

	SHE SPECIFICATION Technical Work	Telecommunications
---	---	---------------------------

Title: **Project: Helpmekaar RS access road maintenance**

Unique Identifier:
N/A

Project Reference Number:
PRJ10140 - Tsv48999

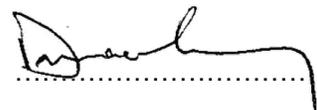
Compiled by



T.T. Pillay
SHEQ Practitioner, KZN

Date: 16/03/2022

Supported by



L. Moodley
Telecoms Plant, KZN

Date: 25/03/2022

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the database.

ESKOM DISCIPLINE/CONTRACT PROJECT MANAGER

NAME: Logan Moodley

PROJECT SUPERVISOR:

NAME: Andre Alexander

PROJECT ENGINEER / Designer:

NAME: Sbo Sikhakhane

ESKOM: PROJECT HEALTH AND SAFETY MANAGER/PRACTITIONER:

NAME: Tejan Pillay

ESKOM: ENVIRONMENTAL CONTROL OFFICER:

NAME: Tejan Pillay

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the database.

1 INTRODUCTION

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

This SHE specification is Eskom's minimum requirements which are required to be met for the specific project and for the duration of the project period by contractors.

The principal contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.

Eskom in no way assumes the principal contractors legal responsibilities. The principal contractor is and remains accountable for the quality and the execution of his/her health and safety programme, for his 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 project and do not supersede or replace any organizational SHE requirements.

2 SUPPORTING CLAUSES

2.1 SCOPE

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

2.2 Purpose

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

2.3 Applicability

This SHE specification is applicable to principal contractors and their appointed contractors who intend tendering for the project / contract.

2.4 NORMATIVE/INFORMATIVE REFERENCES

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

2.4.1 Normative

- [1] 32-524 : Developing a SHE Specification and a SHE Plan.
- [2] 32-1034 Eskom Procurement and Supply Management Procedure
- [3] Basic Conditions of Employment Act No 75 of 1997.
- [4] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [5] National Environmental Management Act No 107 of 1998.
- [6] 32-37 Eskom Substance Abuse Procedure.

2.4.2 Informative

- [1] 32-418 Working at Height Procedure

- [2] The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- [3] Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- [4] National Environmental Management Act 1998 (Act 107 of 1998).
- [5] Environment Conservation Act 1989 (Act 73 of 1989).
- [6] National Water Act 1998 (Act 36 of 1998).
- [7] Conservation of Agricultural Resources Act 1983 (Act 43 of 1983).
- [8] Civil and Building Work Act.
- [9] COID Act.
- [10] Any other applicable South African legislation.
- [11] Applicable South African National Standards (SANS).
- [12] Applicable international standards.
- [13] Plant Safety Regulations (Low Voltage Regulations).

2.5 DEFINITIONS

Definition	Explanation
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
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)
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.
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES

Definition	Explanation
	(ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	32-94) means: a) the land, water, and atmosphere of the earth; b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
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
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)

Definition	Explanation

2.5.1 Classification

2.5.1.1 **Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary).

2.6 ABBREVIATIONS

Abbreviation	Description
AIA	Approved Inspection Authority
CE	Chief Executive
CR	Construction Regulations of the OHS Act
COID	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DOL	Department of Labour (Inspection and Enforcement services – Provincial office)
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LoGS	(COID) Letter of Good Standing
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

3 DOCUMENT CONTENT

3.1 SCOPE OF WORK

The scope of work (document identifier: LES0990) for this project is provided with this SHE specification, listing relevant project details. The scope of work must be filed in the contractors SHE file.

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) Legal Agreement

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

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

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

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

4 DOCUMENT CONTENT

4.1.1 Notification of Construction Work

Unless otherwise contractually agreed upon, the principal contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 3 of the Act.

The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act.

A copy of the notification letter sent to the DoL shall be forwarded to the project manager on the same day as sent to the DoL. A copy of the letter and their approval must be kept in the SHE file. When the DoL provide a letter of approval, a copy of the approval must be sent to the Eskom project manager and a copy filed in the SHE file.

4.1.2 OHS Act

All contractors shall have an up to date copy of the OHS Act and regulations at all work sites which will be available to all employees. (Reference GAR 4).

4.1.3 Legislative Compliance

The principal contractor and all appointed contractors will comply with all the legislation pertaining to this project being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Conservation of Agricultural Resources Act 1983 (Act 43 of 1983).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- Applicable South African National Standards (SANS).
- Applicable international standards.
- Eskom Operating Standard for Low Voltage Reticulation Systems.
- SANS Standards –Contractor shall use the relative standards applicable to the project.
- Eskom standards and procedures relative to low voltage work.

4.1.4 Appointment of a Principal Contractor

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

Contractors shall not commence with the project work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation 4(1)(c), by Eskom or Agent.

4.1.5 Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must

be given to the appointees and the principal contractor must ensure that all appointed contractors understand their roles and responsibilities.

4.1.6 SHE Policy

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

Principal Contractors and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE Section 16(2). Where possible, the policy must be displayed prominently within the workplace.

4.1.7 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in all the contract SHE files and as an annexure to the SHE plan.

4.1.8 Costing for SHE within the project

Note: The costing for SHE is required if additional specialised equipment and or training is required for the project. 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).

4.1.9 APPOINTMENTS

1. The principal contractor and appointed contractors must make the relevant legislative and non statutory appointments, which will be required to remain valid throughout the life of the project. Competent persons shall be appointed in the relevant roles.
2. The responsibilities of the individual appointments made must reflect the requirements as listed in the respective Acts and form a part of the appointment.
3. All appointees shall be suitably trained and found to be competent for the responsibilities assigned.
4. Copies of all the appointments must be kept in the relevant SHE files.
5. The under mentioned appointments are required:

(Note: If there are any appointments that are not applicable, then a brief explanation as to why they are not applicable should be made, but should an appointment become applicable in the duration of the contract work, then these appointments are to be made available)

4.1.9.1 Statutory appointments

OHS Act, Section 16(1) – Chief Executive Officer (only the details of Chief Executive required).

OHS Act, Section 16(2) – Assistant to Chief Executive Officer.

OHS Act, GSR 3 – First Aider(s)

OHS Act, GAR 9 (2) Incident/Accident Investigator

OHS Act, DMR18 (11) Lifting Machinery Operator (Appointment or Permit)

OHS Act, DMR18 (5) Lifting Machinery Inspector

OHS Act, DMR 18 (10) (e) Lifting Tackle Inspector

OHS Act, EMR 9 Portable Electrical Equipment Inspector

OHS Act, HCS Regulations 3 (3) Hazardous Chemical Substances Co-coordinator

OHS Act, CR 4 (1) Appointment of the Principal Contractor by the Client (to be done when contract is awarded)

OHS Act, CR 5 (3) (b) Sub-Contractor Appointment by the Principal Contractor (If appointing Sub-Contractors)

OHS Act, CR 6 (1) Construction Supervisor (appointed by the Contractor OHS Act Section 16(2) appointee)

OHS Act, CR 6(2) – Assistant Construction Supervisor (appointed by the Contractor OHS Act Section 16(2) appointee).

OHS Act, CR 6(6) - Construction Health and Safety Practitioner - The Contractor is to appoint a suitably qualified experienced person to co-ordinate the organisations safety effort on the site.

OHS Act, CR 7 (1) Person to Compile Risk Assessments

HS Act, CR 8 (1) (a) Competent person to Compile Fall Protection Plan

OHS Act, CR 17(1) Material Hoist Inspector

OHS Act, CR 21(1) (j) Construction Vehicle and Mobile Plant Inspector

OHS Act, CR 26 (a) Stacking and Storage Supervisor

OHS Act, CR 27 (h) Fire Fighting Equipment Inspector

4.1.10 CONTRACTOR ORGANISATIONAL STRUCTURE

4.1.10.1 Principal Contractor Organogram

1. The principal contractor must provide an organisational organogram related to this contract, listing all the levels of responsibility from the CE down to the supervisors responsible for the project. The diagram must list the relevant positions held, names of appointees and legal appointments.
2. The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all of the organograms' as well as submitting them with the SHE plan. All organograms' shall be updated timeously when appointments are changed and filed in the project SHE files.

4.1.11 ROLES AND RESPONSIBILITIES

Commitment

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

4.1.11.1 Principal contractors and appointed contractors

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 5 of the Construction Regulations;
2. The principle contractor must hand over a consolidated health and safety file to the Eskom project 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 appointed contractors, the agreement, and the type of work completed;
3. The principle 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. Similarly, the principle contractor must provide the Eskom project manager of all the valid letters of good standing from their appointed contractors.

4. 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 appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures;
5. Take reasonable steps to ensure cooperation between all their appointed contractors;
6. Appoint a full- or part-time construction safety officer in writing.
7. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements;
8. 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.
9. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom project manager and the relevant site safety and fire prevention requirements;
10. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment;
11. Respect the rights of land owners/lessors and the preservation of their registered activities;
12. Ensure that no alcohol or other intoxicating substances are brought on to the work site.
13. Note 6: Eskom 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 on any work site.
14. Contractors must ensure their and their contractor employees make themselves available for breathalyser and drug testing by Eskom while entering and/or being on any Eskom work site;
15. Develop an organisational substance abuse program and conduct random breathalyser testing.
16. Be involved in all of their appointed contractor's investigations;
17. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites;
18. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work;
19. Shall keep a record of all employees including the appointed contractors employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the Eskom Project Manager.
20. Shall follow all necessary and recommended and legislated guidelines in dealing with the SARS-CoV2/Covid-19 pandemic.

4.1.11.2 Contractor site supervisor / foreman / clerk of works

1. Monitor contractors for adherence to statutory requirements and safety standards.
2. Ensure that 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.
3. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, nonconformances identified, corrective actions, audits and inspection schedules.
4. Ensuring that quality records are maintained in accordance with legislative and Eskom requirements;
5. Conduct regular behavioural observations on own employees and those of the appointed contractors;
6. Participate in their and their appointed contractor incident investigations;
7. Participate in the principal contractors emergency preparedness planning.
8. Take care of the environment in and around the workplace and prevent any degradation as a result of any activities performed.

4.1.11.3 Employees

1. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
2. If aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately;

3. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them;
4. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements;
5. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
6. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously;
7. Make themselves available for breathalyser and/or drug testing while entering and/or being on any Eskom work site;
8. Not victimise any employees, by virtue of them divulging safety and health information in the interests of safety and health requirements, or be instructed to do so by any contractor management (reference – section 26 of the OHS Act); and
9. Take care of the environment in and around the workplace and prevent any degradation as a result of any activities performed.

4.1.11.4 Contractor health and safety officer

1. Promote a SHE culture within the organisations involved in the project / contract.
2. Be involved in the organisations incident investigations when required.
3. Conduct organisational, site and visitor induction training.

4.2 HAZARD AND RISK MANAGEMENT

The intent is Zero Tolerance of unsafe acts and conditions on the construction site through the assessment of risk of each operation executed by the Principal Contractor and the provision of the necessary means to eliminate or minimize the risk to ensure a healthy and safe working environment.

4.2.1 Existing / potential hazards

See Baseline Risk Assessment for this project which covers relevant SARS-CoV-2 and Covid-19 hazards.

4.2.2 Risk assessment

The contractor shall demonstrate that the site hazards and the contractor's activity risks and the mitigating measures have been considered in his risk assessments (including SARS-CoV2 and Covid-19).

4.2.3 Continual Risk Assessments

The Contractor shall on a daily basis, conduct a pre-task risk assessment with all employees involved with the task(s) while ensuring masks are worn and social distancing protocols are followed wherever possible. The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox 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 will be kept at the job site during the job execution. The completed signed pre-task risk assessment form will be filed in the Principal Contractor's safety file.

4.2.4 Safe work procedures / method statements

1. Written safe work procedures or method statements must be compiled for the risks and hazards that have been identified during the risk assessments indicating procedures to mitigate, reduce or control the risks and hazards.

A safe working procedure should be written when:-

- a. Designing a new job or task;

- b. Changing a job or task;
 - c. Introducing new equipment or substances.
2. Reviewing a procedure when problems have been identified, e.g. from near miss incidents or an accident/incident investigation.

The safe working procedure should identify:

- a. The supervisor for the task or job and the employees who will undertake the task;
- b. The tasks that are to be undertaken that pose risks;
- c. The equipment and substances that are used in these tasks;
- d. The control measures that have been built into these tasks;
- e. Any training or qualification needed to undertake the task;
- f. The personal protective equipment to be worn;
- g. Actions to be undertaken to address safety issues that may arise while undertaking the task.

4.3 WORKING AT HEIGHTS

4.3.1 Fall protection plan

Proof of the relevant training in the use, care and maintenance of the appropriate fall protection and rescue equipment shall be provided.

4.3.2 Work in elevated positions

Note: All persons required to work in elevated positions shall be declared medically fit and possess relevant working at heights training.

The Contractors shall stop all persons working in elevated positions during periods of inclement weather or if the possibility of lightning strikes is present.

Safety belts are not allowed to be used in Eskom. An appropriate full body safety harness will be worn when working at an elevation of 2 (two) meters or more.

Working in elevated positions shall only be carried out under the supervision of a competent person.

Lifelines are to be used with safety harnesses (as per Risk Assessment) when doing steel erection and other similar activities such that persons are not exposed to danger, by continuously attaching and detaching the lanyards from the structure.

Provision must be made to prevent objects and or material from falling from elevated areas and the protection of persons working below.

- All tools in elevated positions must be attached to lanyards, attached to person or structure or effectively prevented from falling.
- Equipment in elevated positions must be tied back to the structure.
- Loose items in elevated positions. E.g. Bolts and nuts to be kept in tins or similar robust containers and not in paper boxes.

4.4 INCIDENT MANAGEMENT

1. Copies of the investigation reports must be filed in the contract SHE file.

2. All incidents of a serious nature shall be reported to the Eskom contract responsible manager as soon as practicably as possible.
3. Ensure that all incidents are reported and investigated timeously by competent incident investigators;

Note: Eskom has the right to be involved in any contract related serious incident investigations.

4.4.1 Reporting

All incidents including near misses occurring at work shall be reported to the relevant site supervisor / manager as soon as practicable but before the end of the shift.

Note 1: If it is found that the Principal Contractor or his appointed contractors are hiding/not reporting incidents then steps (which may include disciplinary action) would be taken against the Line Management of the Principal Contractor and appointed contractor in terms of 32-1034 Eskom Procurement and Supply Management Procedure.

4.4.2 Investigation

1. Incident investigation shall be conducted in terms of document 32-95 Eskom Procedure Manual for conducting EH&S Incident Management (full title is listed in Normative References).
2. A comprehensive and detailed investigation report shall be submitted to the Eskom project manager within 7 - 14 days after the incident.
3. All incidents that were in contravention of any one of Eskom's life saving rules must be presented by the relevant contractor manager to the project manager and where required to the OU responsible manager.

Eskom must be permitted to participate in investigations if the incident is directly linked to any activity within the scope of the construction project.

4.4.3 Close out

All incident investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the OU Risk Manager. Close out procedure ideally must be done as soon as practicable. Undue time delays must be avoided.

4.5 PERSONAL HEALTH / HYGIENE FACILITIES

4.5.1 Dining areas

None available. Supply own food.

4.5.2 Ablution facilities

None available on site.

4.5.3 Changing areas and Lockers

None available on site.

4.5.4 Camp and office welfare

No camping at radio sites

4.6 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION,

4.6.1 Medicals

If the Contractor does not provide proof of valid certificates of fitness for his employees then Eskom will not give those employees site access.

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

Note: Eskom will only accept medical surveillances conducted by a registered Occupational Health Practitioner.

4.7 ENVIRONMENTAL MANAGEMENT

Note 1: In the event of any perceived conflict between the “environmental laws” and the contract documents, the Contractor shall, prior to commencing the work, refer such conflict to the Project Management Team for clarification.

Note 2: Environmental protection shall include, but not be limited to, noise pollution, gaseous emissions, noxious and/or offensive odours, liquid waste collection and solid waste separation and collection.

4.7.1 Duty of care

Where the project involves working directly with the environment, contractors shall take care in preventing environmental degradation, throughout the project. Where tasks involve damaging the environment, then the contractor shall rehabilitate such damage to the satisfaction of the land owner.

4.7.2 Method Statements

Method statement of activities which will be performed for the duration of the contract shall be submitted with environmental considerations outlined

Cement management :

Will cement be batched on site?

How will the cement be transported?

Will the cement be stored in a bunded area when on site ?

Will there be a storm water run-off plan in place?

4.7.3 Material requirement

The use of any material or property belonging to a specific Landowner will not be undertaken prior to arrangements with the applicable Landowner. Written proof of such agreement to be handed to project leader / co-coordinator for record keeping

4.7.4 Spillages of chemical substances

A register of Hazardous Chemical Substances and Material Safety Data Sheets shall be kept on site.

4.7.5 Environmental incidents

All environmental incidents such as pollution (air, water, land, noise, etc.), bird kills, animals killed, plants destroyed, public complaints etc. must be reported to project leader and / or environmental advisor within 24 hours of its occurrence.

All environmental incidents occurring on site must be recorded, detailing how each incident was dealt with. Proof thereof must be kept in an incident register.

The Contractor will be held liable for any infringement of statutory requirements of the Environmental Conservation Act, No 73 of 1989, or any other relevant legislation.

4.7.6 Waste management

A waste plan is to be compiled before commencing of work.

Keep record of disposal.

No waste, whether it be biodegradable or not, is to be left on site once work has ended.

Domestic and hazardous waste generated will not be burned, buried, or disposed of on Eskom or other landowners' property but will be controlled and removed to a registered waste site on a regular basis.

Contractors must ensure that sufficient waste bins / containers are made available for waste control.

4.7.7 Environmental sign off

No project should be signed off before Business Unit or Department has given assurance that no environmental liabilities exist. The responsible person, project leader or environmental advisor shall carry out a physical inspection before acceptance of work done.

No invoice to be processed before work is accepted.

Without limiting the Contractors' responsibilities under the Applicable Legislation, the Work shall be conducted in such a manner as to ensure that:

- No substance, which can harm or is likely to harm the environment, is to be allowed to leak, spill or escape from any container or storage area.
- No oil or other effluent is permitted to escape into the ground and cause soil contamination.
- All powdered pollutants generated during execution of the Work are contained to prevent air pollution.
- No sediment generated is permitted to escape into the drainage system and/or local storm water system.
- No harmful solids or liquids are permitted to spill from containers whilst in transit on the premises.

4.8 EMERGENCY MANAGEMENT

1. The aim of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical.
2. If using an Eskom site, then the contractors emergency plan must compliment the Eskom sites' emergency plan.
3. The Principal Contractor, together with his appointed contractors, will develop an emergency response plan for the worksite. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. The contractor will ensure that all employees are trained on this plan.

4.9 FIRE RISK MANAGEMENT

The Contractor shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire.

No area is to be denuded of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site.

The contractor must ensure that operations are in compliance with statutory requirements at all times.

Good Housekeeping practices need to be maintained on site at all times to avoid situations that may lead to Ideally, all employees should receive basic training in fire prevention and use of fire equipment.

All fire extinguishers shall be:

- o Be clearly labelled
- o Conspicuously numbered
- o Entered in a register

- o Inspected monthly by a competent person
- o Tested and serviced at recommended intervals by an accredited supplier
- o Results entered in the register and signed by competent person.
- o No open or unattended fires are allowed within the Construction site.

4.10 FIRST AID AND EQUIPMENT

- 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.

- More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it should be available and accessible for the treatment of injured persons at that workplace).

- Minimum contents of a first aid box:

Item 1: Wound cleaner/antiseptic (100ml).

Item 2: Swabs for cleaning wounds.

Item 3: Cotton wool for padding (100 g).

Item 4: Sterile gauze (minimum quantity 10).

Item 5: 1 Pair of forceps (for splinters).

Item 6: 1 Pair of scissors (minimum size 100 mm).

Item 7: 1 Set of safety pins.

Item 8: 4 Triangular bandages.

Item 9: 4 Roller bandages (75 mm X 5 m).

Item 10: 4 Roller bandages (100 mm X 5 m).

Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).

Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).

Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).

Item 14: 4 First aid dressings (75 mm X 100 mm).

Item 15: 4 First aid dressings (150 mm x 200 mm).

Item 16: 2 Straight splints.

Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.

Item 18: 2 CPR mouth pieces or similar devices.

- A prominent notice or sign in a conspicuous place at a workplace, 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.

- The Contractor shall ensure that alternative arrangements shall be made for possible incidents occurring after normal working hours.

- Where services are not available from the medical centre or where there is no medical centre, the Contractor shall make alternative arrangements for any medical assistance. Proof of this must be made available in the contractors SHE Plan.

4.11 SHE COMMUNICATION SYSTEMS

Pre-Job Brief Meeting

Objective: this is a meeting which is held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e., the task risk assessments shall be discussed. Each employee who attends the briefing shall sign the back of that pre-job brief form. Toolbox talks shall be included in the pre-job brief meetings. The toolbox topics will be based on SHE issues pertaining to the construction site. The topic contents shall be in writing.

Chairman: Contractor Supervisor

Frequency: Daily

Required Attendees:

- Principal Contractor/s and their sub-contractor/s
- o All relevant personnel

4.12 SHE TRAINING

4.12.1 Site specific induction training

The Contractor will be required to ensure that before an employee commences work on the project that the supervisor responsible for the employee has informed the employee of his scope of authority, any hazards associated with the work to be performed as well as the control measures to be taken. This will include man-task specifications, the discussion of any standard task procedures or hazardous operational procedures to be performed by the employee. The Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

Proof of job specific induction signed by Inductor and trainee must be retained.

4.12.2 General job training

The Contractor shall ensure that all all employees undergo general work induction with regard to the approved SHE plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects.

4.13 CONSTRUCTION VEHICLE SAFETY

4.13.1.1 All drivers of construction vehicles and mobile plant to have medical certificates of fitness

4.13.1.2 No drivers or operator may talk on cell phones or two way radios whilst driving, unless a hands free kit is used.

4.13.1.3 It is the responsibility of the driver to ensure:

- that he/she and all passengers wear seat belts whilst the vehicle is in motion.
- compliance with all safety, direction and speed signs.
- that vehicle loads are properly secured and loaded onto vehicles.
- that vehicles are not overloaded.

4.13.1.4 If contractors are to be transported in the back of construction vehicles, then those vehicles are to be fitted with canopies that meet the required SANS standards;

4.13.1.5 The Contractor shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises.

4.13.1.6 In the event that the Contractor and his sub contractor do not own the equipment, the principal Contractor is still responsible for ensuring all conditions are complied with by all of his subcontractors or hire companies.

4.14 HAZARDOUS CHEMICAL MANAGEMENT

Prior to any HCS being brought onto the site or produced on the site, the Contractor shall supply the Eskom Project Manager with the following:

1. Material Safety Data Sheets (MSDS) in accordance with the requirements of the OHS Act – Regulations for Hazardous Chemical Substances;
2. Purpose for bringing the hazardous substance onto the site;
3. Proposed arrangements for safe storage;
4. Proposed methods for handling/usage;
5. Proposed method of disposal;
6. Hazard communication / training plan.

The information is to be provided at least two (2) working days prior to the expected delivery on site.

The Eskom Project Manager shall approve the use of any hazardous substance after receiving the above information.

No HCS are not to be brought onto the site until the Eskom Project Manager approval is received.

All HCS containers to be clearly labelled. Containers that are not marked will not be allowed. No HCS to be stored in food or drink containers.

Users of HCS to wear/use the correct PPE as per the HCS material safety data sheet.

Users of HCS to be adequately trained in the HCS that they are handling.

An HCS register shall be kept on site.

4.15 HOUSEKEEPING AND ORDER

- 4.15.1 The Contractor shall maintain a high standard of housekeeping within the site. Prompt disposal of waste materials, scrap and rubbish is essential.
- 4.15.2 Adequate care must be taken by the Contractor to ensure that storage and stacking is correctly and safely carried out.
- 4.15.3 Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
- 4.15.4 Nails protruding through timber shall be bent over or removed so as not to cause injury.
- 4.15.5 All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
- 4.15.6 The work site shall be kept in a clean and tidy manner.
- 4.15.7 On completion of his work, the contractor is responsible for clearing his work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the Client.
- 4.15.8 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 Eskom Project/Site Manager. The Eskom Project/Site Manager has the right to instruct the Principal Contractor and his sub-contractor 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 will result in site cleaning by another cleaning contractor company at the cost of the Principal Contractor.

4.16 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

All of the contractor's employees at the construction site, including visitors, shall use the following SANS or the relevant internationally recognised authority approved risk based PPE at all times, as a minimum:

- Head protection (Hard hat).
- Steel toe capped safety boots.
- Long sleeved and long pants protective clothing.

However, if there are particular activities/areas/risk assessments that require a specific type of PPE, then that specific PPE requirement must be adhered to (e.g.: for dusty environments – eye goggles; for welding – welding helmet; etc.).

Ensure that all relevant PPE to mitigate against spread/infection of SARS-CoV2 /Covid-19 are available and provided to all employees, including masks, face shields and hand sanitisers.

Strict non-compliance measures must be administered to any employee not complying with the use of PPE and shall be removed from the Site.

4.16.1 Training

The Contractor shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly.

4.17 DISCIPLINARY PROCESS

4.17.1 Organisational process

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

4.17.2 Eskom Life saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom adopt the same view.
2. Five Life Saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and contractors. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or sub-contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
3. If any contractual work will be performed on any Eskom premises (including delivery of the guard huts), then the rules shall be obeyed by any contractor and their employees.
- 5 The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	Open, isolate, test, earth, bond, and /or insulate before touch That is, any plant operating above 1 000 V Any person who performs work on an electrical installation shall ensure that it is isolated, tested and earthed before starting with any work.
Rule 2	Hook up at heights Any person who performs work higher than two metres above ground level shall be attached to an anchor point at all times, or as identified during the risk assessment.
Rule 3	Buckle up Seatbelts shall be used at all times while driving.
Rule 4	Sober up No person is allowed to be under the influence of intoxicating liquor or drugs while on duty.
Rule 5	Permit to work Where an authorisation limitation exists, no person shall work without the required permit to work

5. Eskom will take a stance of zero tolerance on these rules.
6. Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.
7. This is to ensure that every person who works on or visits an Eskom work site returns home safely to his or her family.

4.17.3 Non Conformance and Compliance

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

4.17.4 Non conformances

1. Eskom views the following at-risk behaviour in a very serious light:
 - a. Anyone disregarding any requirements contained in the OHS Act, NEMA, Eskom Health, Safety, and Environmental Policies, this document, site specifications, and approved safety and health plans;
 - b. Anyone performing an unsafe act or creating an unsafe condition that could pose a danger to such person(s) or to others;
 - c. Contractors allowing any of their own employees (including casual labourers or labour-broker employees) to work on any site without ensuring that each employee has received proper training;
 - d. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE.
2. Any such person described above will be subjected to a disciplinary process, and if found guilty, this may lead to dismissal in the case of an Eskom employee, and in the case of a contractor, it may result in the suspension of the contract and blacklisting.

4.17.5 SUBSTANCE ABUSE

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering, or working on, any of Eskom’s equipment and premises, similarly contractors should adopt the same principles.
2. All contractors shall comply with Eskom’s procedure 32-37 (“Substance Abuse Procedure”), remembering that this is an Eskom Cardinal Rule: “RULE 4: BE SOBER”, that is to say, they will make themselves available to be tested by Eskom as and when required.

5 MACHINERY

1 The Contractor shall supply, at his cost, all items of plant and equipment necessary to perform the work unless otherwise indicated.

2 The Client reserves the right to inspect items of plant or equipment brought to site by the Contractor for use on this Contract. Should the Client find that any item is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Client shall advise the Contractor in writing and the Contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the Contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by the Client's instructions.

The Contractor shall ensure that he has all the necessary registers to record all tools and equipment.

All employees shall be competent when operating or using machines and tools.

- Have a valid certificate.
- Proof of any form of task related training.

5.1 TOOLS, AND EQUIPMENT

5.1.1 Hand tools

The Principal Contractor must have a policy on make shift tools on site.

5.1.2 Pneumatic tools

5.1.2.1 All pneumatic tools should be numbered, recorded and inspected at least monthly as well as by users prior to use. And the revolutions per minutes measured in accordance with the manufacturer specifications.

5.1.2.2 It is illegal for a pneumatic tool to be operated by using a compressed gas cylinder. Pneumatic equipment shall only draw supply from mobile air compressors or from compressed air lines installed within the premises after gaining permission from the Client/Agent Representative.

5.1.2.3 When using the interlocking type of connection of an airline, connectors shall be secured with wire clips through holes provided to prevent accidental disconnection.

5.1.2.4 Compressed air shall NOT be used for any purpose other than that for which it is provided. Compressed air should not be used to remove dust from clothing.

5.1.2.5 Hoses to be orderly routed and elevated if required in order to prevent tripping hazards.

5.1.3 Portable electric tools

All portable electric tool operators shall be declared competent to operate such tool. Copies of their of certificate of competencies shall be kept.

5.1.4 Explosive-powered tools

Written permission to use these tools on site must be obtained by the Eskom Project/Site Manager.

5.2 STATISTICAL REPORTING

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

5.2.1 Monthly statistical reports

1. The principal contractor must report to Eskom project manager, by the 2nd of every month, their SHE statistics and those of their appointed contractors for the previous month.
2. The statistical information n required is:
 - a. Name of contractor company
 - b. Incidents: Lost time, medical; first aid, near misses reported
 - c. Manpower numbers per principal contractor and sub-contractor company
 - d. Actual man-hours worked
 - e. Status on incidents investigated and recommendations closed out

5.3 AUDITING

5.3.1 Compliance and approval of principal contractors SHE plan

The Contractor's SHE Plan will be audited against a compliance checklist so as to confirm compliance to the requirements in the Eskom SHE specifications. The implementation of the SHE Plan shall be assessed by conducting a systems and physical conditions evaluation.

5.3.2 Contractor SHE Performance Evaluation

Eskom shall evaluate contractor SHE performance on an ongoing basis against the Eskom requirements.

5.4 PROJECT SITE RULES

Contractors shall ensure compliance with all project site rules.

1. The principle contractor shall submit his/her health and safety plan to Eskom for review before commencing work or activity on site.
2. When walking through the site or to personal work areas, use recognised thoroughfares. Do not take short cuts or walk on unsafe or uneven ground surfaces.
3. No open or unattended fires are allowed within the construction/ work site.
4. Gambling, horseplay and fighting will not be permitted or tolerated
5. Only work related tools and equipment are permitted to be brought on to site and subjected to security checks
6. It is strictly forbidden to bring firearms and pets on to site
7. Food shall not be stored in work areas or site tool boxes

5.4.1 Smoking rules

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

5.5 RECORD KEEPING

1. All records required in terms of legislative and Eskom requirements shall be kept and filed in the contractor's SHE files. These records shall be kept for the duration of the project. They shall be open to audit/inspection by any party who is entitled to audit/inspect the project.

2. Where there are activities at the work sites, then the required records for that work site must be filed at that work site. If records are required to be kept at the head / main offices, then the work site must have up to date / valid copies of such documentation.

3. Where a contractor is unsure as to which records are required to be kept, then advice must be obtained from the project SHE functionary at the earliest opportunity.

5.6 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

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

Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when submitting the tender.

5.7 CONTRACT SIGN OFF

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