cupboards or toolboxes specifically designed or set-aside for this purpose. Toolboxes and cupboards will be kept clean and tidy
- Supervisors will conduct a physical inspection of all hand tools in their area of responsibility at intervals not exceeding one month. A record will be kept of all such inspections in a register designed for this purpose
- Defective hand tools will be immediately withdrawn from service and repaired or replaced as appropriate. Hand tools that cannot be repaired will be cut up or otherwise destroyed to avoid unauthorized use prior to disposal
- The use of "home-made" tools will not be allowed
- The use of mushroom head chisels will also not be allowed.

3.19.7 Explosive-powered tools

The contractor should implement and comply with Construction Regulation 21.
Explosive powered tools will only be used when prior written permission has been granted by the Eskom, project manager. The following will be included and considered:

- Training for staff using these tools
- Control over cartridges used
- Daily inspection regime
- Storage and control over the equipment
- Specific protective equipment
- Safe work practice for use of the equipment
- Demarcation and control in areas where explosive powered tools will be used.

3.19.8 Lifting and Material handling

a) Where lifting material and such like will be performed, such lifting shall be done by a competent authorised person

b) All the requirements applicable to the lifting operations shall conform to the DMR 18 of the OHS Act

3.19.8.1 Lifting machines

- The crane operator shall be trained for the class of crane they are operating and be in possession of an operators permit
- The riggers shall be utilised when lifting loads and shall direct the crane operators with the appropriate signals
- Qualified crane operators will familiarize themselves with a crane before any operation
- No side loading allowed and no lifting will take place without the outriggers being locked
- Before performing any lifting operation, it should be determined whether the lift will be routine or not. An example of a routine lifting operation will have a maintenance team removing a section of plant and this lift will be carried out on a daily or weekly basis
- If the lift be routine, a lifting study will not be required. However a safe operating procedure should be in place that details the safe operation of the lifting operation. Should this be the case, the lifting operation will proceed after RA has been carried out

3.19.8.2 Lifting tackle

A risk assessment shall be conducted prior commencing with the task to identify that correct slinging equipment is used for the specific load

3.19.9 Pressurised systems and vessels under pressure

Transportation and storage of gas cylinders

- Storage areas should whenever possible be well clear of buildings
- Adequate ventilation will be provided
- Storage areas will be kept free from all combustible materials, no other materials will be stored in cylinder enclosure
- Cylinders should always stand upright, special stands will be used for cylinders and the cylinders will be chained separately in an upright position
- Full cylinders will be kept apart from empty cylinders so that it should not be necessary to open valves to check whether cylinders will be empty or full. Mark empty cylinders clearly and store in space provided
- A protective covering will be provided
- When transporting cylinders, where possible must be transported in the upright position and secured to prevent dislodgement
- Whilst being used, all gas bottles shall be in the upright position and either secured in a trolley or fixed to a sturdy surface.

3.19.9.1 Compressed air

Compressed air should not be used for any purpose other than that for which it will be provided.

- Do not use compressed air to remove dust from clothing
- Never direct a stream of compressed air at your body or that of any other person – it will enter the body and cause serious injury or death
- Locking cables or other suitable approved devices will be used to prevent accidental uncoupling of compressed air hoses, between hoses, at tools and compressors
- Do not disconnect air hoses until certain that the supply valve has been closed and the pressure in the hose has been released
- Hoses to be orderly routed and elevated, if required, to prevent tripping hazards

- Approved hose clamps to be used for connections.

3.19.10 Ladders

a) The contractor should implement and comply with OHS Act - General Safety Regulation 13A. All ladders used on the site will be constructed and used in compliance with the OHS Act and regulations.

b) Ladders, which provide access to a working platform, should extend one meter above the platform where it provides access, and will be secured to prevent slipping.

c) Timber ladders should not be painted other than with clear preserving oils, clear varnishes or clear plastics.

d) Ladders, which will be in a damaged condition, should not be used and will be labelled accordingly and removed from the premises.

e) All ladders will be numbered, logged in a register, and inspected monthly.

f) A ladder in use will be held by an assistant and properly tied down.

3.19.11 Entering Confined Spaces

a) The contractor should implement and comply with OHS Act - General Safety Regulation 5.

b) Enclosed space work necessitates a confined space permit. This will only be obtained from the authorised person nominated in writing and after notification of the Eskom representatives.

c) The responsibility for safe procedure, both at the time of entry and during the entire operation of entering and working in confined spaces, rests with the contractor. The contractor will ensure that adequate steps have been taken to eliminate or control hazards. Before working in an area which contains dust, the area will have to be ventilated and hosed down to settle and dampen the dust.

d) The contractor should provide all necessary equipment to manage confined spaces, including all necessary monitoring and rescue equipment (such as tripods, breathing equipment etc.).

e) The contractor should ensure all persons working in a confined space or managing entry to a confined space will be appropriately trained.

f) Compulsory - continuous monitoring, trained rescue teams, standby present, radio communication, adequate ventilation, adequate lighting and resuscitation equipment.

g) All confined space work will require a RA specific to the task and consideration for flame proof, intrinsically safe equipment to be used where there will be a risk of fire or explosion.

3.19.12 Barricading

The contractor should ensure that:

- All openings and edges will be barricaded with solid barricading to withstand an impact of at least 1kN (100 kg)
- Only solid barricading covered with orange "snow netting" and/or Eskom approved equivalent barricading will be allowed to be used as barricade, danger tape or snow netting alone will not be accepted as barricading
- Solid barriers to prevent persons falling into them should protect openings in floors, stairwells, staircases, open-sided buildings and any structure in the course of erection, where dangerous openings exist
- Barricading will be tagged, placed on register, maintained and inspected daily - the owner of the barricade's name and mobile number should appear on the tag

3.19.13 Permit to work

a) Permit to work

- A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work to be done and the precautions to be taken by contractor
- Permits-to-work form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

- A permit is needed when maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Examples are entry into vessels, hot work and pipeline breaking. If the type of work requires working with Eskom power systems (low voltage, medium voltage, or high voltage), then the appropriate permits will be required.

b) Access Permit

This is a general permit required that allows the Contractor to gain access to site. This permit is required before site establishment can commence.

c) Permit Conditions/Requirements

This permit is issued once the safety file has been approved by the Eskom Contractor Safety Officer as well as the Construction Manager.

3.19.14 Radiography, Ultrasonic or Non-destructive Testing (NDT

During the construction phase and maintenance phase, certain equipment and or material require some form of examination to ascertain that the material used is free of any form of defect or welded joints in piping are leak free. Where testing is performed, all the requirements for that specific type of testing must be done in accordance to the relevant requirements. The contractor should implement and comply with Nuclear Energy Act 131 of 1993.

Radio-active sources will not be utilised on site without written permission from the Eskom representative and all statutory requirements has been adhered to:

- Radiation operators should submit proof of certification
- All x-ray personnel should wear meters and film badges
- Warning signs and lights to be posted at all x-ray activities
- Sources will be stored according to legal requirements
- All contractors will be informed of x-ray activities
- X-ray work will only commence with a valid permit to work. The permit will be valid for one section only
- X-ray areas to be barricaded and flagged with radio-active identification markers as per legal requirements

3.19.15 Work in close Proximity to/on Public Roads

- Working next to or in close proximity to any public road has its inherent dangers, not only to the persons carrying out the work but also to the motorists, where the persons working do not take care of their own safety and ignore any rules and regulations. It is imperative that when work is performed, all the requirements in terms of the National Road Traffic Act are complied with. For additional worker safety, organisations should enhance the national requirements.
- Public safety will be considered and remedial actions identified and implemented when developing all RAs and pre-task risk assessment. Unauthorised persons will be prevented entry to the work site by appropriately securing all work sites at all times.
- Where practical, signage and/or barricading will be placed at all entrances to work sites advising all unauthorised personnel to report to the site office or barricade owner prior to entering the site

3.19.16 Housekeeping

a) The contractor will ensure that all legislative requirements with regards to housekeeping including Construction Regulations 27 will be adhered to. The contractor will maintain all work areas in a tidy state, free of debris and rubbish. The contractor should make themselves aware of the Eskom waste management plan and collection and disposal arrangements and align his waste management program accordingly.

b) In cases where an inadequate standard of housekeeping safety and cleanliness has developed and compromised, the Eskom representative will have the right to instruct the contractor to cease work until the area has been tidied up and made safe.

c) Neither additional costs nor extension of time to the contract will be allowed as a result of such a stoppage. Failure to comply should result in site cleaning by another contractor at the cost of the non-complying contractor.

d) The contractor will carry out regular H&S/housekeeping inspections at least weekly to ensure maintenance of satisfactory standards. The contractor should document the results of each inspection and should maintain records for viewing by the Eskom representative.

e) Employees should also actively assist in creating and maintaining a safe work environment by being aware of unsafe conditions, bringing these conditions to the attention of appropriate personnel, and by direct intervention through tasks such as ensuring leads and hoses will be placed in a manner which avoids the creation of trip hazards or potentially unsafe conditions.

Note: No shift will commence without and/or before proper housekeeping has been in place.

3.19.17 Stacking and storage

a) Compliance: Construction Regulation 28

- The building up and breaking down of any stack will only be carried out under the direct supervision of a competent person
- Stacks will only be built up in areas specifically demarcated for this purpose
- Stacking will only be carried out on a stable and level footing capable of supporting the entire mass of the stack. Broken or damaged pallets will not be used and will be repaired or replaced immediately
- The height of any stack will not exceed three times the smaller side of the base unless specific permission has been obtained from the construction manager
- Stacks of articles of irregular or alterable shape (e.g. bags of cement) will be interlocked and/or bonded to ensure stability
- Circular items (e.g. oil drums) will be secured with wedges or chocks
- No person will remove any item from any stack except from the topmost layer
- All stacking will be neat, stable and controlled
- Any stack that becomes unstable or unsafe for any reason will be broken down immediately
- No stack will be constructed in such a manner or location as to obstruct access to any fire extinguishing equipment, first aid equipment, electrical switchgear, ventilation or lighting installation
- A minimum clearance of one meter will be maintained between the top of any stack and all ceilings, light fittings, sprinkler systems and ventilation outlets/inlets

- Stacking and storage on shelves, in cupboards, lockers and cabinets will be neat, tidy, stable and controlled. Heavier items will be stored on the lowest shelves.

3.19.18 Workplace Signage and Colour Coding

a) All symbolic safety signage shall conform to the requirements of SANS standard 1186 (symbolic safety signs)

b) Principal contractor shall all required mandatory signage's are erected and strategically placed on construction site and all employees to be made aware on the meaning of each signs

c) The contractor shall prominently display all notices/signs/pictograms on the construction premises/ workplace in terms of the Act. Further, the contractor shall ensure that these notices/signs/pictograms are placed in effective positions on the construction premises/ workplace.

d) Notices prohibiting entry onto the construction premises/ workplace by any unauthorised personnel.

e) It is required that whenever any posted notice or copy thereof becomes defaced, obliterated or destroyed, it shall be renewed immediately.

Note:

Noise - All premises/ workplace areas where noise levels exceed 85dBA shall be suitably marked with mandatory signs indicating that hearing protection is to be worn.

Colour coding - All storage, stacking, work areas must be demarcated and the colour and demarcation used shall conform to SANS standard 1091 (national colour standard)

3.19.19 Portable electrical equipment

All portable electric equipment shall be maintained in good condition. Such equipment shall be identified by numbering and recorded on register. Formal monthly inspections of all Portable Electrical Tools shall be conducted and counter signed by the Supervisor. Untrained employees shall not to be allowed to operate any equipment. Every tool MUST have a tag attached to it. This tag should indicate when last this tool was inspected.

a) Portable Grinders

Persons shall use purpose designed cutting tools for materials such as concrete, masonry, metal, ceramics, stone or plastic so that there is no need to use an angle grinder for cutting. All grinders shall be fitted with a dead-man switch. All grinders shall be fitted with guards and side handles which are to be used at all times. Persons required to use angle grinders shall be fully informed of the hazards, instructed in the safe use of the

machine, and the Project safe work procedures. Safe work procedures shall include avoiding the use of angle grinders for cutting purposes.

b) Welding, Cutting, Grinding and Heating

- The contractor should implement and comply with OHS Act - General Safety Regulation 9 and SANS 50730-1, SANS 1539, SANS 2503, SANS 10087, SANS 10460 where applicable.
- Contractors will ensure that all employees employed for the purpose of performing welding, cutting and grinding activities will be competent to perform their duty and will be instructed via RA, DSTI, SWP and SOP in the safe use of welding equipment.
- Non-combustible or flameproof shields to protect employees from direct rays and air-borne particles should shield arc welding, cutting and grinding operations.
- Electrode holders or welding guns will be maintained in good order and when they will have to be left unattended, the electrodes will be removed and the holders will be placed or protected so that they cannot make electrical contact with employees or conducting objects.
- All arc-welding cables will be properly maintained and completely insulated. There will be no repairs or splices within 3m of the electrode holders, except where splices will be insulated equal to the cable. Defective cable will be repaired or replaced. The earth cable will be connected to the work piece.
- Fuel gas hose and oxygen hose will be of an approved type, be easily distinguishable and should not be interchangeable. Hoses will be inspected at the beginning of each day and will be repaired or replaced when defective.

c) Electrical Installation

The contractor should ensure that:

- All electrical installations carried out on the site will be in accordance with the electrical installation regulations. For permanent or temporary installation, as appropriate
- Connections will not be made to any power supply without the prior written approval of the Eskom representative and should an isolation be required, then an isolation permit

will have to be obtained and the isolation procedure associated to the permit will have to be followed correctly

- All electrical installations will be inspected by the Eskom electrical representative (or his nominee) to ensure that the installation complies with the statutory regulations applicable to the site and Eskom safety standards
- All electrical machines and appliances provided by the contractor for his own use on the site will be in a serviceable condition
- Power tools used on the site will be protected by residual current devices approved by the Eskom representative and will be double insulated
- All mobile generators will be provided with earth leakages switches
- All extension cords, portable tools and electrical plant supplied will be inspected, tested and tagged by a competent, qualified electrician at regular monthly intervals.

3.19.20 Excavation

All excavation work shall be performed in compliance with the OHSA (Construction Regulations) specifically attending to the following: Risk assessment, supervision, stability, shoring and bracing, sloping, signage, barriers and fencing (visible at night), inspections, proximity of plant, equipment, structures, etc., means of access, underground facilities, confined space precautionary measures.

3.20 Facilities

a) Ablution Facilities

- Separate toilet and washing facilities must be provided for female staff employed on site and appropriate notices affixed at the entrances of these areas.
- To be cleaned daily and maintained weekly as minimum requirement. Running water to be available at toilets.

b) Eating Facilities

- Hand washing facilities and adequate potable water provided
- The Contractor must provide a suitable undercover area equipped with seating and tables for workmen to have their meals. This facility may be either in the lay down area or in an area on the construction site as agreed by the construction manager.

3.21 Hours of Work

- The principal contractor will be responsible for the administration of the working hours of its employees and contractors.
- Maximum working hours per day and minimum rest times between shifts will be specified in the contractor's H&S management plan and will comply with the legal requirements.
- The contractor will be responsible to apply for any directives from the DOL for work outside legislative boundaries.

3.22 Unlawful orders/instruction

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

b) In terms of the legal and Eskom requirements, if an employee has a reasonable believe 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 use to work.

c) 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.

d) An employee may also in terms of section 29 of the NEMA, refuse to work if the work would result in an imminent and serious threat to the environment.

e) Contractor managers shall as soon as reasonably practicable, investigate and resolve an employee's refusal to work based on health, safety and environment management related issues or concerns.

3.23 Health and Safety Disciplinary Standard

Where a breach of a site H&S rule or a contractor's safety procedure has been identified the contractor will ensure that any disciplinary action taken will be in accordance with the approved Eskom standards. Depending on the nature of the breach, the process as outlined below should be used on the Eskom:

- First breach – verbal warning/counselling

- Second breach – written warning/counselling
- Third breach - appropriate disciplinary action taken.

Where a breach of H&S rule has occurred and has been considered blatant, the person's site access will be withdrawn at the discretion of the Eskom or project management team construction manager after consultation with the relevant persons.

3.24 SHE Recognition and Reward System

Contractors will establish systems within their own organisation that recognise, reinforce and reward safety initiatives and desired outcomes. This program will include as a minimum:

- A suggestion scheme
- An achievement/award program
- A schedule as well as an target and objective description for the proposed incentive program
- A description of the intended incentives.

3.25 Security

a) Matimba Power Station Protection Services is responsible for the security and control of the movement of persons in the workplace/premises.

b) It is expected that the contractor's responsible person and all contractor's employees will give their full co-operation to the Protection Services Officers in the execution of their duties.

c) No firearms shall be taken into the workplace/premises.

d) No liquor shall be taken into the workplace/premises.

e) Drugs are prohibited on the premises/ workplace, unless authorised by a Medical Practitioner who is fully aware of the duties to be performed by the contractor's employees.

f) The contractor and the contractor's employees shall take no photographic equipment function into the workplace/premises without prior approval from Matimba Power Station.

g) No photos shall be taken whilst in the premises of Matimba Power Station. Taking photos without necessary authorisation will lead to a breach of contract.

h) No person shall be allowed to use cellular phones whilst performing a task that has been identified and classified, through a risk assessment, to require undivided attention from those directly or indirectly involved in its execution.

3.26 Omissions from safety and health requirements specification

a) By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor in adequately providing for health and safety of employee on site

b) Should Eskom not have addressed all SHE 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. Record(s)

Type of record	Retention time	Responsibility
Safety File	30 years	Contract Managers
Completed Forms	5 years	Matimba Contractors file until contract expiry then in archive
F/270/003 Construction Regulation Checklist	Life of Station	Contract Managers

5. Addenda / Appendix

5.1. Not applicable

6. Acceptance

This document has been seen and accepted by:

Name	Designation
Daniel Monene	Assistant Hygiene Officer
Manakedi Mokgabudi	Safety Officer
Dist List MP&S	Management

7. Revisions

Date	Rev.	Compiler	Remarks
February 1994	1	GI Pretorius	Implementation of new legislation
March 1995	2	GI Pretorius	Minor changes
March 1997	3	GI Pretorius	Minor changes
February 1998	4	GI Pretorius	Minor changes
May 1999	5	GI Pretorius	Minor changes
March 2001	6	GI Pretorius	Minor changes
November 2004	7	GI Pretorius	Minor changes
November 2009	8	GI Pretorius	Minor changes
August 2010	9	GI Pretorius	Minor changes
November 2010	10	GI Pretorius	Minor changes
February 2011	10.1	GI Pretorius	New Procedure Format

Date	Rev.	Compiler	Remarks
April 2011	10.2	GI Pretorius	Minor Changes
June 2012	11	GI Pretorius	Annual Review. New Procedure Format
August 2014	12	GI Pretorius	Title Change, Changes in legislation. Supersede PS/270/005
December 2017	13	J Mathebula	Due for review

8. Development Team

The following people were involved in the development of this document:

- Jonathan Mathebula

9. Acknowledgements

Not applicable