



**Standard**

Title: **LIFE-SAVING RULES**

Document Identifier: **240-62196227**

Alternative Reference  
Number:

Area of Applicability: **Eskom**

Functional Area: **E**

Revision: **4**

Total Pages: **9**

Next Review Date: **April 2015**

Disclosure Classification: **Controlled Disclosure**

Compiled by

S Govender  
Middle Manager OHS  
Governance & Assurance  
Sustainability Systems

Functional Responsibility

A. Stramrood  
Snr. Manager OHS (Operational)  
Sustainability Systems

Authorized by

S Lennon  
Group Executive  
Sustainability Division

Date: **29/05/2013**

Date: **29/05/2013**

Date: **31/05/13**

**Content**

|                                       | Page |
|---------------------------------------|------|
| 1. Introduction .....                 | 3    |
| 2. Standard Content .....             | 3    |
| 2.1 Standard Statement .....          | 3    |
| 2.2 Eskom Life-saving Rules .....     | 3    |
| 3. Supporting Clauses .....           | 5    |
| 3.1 Scope .....                       | 5    |
| 3.1.1 Purpose .....                   | 5    |
| 3.1.2 Applicability .....             | 5    |
| 3.2 Normative .....                   | 5    |
| 3.2.1 Normative .....                 | 5    |
| 3.2.2 Informative .....               | 5    |
| 3.3 Definitions .....                 | 6    |
| 3.4 Abbreviations .....               | 6    |
| 3.5 Roles and Responsibilities .....  | 7    |
| 3.7 PROCESS FOR MONITORING .....      | 7    |
| 4. Acceptance .....                   | 7    |
| 5. Revisions .....                    | 8    |
| 6. Development Team .....             | 8    |
| 7. Annex A Acknowledgement Form ..... | 9    |

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## 1. Introduction

Eskom and its subsidiaries will conduct business with respect and care for people to ensure that no operating condition or urgency of service endangers the life of anyone or causes injury or damage to the environment. Eskom is committed to preventing all work-related injuries. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.

At-risk behaviour leads to incidents. Life-saving Rules are non-negotiable safety rules that have been created to enforce zero tolerance for serious at-risk behaviours. These rules have been determined in terms of the consequences of the behaviours they describe, that is, if a particular set of behaviours or actions has a very high probability of causing disabilities or fatalities when performed.

Eskom Life-saving Rules complement our existing safety best practices and are safety standards to be followed at all locations.

Life-saving Rules apply to all Eskom employees, agents, consultants, and contractors. Visitors to Eskom should also respect and adhere to these rules as applicable and could be instructed to leave the Eskom premises with immediate effect should they refuse to do so.

## 2. Standard Content

### 2.1 Standard Statement

Life-saving Rules are safety rules that, if not adhered to, have the potential to cause serious harm to people. The consequences of a person knowingly and wilfully violating these rules will result in a disciplinary hearing in accordance with the Eskom Disciplinary Code and Procedure, where the act of misconduct could warrant a dismissal.

The objective of this standard is to clarify Eskom's intention to enforce "ZERO TOLERANCE" with respect to behaviour resulting in serious risk to an individual at the workplace.

It must be noted that the content of this standard does not detract from the requirements for safe behaviour for all other work-related activities or other safety requirements, but emphasises the importance thereof.

### 2.2 Eskom Life-saving Rules

#### **RULE 1: OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH**

With the aim to ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged unless:

- (a) He/she is trained and authorised as competent for the task to be done;
- (b) A pre-task risk assessment to identify all risks and hazards has been conducted prior to any work commencing;
- (c) He/she follows the requirements on OPEN, ISOLATE, TEST, EARTH, BOND and/or INSULATE BEFORE TOUCH, correctly based on applicable/related standards, procedures and outcome of risk assessment fit for the type of work or task to be performed.
- (d) The authorised person (team leader) has certified and physically shown all team members that the apparatus is safe to work on;
- (e) He/she makes the specific electrical environment safe prior to performing the work; and

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(f) All the appropriate PPE (including face shield and insulated gloves for low voltage work) are worn.

**RULE 2: HOOK UP AT HEIGHTS**

Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she is exposed to a fall from or into. Workers are required to ensure that working at height is carried out safely and that persons performing the work do not endanger themselves or other persons who may be exposed to associated hazards.

No person may work at height where there is a risk of falling unless:

- (a) He/she is medically and psychologically fit to work at height; and
- (b) A pre-task risk assessment to identify all risks and hazards has been conducted prior to commencing any work of this nature;
- (c) He/she is appropriately trained as determined by the risk assessment
- (d) He/she is appropriately secured during ascending and descending; and
- (e) He/she is using Eskom approved fall arrest system where applicable.

**RULE 3: BUCKLE UP**

Where required, the proper wearing of seat belts for any driver, operator and passenger is mandatory in all vehicles/equipment when driving and/or travelling for Eskom business purposes. The driver is obligated to ensure that he/she as well as all passengers are properly seated and wearing their seatbelts at all times while being transported in the vehicle, as per Eskom specifications (for example transporting people on back of trucks in a cabin).

Note: This rule is applicable on any road or parking lot, irrespective of the speed, and when the vehicle moves in a forward or backward direction.

**RULE 4: BE SOBER**

No person who is under the influence or who appears to be under the influence of intoxicating liquor or drugs will be permitted to enter, or remain on an Eskom site or conduct Eskom business or drive/operate a vehicle/equipment for Eskom business purposes.

This includes any level of alcohol or the presence of any drugs, controlled substances, and/or illegal substances in the body that impairs or could impair mental and physical functioning, irrespective of when the substance was used.

**RULE 5: ENSURE THAT YOU HAVE A PERMIT TO WORK**

Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by for example the:

- Plant Safety Regulations or
- Operating Regulations for High Voltage Systems (ORHVS) or
- Any other activity where a permit is required.

No plant is to be returned to service without the cancellation of all permits on that plant in accordance with procedure, unless permission is granted for a particular plant to be returned to service with permits still open, like in the case of redundant systems.

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Note: In the case of live work, a "live work declaration form" is to be completed by the authorised person, who is the person responsible for the safe execution of work according to relevant standards and procedures. Outline the key principles or rules to support the implementation of the standard statement.

### **3. Supporting Clauses**

#### **3.1 Scope**

This standard shall apply at all Eskom sites with the intention to promote a safe working environment for all Eskom employees, agents, consultants, and contractors. Visitors to Eskom should also respect and adhere to these rules, as applicable.

##### **3.1.1 Purpose**

This standard clarifies Eskom's intention to enforce **"ZERO TOLERANCE"** with respect to behaviour resulting in serious risk at the workplace.

##### **3.1.2 Applicability**

This standard shall apply throughout Eskom Holdings SOC Limited, its divisions, subsidiaries, and entities wherein Eskom has a controlling interest, unless specifically exempted by the Eskom Management Committee (MANCO), where the business transacted may be of a completely different nature to the core business of Eskom.

#### **3.2 Normative**

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

##### **3.2.1 Normative**

32-196: Eskom Disciplinary Code

32-197: Eskom Disciplinary Procedure

32-39: Eskom Vehicle and Driver Safety Management Procedure

32-34: Eskom Procedure on Employee Assistance Programme

32-37: Eskom Substance Abuse Policy

32-282: Medical Surveillance Procedure

240-58855756: Working at Heights Procedure

ISO 9001 Quality Management Systems.

ESKPVAEY6: Operating Regulations for High Voltage Systems

36-681: Plant Safety Regulations (Low Voltage Regulations)

##### **3.2.2 Informative**

32-727: Eskom Health, Safety, and Environment Policy

National Road Traffic Act 93 of 1996

Occupational Health and Safety Act 85 of 1993

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### 3.3 Definitions

#### 3.3.1 Agent

Any person who acts as a representative for Eskom as its client as defined in the Construction Regulations, 2003 of the OHS Act.

#### 3.3.2 Consultants

Any person, whether self-employed or not, who provides advice or service in a particular area of expertise.

#### 3.3.3 Contractor

Any person (juristic/individual) formally contracted (directly or indirectly) by Eskom and who performs work; supplies a service, product, equipment or material for the purposes of advancing Eskom's business and other interests. This includes consultants, and third party contractors i.e. vendors, suppliers, agents, joint ventures, fixed term contractors, principal contractors and subcontractors.

#### 3.3.4 Life-saving Rule

A rule that, if not adhered to, has the potential to cause serious harm to people. The consequences of a person knowingly and wilfully violating this rule will result in a disciplinary hearing in accordance with the Eskom Disciplinary Code and Procedure, where the act of misconduct could warrant a dismissal.

#### 3.3.5 Visitors

Any person who visits an Eskom site/office during working hours to attend a meeting or for any reason whatsoever. This could include a minor.

#### 3.3.6 Work at height:

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. Work at height is, as a result, work in any place, including a place at, above, or below ground level, where a person could be injured if he/she fell from that place. Access and egress that present a risk of fall can also be work at height.

#### 3.3.7 Zero Tolerance

Zero Tolerance is when any person will immediately respond to an at risk behaviour or at risk condition with the intention of eliminating the undesirable conduct.

### 3.4 Abbreviations

| Abbreviation | Explanation                                      |
|--------------|--|
| OHS          | Occupational Health and Safety                   |
| ORHVS        | Operational Regulations for High Voltage Systems |
| MANCO        | Eskom Management Committee                       |
| PPE          | Personal Protective Equipment                    |
| PSR          | Plant Safety Regulations                         |
| PTW          | Permit to Work                                   |

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### 3.5 Roles and Responsibilities

3.5.1 Sustainability Systems Department shall:

- (a) Compile and review the Life-saving Rules for Occupational Health and Safety.
- (b) Develop awareness material,
- (c) Ensure that the rules are communicated throughout the business, and
- (d) Ensure that compliance and appropriate sanctions are monitored by Audit & Forensic.

3.5.2 All Operating Units/Business Units

The management at Operating Unit/Business Unit level shall be responsible for:

- (a) Implementing the Eskom Life-saving Rules in their Operating Units/Business Units; and
- (b) Communicating to all their employees, contractors, contractor employees and visitors the importance of compliance with the Eskom Life-saving Rules and the consequences of non-compliance therewith. This includes communicating Life-saving Rules to all new employees and new contractors.
- (c) Ensuring the awareness material is made available, distributed and displayed at all units.
- (d) Ensuring all employees sign confirmation that the rules have been discussed with them, that they understand the rules and the consequences of violating these rules, and retain copies thereof.
- (e) Investigating any violation of a Life-saving rule and initiate the disciplinary process within 5 working days.
- (f) Ensuring consistency in the application of appropriate sanctions to employees, contractors and contractor employees.

### 3.6 CONSEQUENCES OF VIOLATING A LIFE-SAVING RULE

In terms of general health and safety in Eskom, if any of the Life-saving Rules are violated it will be treated as a serious misconduct, and result in a disciplinary hearing in accordance with the Eskom Disciplinary Code and Procedure.

It must be highlighted that Eskom takes a **ZERO TOLERANCE** stance to violation of these rules and will, therefore recommend dismissal as a sanction during a disciplinary hearing.

Depending on the circumstances, Eskom reserves the right, where a contractor manager/supervisor allows the violation of a Life-saving Rule, to suspend the contractor's activities while determining an appropriate sanction.

Alternatively, where a contractor employee violates a Life-saving Rule, Eskom also reserves the right not to allow the applicable contractor employee on any Eskom site.

### 3.7 PROCESS FOR MONITORING

Operating Units/Business units are responsible for ensuring the understanding of, and compliance with, Life-saving Rules.

## 4. Acceptance

This document has been seen and accepted by:

| Name    | Designation     |
|---------|-----------------|
| B Dames | Chief Executive |

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| Name          | Designation  |
|---------------|--|
| E Johnson     | Group Executive (Enterprise Development)             |
| DL Marokane   | Group Executive (Technology and Commercial)          |
| PS O'Flaherty | Finance Director and Group Executive (Group Capital) |
| BE Bulunga    | Group Executive (Human Resources Division)           |
| MM Ntsokolo   | Group Executive (Transmission Division)              |
| Dr SJ Lennon  | Group Executive (Sustainability Division)            |
| T Govender    | Group Executive (Generation Group)                   |
| A Noah        | Group Executive (Distribution)                       |

In the preceding table, list the manager/s of the divisions that will be affected by the content of this document.

## 5. Revisions

| Date           | Rev. | Remarks   |
|----------------|------|---|
| August 2008    | 0    | The document with reference number 32-421 was developed and approved.   |
| December 2008  | 1    | Annexure 1: Acknowledgement of Eskom Life-saving Rules of this document was removed. The references made to Annexure 1 in paragraphs 3.5.2 and 3.8 were also removed. |
| September 2010 | 2    | Content of Rev 1 was incorporated into the new Policy template. Content was revised and updated.  |
| March 2013     | 3    | Changed Cardinal Rules to Life-saving rules, and amended content to ensure better understanding of the intent and requirements.                                       |
| MAY 2013       | 4    | Amended Section 3.6 Consequences of Violating a Life-saving Rule to align with EXCO decision.   |

## 6. Development Team

Kerseri Pather

SN Middel

Robin Pillay

Karen Terblanche

Alex Stramrood

Sivi Govender

Mxolisi Thanjekwayo

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## ANNEX A

## (240 – 63942960) ACKNOWLEDGEMENT FORM

**ACKNOWLEDGEMENT FORM:****LIFE SAVING RULES**

Eskom Life-saving Rules are non-negotiable health and safety rules which must not be broken under any circumstances. It must be highlighted that Eskom takes a **ZERO TOLERANCE** stance to violation of these rules. These rules are applicable to any person entering Eskom sites.

**Rule 1:** Open, isolate, test, earth, bond, and/or insulate before touch

**Rule 2:** Hook up at height

**Rule 3:** Buckle up

**Rule 4:** Be sober

**Rule 5:** Ensure you have a permit to work

Safety is a priority for Eskom. You are expected to develop a clear understanding of the rules and to apply them at all times. You are required to actively subscribe to these rules. Adherence to safety rules is a condition of employment.

**EMPLOYEE'S PLEDGE TO ADHERE TO ESKOM'S LIFE-SAVING RULES**

I, .....hereby pledge to familiarise myself with and abide by the Eskom Life-saving Rules as set out in this document.

Employee's Signature: ..... Date: .....

Initial

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