

	<b>SHE SPECIFICATION</b> <b>Dust Handling Plant</b> <b>Inspections and Repairs</b> <b>during Outages</b>	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-151952254	Rev	1
		Effective Date	20 November 2019		
		Review Date	November 2024		

**Project Name:** Dust Handling Plant Inspections and Repairs during Outages

**Project Address:** Kusile Power Station, R545 Kendal/Balmoral Road, Hartebeesfontein Farm, Witbank

**Scope of the project:** Dust Handling Plant Inspections and Repairs during Outages

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## 1. Introduction

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

The contractor is expected to develop a SHE plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work.

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

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

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

## 2. Supporting Clauses

### 2.1 Scope

This SHE specification lists the legislative and Kusile power station requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

#### 2.1.1 Purpose

Ensure compliance to legal and other requirements pertaining to the issued scope of work.

#### 2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Kusile Power Station Generation.

### 2.2 Normative/Informative References

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

#### 2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules

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- [8] 32-95 Occupational Health and Safety Incident Management Procedure
- [9] 240-131838225 Occupational Health and Safety Incident Management Definitions and Classification Parameters
- [10] 32-727 SHEQ Policy
- [11] 32- 418 Working at Heights Procedure
- [12] 240-62946386 Vehicle and Driver Safety Management Procedure
- [13] 32-520 Risk Assessment procedure
- [14] Plant Safety Regulations.
- [15] ISO 9001: Quality management system
- [16] ISO 45001 Occupation Health and Safety Management System
- [17] 240-131824200 Barricading Kusile Power Station Barricading Practice Note
- [18] 240- 134679217 Kusile Power Station Permit to work and work permit Systems
- [19] ISO 14001: Environmental Management System

## 2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996


## 2.3 Definitions

Definitions	Explanation
Appointed Contractor	Means the main contractor awarded the contract.
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	(OHS Act) 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	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors.
Confine Space	means a tank, vessel, silo, vault, pit, open topped space more than 1.2 m deep, pipeline, duct, sewer, or tunnel that meets the following criteria.
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

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Health and Safety File	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.
Medical Certificate of Fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa.
Method Statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment.
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.

## 2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
COID Act	Compensation for Occupational Injuries and Diseases Act
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
FGD	Flue Gas Desulphurization

## 2.5 Roles and Responsibilities

### 2.5.1 Appointed contractor and sub- contractors

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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
2. Carry accountability and responsibility for the safety and health of their employees and their sub- contractors within their working area, as contemplated by section 37(2) of the OHS Act;

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3. Shall keep a record of all employees including the sub-contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Kusile power station Project Manager.
4. 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.
5. Ensure that the minimum legislative, regulatory and Kusile power station SHE requirements are complied with on all work sites.
6. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
7. The Appointed Contractor must hand over a consolidated (to include any sub-contractor's files) health and safety file to the Kusile power station Contract manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub- contractors, the agreement, and the type of work completed.
8. The appointed contractor must provide the project manager **with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes.** The letter of good standing shall reflect the name of the contractor's company. The nature of business reflected on the issued Logs must be in line with the issued scope of work. Similarly, the appointed contractor must provide the Kusile power station project manager with all the valid letters of good standing from their sub-contractors.
9. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
10. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
11. Co-ordinate the activities of all the sub- contractors in the interests of safety and health;
12. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
13. Stop his /her employees and any sub- contractors if project work is not in accordance with the safety health and environmental plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
14. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
15. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

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

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

**Note 4:** If a sufficient number of competent employee(s) have been appointed to assist the works supervisor, the works supervisor may supervise more than one site.

16. Appoint a safety officer part time/full time as per project risk.

17. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;

18. Follow a process of disciplinary action if any of their employees or their sub-contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.

19. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.

20. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.

21. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

22. Provide any sub- contractor who is making a bid or is sub- to perform work on Kusile power station's behalf, with the relevant sections of the documented Kusile power station's SHE Specification.

23. Principal contractors are required to approve sub- contractor's health and safety plans if they meet all the requirements.

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

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

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

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

27. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

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

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

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29. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
30. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
31. Be involved in all of their sub- contractor's investigations.
32. Establish health and safety committees, hold such committee meetings on all sites, and ensure that sub- contractors participate in their health and safety meetings.
33. Chair their own health and safety committee meetings and record such meetings.
34. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the sub- contractors appoint health and safety representatives for their work sites.
35. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
36. Shall keep a record of all employees including the sub- contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Kusile power station Project Manager.

## 2.5.2 Site Manager


**Note 1:** No work may commence and or continue without the site manager if the work supervisor is not available. Where no supervisor is appointed the Site Manager must be present during the performance of the contracted work.

- 1) Assist the contractor and/or the safety officer in conducting site induction training for new staff and site visitors;
- 2) Communicate to all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
- 3) Ensure that the minimum legislative and Kusile power station SHE requirements are complied with on all work sites;
- 4) Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
- 5) Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- 6) Inspect such PPE on a regular basis and record the inspections;
- 7) Ensure that all incidents are reported to the client and are investigated.
- 8) Be involved in all investigations that occur within their area of responsibility.
- 9) Carry out audits and or inspections on their sub- contractors on instructions of their contractor.
- 10) Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
- 11) Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;

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- 12) Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
- 13) Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- 14) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;
- 15) Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
- 16) Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
- 17) Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
- 18) Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors health and safety plan which poses a threat to the health and safety of persons.

### 2.5.3 Contractor site supervisor

Must:

- 1) Be competent to perform the required supervisory tasks; have attended a supervision or legal liability competent training and have a 3 year supervision experience or accredited supervisor's safety course.
- 2) Ensure their employees and all sub- contractors comply with the required statutory and Kusile power station requirements;
- 3) Inspect all work done by the employees and all sub- Contractors to ensure adherence to Kusile power station's standards and specifications
- 4) Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- 5) Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
- 6) Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Kusile power station project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
- 7) Ensuring that quality records are maintained in accordance with legislative and Kusile power station requirements;
- 8) Continual liaison between the appointed contractor, sub- contractors and employees.

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- 9) Ensures that employees and sub- contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Kusile power station:
- 10) Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- 11) Participate in all sub- contractor incident investigations.
- 12) Participate in the appointed contractors emergency preparedness planning.
- 13) Ensure that their own employees and those of any sub- contractor are competent to perform the tasks assigned.
- 14) Issue site instructions on behalf of the appointed contractor where and when the sub- contractors deviate from safety requirements.
- 15) Assist the appointed contractor with the handing over process, in particular the SHE file and relevant documentation.

#### **2.5.4 Contractor Health and Safety officer**

- 1) The following qualifications are acceptable for an appointed Health and Safety officer: safety management diploma or an Environmental Health diploma from recognised institutions
- 2) The project risk will determine if the Safety Officer will be part time or full time on site.
- 3) Promote a SHE culture within the organisations involved in the project / contract.
- 4) The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- 5) Be involved in the developing the project SHE plan and SHE policy.
- 6) Be in constant liaison and cooperate with Kusile power station's SHE professionals responsible for providing them with a health and safety service.
- 7) Ensure that this SHE specification is adhered to by his/her appointed contractor and is submitted to any sub- contractors.
- 8) Conduct audits and inspections of all work sites for the duration of the project.
- 9) Be involved in the organisations incident investigations when required.
- 10) Participate in the organisation's statutory and non-statutory health and safety committees meetings.
- 11) Conduct organisational, site and visitor induction training.
- 12) Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors health and safety plan which poses a threat to the health and safety of persons.
- 13) Carry out audits and or inspections on their contractors at least monthly and any sub- contractors on instructions of their contractor;
- 14) Carry out frequent behaviour observations of employees under their control at least monthly and any sub- contractors on instructions of their contractor.


#### **Health & Safety Representative Required Competencies:**

- a. General Health and Safety Training
- b. Health and Safety Representative Training
- c. Hazard Identification and Risk Assessment Training
- d. Incident Investigation and Root Cause Analysis Technique Training

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### Supervisor Required Competency:

- Three years applicable experience in supervision
- General Health and Safety course
- OH&S Act and Regulations (latest version of the Act and Regulations)
- Incident Investigation and Root Cause Analysis Technique Training
- Hazard Identification and Risk Assessment Training
- Job Observations Training
- Attended an accredited supervisor's safety course

### Safety Officer Appointment

#### Typical Qualifications:

- National Diploma in Safety Management or Environmental Health;
- A recognised safety certification (minimum: of 2 weeks training) (e.g. SAMTRAC / Modern SHEQ
- Management course) and registration and accreditation from a recognised Health and Safety Professional Body

## 3. Specification

### 3.1 Scope of work

The scope of work is applicable to the dust handling plant inspections and repairs and repairs during outages. \*\*\*\*\*

**Note:** The contractor who will be awarded this contract will be known as the "appointed contractor" and any contractor who be working for the Appointed contractor will be known as the "sub- contractor".

### 3.2 Legal Compliance

#### 3.2.1 Section 37(2) (Legal) Agreement

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

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

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

**Note:** The agreement must be signed by both parties i.e Kusile Power Station (GX) Contract Manager and the Appointed Contractor.

#### 3.2.2 Site Access requirements

The Safety file package must be submitted to the OHS department **2 weeks** before the agreed project commencement date.

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Before the successful contractor commences with any work, the Kusile power station Project Manager/Contract Manager shall ensure that;

- a. A copy of the signed SHE Specification document is in the possession of the responsible person of the contracting company as well as the Kusile Power Station baseline risk assessment.
- b. The responsible person of the contracting company and the Kusile power station contract manager have signed the Kusile power station section 37 (2) agreement.
- c. The appointment of the Appointed Contractor have been concluded and signed by the Contractor and Contract/Project Manager.
- d. The SHE plan has been endorsed by the Kusile Contract Manager.
- e. A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- f. Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Appointed Contractor must supply the applicable Kusile power station SHE specifications to the Sub Contractor(s).
- g. The OHS department shall assess and give written feedback to the appointed contractor.
- h. The safety file shall be approved by a form of a written letter, the letter shall authorise the appointed contractor to commence with site establishment.
- i. Site establishment risk assessment is conducted to ensure facility requirements are met.

### 3.2.3 Hazardous work by children (Child Labour)

The constitution of the Republic of South Africa, in the "Bill of Rights" is clear on the rights of children, especially when it comes to:

1. being protected from exploitative labour practices;
  2. not to be required or permitted to perform work or provide services that
    - i. are inappropriate for a person of that child's age; or
    - ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;
- and the Basic Conditions of Employment Act, Chapter six Section 43 "Prohibition of employment of children".

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


### 3.2.4 OHS Act

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

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### 3.2.5 Legislative compliance

All contractors will comply with all the legislation pertaining to this contract being:  
The appointed contractor and all sub- contractors will comply with all the legislation pertaining to the issued scope of work.

### 3.3 Requirements Specific to the issued scope of work

- a. Dust handling plant inspections and repairs during outages falls under a high risk category as the activities includes Inspections, refurbishment or replacing of blowers, Pressure test all pressure equipment associated with dust handling plant, inspections and replacement of hopper aeration pads and silo valves
  - a. In compliance with legal and other requirements, the following requirements must be complied with fully:
- b. There must be a written method statement signed by the Kusile Contract Manager and Appointed Contractor that shall detail how the activities shall be carried out
  - a. The activities must be carried out with the Supervisor present at all times
- c. The safe work procedures must indicate how the dust handling plant inspections and repairs during outages will be done safely without endangering the health and safety of employees
- d. Employees performing the dust handling plant inspections and repairs during outages activities must be competent to work in a confined spaces, Working at heights, and proof of training must be available
- e. The appointed Contractor must have available gas monitors to conduct continuous gas monitoring in confined spaces
- f. The Supervisor must conduct planned task/job observations and retain proof in the safety file
- g. Where a confined space can be isolated and adequately ventilated, this must be done before the space is environmentally tested and certified clear of all dangerous gases. Thereafter a gas test certificate an environmental certificate must be issued before any person is allowed to enter

#### **The activities must be carried out with the Supervisor present at all times**

### 3.4 Safety, Health and Environmental file package requirements

**The following documentation must form part of the SHE file:**


- 1) The appointment contractor and each sub-contractor shall each have a SHE Policy that shall be duly signed by an authorised signatory concerning the protection of the health and safety of Contractor's Personnel and others in and about the execution of the Works, including a description of his organisation and the arrangements for carrying out and reviewing such policy.
- 2) Proof that contractor employees were taken through the SHE policy shall be retained in the SHE file
- 3) A copy of the SHE Policy shall be provided as a tender returnable. Tenderers shall furthermore supply safe work instruction that define how activities will be performed.

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- 4) The sub- contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this SHE Specification and other contract documents requirements.
- 5) The Contractor shall prominently display a copy of the policy in the workplace where the Contractor's Personnel normally report for service.
- 6) These management processes shall identify each activity, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the Works commence and continue safely and without risks to health or to adjacent operations
- 7) The SHE Plan shall contain the following as a minimum:
  - a. Relevant applicable legal and other requirements as per issued scope of work
  - b. Roles and responsibilities
  - c. Process for hazard identification and risk assessment including monitoring and review plans, a further identification of opportunities must be part of the process.
  - d. Interested and affected parties must be clearly outlined.
  - e. Process for change management
  - f. Process for employee training, competency, communication, awareness and participation
  - g. Process for incident management and investigation
  - h. Process for setting objectives and programmes
  - i. Process in place to review the SHE plan
  - j. Process for performance management and monitoring
  - k. Process for internal audits
  - l. Process for document and records management
- 8) The sub- contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the client) to ensure that it fully addresses all the issues and complies with these requirements to the satisfaction of the client.

### 3.5 Costing for SHE within the Project

The SHE costing must be itemised and must take into consideration the scope of work. The appointed contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process. However this does not replace the normal SHE requirements pertaining to the organisation in terms of the OHS Act, General Safety Regulations 2 and Section 8 (2)(e).

### 3.6 COID

The appointed contractor and all his/her sub- contractors shall be registered and in good standing with compensation fund or with a licensed compensation insurer as contemplated in the compensation for occupational injuries and diseases Act , 1993 ( Act No. 130 of 1993).

The LoG must be valid throughout the duration of the contract

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### 3.7 Legal and other Appointments

- For the duration of the contract, the appointed contractor and all sub-contractors shall appoint competent employees who will meet the requirements of the OHS Act.
- Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment.
- The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments must reflect the extent of the scope of work issued.
- No work shall commence and / or continue without the presence of an appointed Supervisor, Risk Assessor, Site Manager during execution of the work.
- In determining the number of appointed competent supervisors, the nature and scope of work being performed shall be taken into consideration. The required appointed Supervisor (Construction Regulation 8(7)) shall not leave the Project Site during working hours.

### 3.8 Eskom Life-saving Rules

- Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Appointed Contractor or sub-contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
- If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.


The rules are:

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

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Rule 6	<b>NO REVERSING WITHOUT A SPOTTER/FLAGMAN</b> Whenever a construction vehicle has to reverse, there must be a flagman to guide the driver at all times.
--------	--

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

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

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

### 3.9 Substance Abuse

- 1) Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
- 2) General Safety Regulation 2A is clear on the legal stance regarding intoxication.
- 3) The alcohol and drug permissible level is 0%.
- 4) All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
- 5) Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
- 6) Test records must be treated as "Confidential" and filed in the employees' personal file.

### 3.10 Contractor organisational Structure

#### 3.10.1 Appointed Contractor Organogram

- a. The Appointed contractor and sub-contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments. The organogram must be accompanied by CV's of the workforce as well as proof of competencies.
- b. The Appointed contractor must ensure that all sub- contractors comply with this requirement. The appointed contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan.
- c. All organograms shall be updated timeously when appointments are changed. This diagram must be kept up to date and filed in the project SHE files.

### 3.11 Risk assessment (refer sec 8 & 9 of the OHS Act)


The Appointed Contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act, in alignment to Eskom 32-520 procedure.

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Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment. All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor. The risk assessment procedure must stipulate how the risk assessments will be monitored and reviewed.

### 3.12 High Risk Activities

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

- Ensure that permanent and adequate on site supervision is available for the entire duration of the work that is being conducted.
- Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;
- Maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry ;and
- Provide any temporary protective shielding required for protecting nearby operations, at his own cost.

### 3.13 Safe work procedures / method statements

Written safe work procedures/instructions must be included as part of the safety file submission.

### 3.14 Specific Health and Safety Hazard

- The appointed contractor shall make his own assessment of the hazards and risks associated with the work under the Contract or which he is responsible.
- The Contractor shall on a daily basis and for every task to be performed, conduct a pre-task risk assessment with all Contractors' Personnel involved with the task(s). The pre-task risk assessment shall form the basis of the daily pre-job briefings / tool box talks prior to the start of work.
- Proof of communication as well as confirmation that it was received and understood by all will be noted on a standard form, which shall be kept at the job site during the job execution.
- The completed signed pre-task risk assessment form shall be filed in the Contractor's Health and Safety File.


### 3.15 Working at Elevated Positions

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

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1. All appointments for the fall protection plan developer and implementer are in place. The Contractor's Fall Protection Plan Developer shall be competent and hold unit 229994 Fall Protection Plan Developer Training. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
2. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
3. The procedure addressing the inspection, testing and maintenance of all fall protection equipment is in place.
4. A fall rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident. Appropriate training, as determined by the risk assessment, has been provided.
5. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
6. There are equipment inspection procedures and up-to-date inspection records.
7. Individuals are medically fit to work at height, and records of this are kept.
8. A site-specific risk assessment is performed.
9. While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

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

### 3.16 Barricading

- a) The Contractor shall adhere to the Kusile Power Station Barricading Practice note
- b) Areas where a restriction or prevention of unauthorised persons accessing (e.g. trenches, excavations, wall and floor openings, etc) is required will be provided with barricades and guards to prevent entry
- c) All barricading shall be in accordance with the approved barricading types as stipulated in the barricading practice note
- d) Physical barriers and warning signage shall be provided to prevent persons falling into openings in floors, stairwells, staircases, open-sided buildings and any structure in the course of erection, where dangerous openings exist.
- e) The Supervisor of the work being conducted is accountable for ensuring that a risk assessment is conducted before the commencement of work and selecting the appropriate controls in relation to temporary barricading where the work will result in a hazard that may affect others.


### 3.17 Confined Space

- a) The Principal Contractors' shall develop their own confined space procedure
- b) The Principal Contractor shall ensure that the confined space procedure includes provision for training, atmosphere monitoring and execution of permits.

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- c) No personnel may enter a confined space before Eskom Kusile Power Station Safety personnel has assessed and issued gas test permit
- d) Before entering a confined space, Contractor's Personnel shall obtain a Confined Space Entry Permit
- e) Only Contractor's Personnel who have been properly trained on the hazards associated with confined space work shall be allowed to enter a confined space.
- f) The principal Contractor shall ensure that an adequate number of suitable gas monitors are available to continuously monitor the confined space during entry. Before entering the confined space, all persons shall be given a briefing as to the precautions that must be taken.
- g) While work is being performed in the confined space, a person with basic first aid training shall be immediately available to render emergency assistance if there is reason to believe that a hazard may exist in the space or if a hazard exists.
- h) When the work in the confined space is completed, the person authorizing entry into the confined space shall verify that all persons have exited the confined space and that it is safe to remove the permit. The authorizing person shall then sign, date, and write in the time the permit was removed.
- i) Electric welding, gas welding, cutting, or any other hot work shall not be performed on the interior or exterior, or near the openings of any confined space which may contain flammable or explosive gases or vapours until the space has been properly cleared.

### 3.18 Permit to Work

The appointed contractor shall apply a suitable Permit to Work System to control identified high risk activities including, but not limited to: trench & excavation, hot work, confined space work

#### Permit to work systems shall as a minimum include:

- a) distinct time frames;
  - b) have a start and finish time;
  - c) be authorized by a competent person;
  - d) identify the hazards and risks present and the control measures to be applied;
  - e) provide the emergency arrangements to be applied;
  - f) require that a new permit is issued for each individual shift;
  - g) identify the task supervisor;
  - h) Detail any specific skills or competencies required e.g. confined space training.
- Should working conditions change during the course of the operation of the permit to work, the work shall cease and the permit to work arrangements be reviewed to determine the appropriate course of action


### 3.19 Fire Equipment and maintenance

1. All firefighting equipment's that have been provided shall:
  - a. Be clearly labelled
  - b. Conspicuously numbered
  - c. Entered in a register
  - d. Inspected monthly by a competent person

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2. Tested and serviced at recommended intervals by an accredited supplier
  3. Results entered in the register and signed by competent person.
- All portable fire equipment belonging to the contractor must be removed from the work area at the completion of hot work activities.  
All hot work must have an appointed and trained fire watcher.

### 3.20 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements. Appointees must be trained to level 2. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
3. Appointed Contractor must ensure that his /her employees and sub- contractor employees are familiar with the emergency numbers.
4. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
5. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
6. The Appointed Contractor and sub- contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

### 3.21 SHE Communication Systems

Appointed Contractor/s and their sub- contractors must develop a communication procedure outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication.

#### 3.21.1 SHE Committees

1. The Appointed contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, sub- contractors shall establish their own statutory health and safety committee.
2. All sub- contractors shall be members of the appointed contractor's safety committee.
3. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required), and all sub- members of the committee shall attend the meeting.
6. Statutory health and safety committees may make recommendations to the appointed contractor and the project manager and the Inspector at DoL.

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7. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
8. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
9. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
10. The sub- contractor and sub- contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
11. The chairperson of the health and safety committees shall be selected and sub-by the contractor. The sub- chairperson must be competent to chair meetings and be able to make informed decisions.

### 3.22 SHE Training

1. The appointed contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, sub- contractor must provide the same requirements when bidding with the appointed contractor.
2. The scope of training includes but is not limited to the type of work being performed. Additional to the requirements, will be that the appointed contractor and sub- contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Kusile power station recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the SHE file.
7. The appointed contractor shall ensure that all his / her employees, sub-contractors and their employees have undergone the Kusile power station Safety Contractor Management induction training prior to commencing work on site.
8. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
9. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.
10. All employees and visitors on site shall carry the proof of induction training.
11. The appointed contractor shall ensure that all his / her employees and sub-contractor employees undergo site specific work induction with regard to the approved project SHE plan, general hazards prevalent on site, risk assessment, rules and regulations, and other related aspects. Records of site specific induction must be kept in the safety file

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12. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc

### 3.22.1 Requirements for vehicles

1. The appointed contractor must have a process to manage vehicle access to laydown area/site.
2. The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
3. Contractor vehicles can be subject to inspections by the contract/project manager
4. Vehicles which are not roadworthy will not be permitted to be used on site.
5. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
6. All vehicles must be fitted with fire extinguisher and first aid kit
7. All vehicles are maintained in a good working order
8. All vehicles have safe and suitable means of access and egress
9. All vehicles are equipped with an acoustic warning device which can be activated by the operator i.e. strobe light
10. All vehicles are equipped with an acoustic reversing alarm

### 3.22.2 Requirements for Drivers

1. The driver must have a valid national licence for the type of vehicle used.
2. The driver must have level 1 first aid training and basic fire extinguisher training
3. It is the responsibility of the driver to ensure:
4. Their passengers wear seat belts whilst the vehicle is in motion.
5. Comply with all traffic road rules, safety, direction and speed signs.
6. Ensure that vehicle loads are properly secured prior to moving off.
7. Ensure that vehicles are not overloaded.
8. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
9. All drivers of such vehicles are to have valid medical fitness certificates.
10. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
11. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.


### 3.22.3 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.

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4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the appointed contractor in the first instance and the Eskom Kusile project/site manager in the second instance.
8. The Kusile power station Project/Site Manager has the right to instruct the appointed contractor and sub- contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the appointed contractor.
9. The sub- contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The appointed contractor shall document the results of each inspection and shall maintain records for viewing.
10. All contractors must comply to the Kusile Barricading practice note

### 3.23 Workplace Signage and Colour Coding

1. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
2. Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
3. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
4. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

### 3.24 Tools and Equipment


1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments.
3. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
4. All tools that emit noise shall be clearly marked with the emitted noise levels
5. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the

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records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

6. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
7. Kusile power station reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
8. Should Kusile power station personnel find any item that 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 Kusile power station personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.  
**Note:** In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Kusile power station's instructions.
9. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
10. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

#### 3.24.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
2. Tools with sharp points in tool boxes must be protected with a cover.
3. All files and similar tools must be fitted with handles.
4. No make shift tools are permissible on the project.

#### 3.24.2 Kusile OHS audits

Kusile power station shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Kusile power station requirements, SHE specification and the contractors SHE plans. Contractors that fall under a medium risk category according to Kusile power station audit methodology risk matrix will be audited on a quarterly basis.

**Note:** Kusile power station reserves the right to conduct unannounced audits on contractors


There will be monthly audits conducted by Kusile power station on the appointed contractor/s and/or sub- contractors. These audits shall be attended by the contractor's site manager or the safety officer.

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

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### 3.24.3 Contractor audits

The appointed contractors are required to audit their sub- contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Kusile power station OHS department within one week after completion of the audit and a copy of the audit report shall be submitted to the sub-contractor within 7 days of the audit.

### 3.25 Smoking

The national smoking policy must be adhered to. At Kusile power station smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

### 3.26 Cellular Phones

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

### 3.27 General Requirements as per the cellular phone usage generation directive

1. Cell phones shall not be used while operating any crane, hoist, powered industrial trucks, pay loaders, forklifts or other lifting device.
2. Not be used while engaged in any job task that requires the use of the hands and/or the full attention of the employee, contractor, or visitor (i.e. fire watch, equipment operator, operating a valve, etc).
3. Be turned off in any area containing flammable/combustible vapours, e.g. turpentine system, methanol system, fuelling stations, oil and propane storage tanks, flammable/combustible material storage areas.
4. Not to be used when climbing and descending any form of staircase.
5. Not to be used for text messaging whilst walking.

### 3.28 Occupational Health, Hygiene and Rehabilitation

All contractors are required to establish and manage an Occupational Hygiene programme. The Appointed contractor must identify health risks and have a strategy to monitor the risks. The appointed contractor must submit an occupational hygiene monitoring programme to the Occupational Hygiene Technologist. The program is intended to ensure that the risks to health are identified and controlled.

### 3.29 Medicals


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

1. Appointed contractors must ensure that their employees and their sub-contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the

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description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.

3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
4. The appointed contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The sub- contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

### 3.30 Personal Protective Equipment Requirements

1. The contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and sub-contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

### 3.31 Incident Investigation


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

1. Appointed contractor must develop their own incident management procedure and must follow the Eskom **240-131838225** Occupational Health and Safety Incident Management Definitions and Classification Parameters to prioritize incidents
2. Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports.
3. The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

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### 3.32 Emergency Management

The appointed contractor must develop their own emergency management procedure detailing the possible emergencies that could arise due to the activities that they conduct at Kusile power station premises and how they will evacuate their laydown areas in case of any emergency. The contractor emergency management procedure must be in line with Kusile power station emergency response plan. The appointed contractor must familiarise themselves with the Kusile power station emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

### 3.33 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. The appointed contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, sub- contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Kusile power station then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Kusile power station requirements.

### 3.34 Work Stoppage


1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment.
2. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
3. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Kusile power station where the contractor has not met the requirements defined legally or contractually.
4. Where stoppages are carried out, the required non-conformance report shall be raised.

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5. All work stoppages ideally should be investigated and documented by contract custodians.

### 3.35 Hours of Work

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

#### 3.35.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Kusile power station Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Labour and /or the letter of approval from the Department of Labour.

#### 3.35.2 Night work

When night work is to be performed; contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness. If work is continuing from day light into night, at dusk, a tool box talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

#### 3.35.3 Overtime

When overtime is required to be performed, the sub- contractors shall inform the appointed contractor of such action. The appointed contractor shall inform the Kusile power station project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.


### 3.36 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Kusile power station has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor to adequately provide for the health and safety of employees on site. Should Kusile power station not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Kusile power station of such issues when signing the contract. The principal contractor must submit their monthly safety stats on the last day of the month at the OHS department.

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### 3.37 Contract Sign-Off

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

### 3.38 Environmental Requirements

#### 3.38.1 Environmental Rules

1. Duty of care and remediation of environmental damage
2. Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.
3. Polluter Pay Principle
4. The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment
5. Zero Liquid Effluent Discharge Policy
6. All Contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.
7. Other rules
8. Any hazardous substance to be used should have by Safety Data Sheet (SDS).
9. All spills/emergency incidents should be reported to Eskom Contract Manager and Environmental Officer(s) immediately on occurrence. Incidents should be investigated to prevent reoccurrence.
10. All Contractors should be aware of Eskom SHEQ Policy.
11. All Contractors must take into account environmental consideration when carrying out Risk Assessment.
12. All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated;
13. Non-conformance and incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:
  - a) The cause of the non-conformance/incident;
  - b) The proposed actions to correct and prevent recurrence.
14. Eskom Kusile Power Station shall issue non-conformances where there are deviations from environmental requirements;

#### 3.38.2 Contract Award Documentation

The following documentation should be submitted upon awarding of the contract.

- a. The Aspects/Impacts register or an environmental management plan;

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- b. Appointment letter of the contractor's environmental or SHE officer who will be responsible for the implementation of the environmental requirements for the contract;
- c. Environmental Management System Certificate (if certified) if not, an environmental management system manual.
- d. Proof of training (certificates) of persons performing activities that could have significant impact on the environment;

### 3.38.3 Records to be kept onsite

The following minimum records shall be kept on sites:

- a. Contractor site specific aspect and impact register;
- b. Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available
- c. Environmental Incident registers and investigation reports;
- d. Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.
- e. Non-conformance register;
- f. When non-conformances are closed, they should be investigated and close-out within the agreed timeframes.
- g. Complaints register;
- h. Where complaints are raised they should be reported to Kusile Environmental management Department, be investigated and closed out.
- i. Hazardous Substances registers and SDS where applicable;
- j. Where hazardous substances are used, a register should be maintained and all SDS should be available and communicated to employees.
- k. Records of audit reports and audit findings close-out, where applicable;
- l. Records of audit and how findings where closed should be maintained.
- m. Records of environmental inspections conducted.
- n. Environmental inspection should be conducted and records of inspections should be maintained during the outage period.

### 3.38.4 Ash Handling

- a. No dumping of ash on the floor is allowed during ash hopper cleaning, a vacuum truck should be used. This will prevent fugitive dust emission
- b. Environmental Management and Coal Management must be informed when ash is to be disposed at ash dump.
- c. Ash spillages must be clean-up promptly.

## 3.39 Quality management

- 3.36.1 It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

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It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system that complies with the requirements of ISO 9001 standard.

- 3.36.2 This work falls under category 3 of the quality management requirements.  
The following documents needs to be submitted:

Signed copy of form A (attached).

Objective evidence of documented QMS that is not certified but complies with ISO 9001 requirements.

- QMS manual or a document that defines and describes the QMS and its Quality method statement based on its scope.
- Quality policy
- Procedure for defined roles, responsibilities and authorities.
- Quality Objectives approved by top management
- Procedure for control of nonconformity and corrective action
- Procedure for internal audit
- Procedure for control of externally provided processes, product and services.
- Draft Project quality plan
- Quality control plan (QCP), Inspection Test plan (ITP) or previous work done

#### 4. Acceptance

Nil

#### 5. Revisions

Date	Rev.	Compiler	Remarks
November 2019	1	I. Netshiozwi	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been Awarded a contract for the work to be performed for Kusile power station.

#### 6. Development Team

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

Isaac Netshiozwi

#### 7. Acknowledgements

Not Applicable

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