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**Specification**

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Functional Area: **Operations and Brokerage**

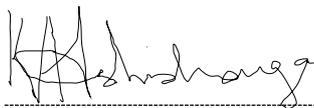
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## 1 INTRODUCTION

- 1.1. This document outlines the ERI's requirements for the leasing of the yard/ depot for Logistics Services Operations and Brokerage department.
- 1.2. Transportation and delivery of various materials from various sites within South Africa (nationally) on an as and when required basis of the capacity of up to 32 ton
- 1.3. The service provider should be able to provide a depot (yard) to accommodate at least 18 trucks, carport parkings with the offices as per the detailed scope of work.
- 1.4. Logistics Services' (LS) responsibility and commitment is to ensure a safe working environment which is aligned to the Safety, Health, Environmental and Quality Policies, along with applicable legislative obligations.
- 1.5. This SHEQ specification is LS's minimum requirements which shall be met by the service provider including anyone working under their control for the duration of the contract. The service provider shall develop a SHEQ Plan in line with this specification including applicable legislation to the contract scope and those applicable to their business.
- 1.6. LS in no way to assume the service provider's/supplier's legal responsibilities. The service provider's/supplier's is and remains accountable for the quality and the execution of their SHEQ plan for his employees and anyone doing business with them for this scope.
- 1.7. Where a service provider's/supplier's appoints a subcontractor/s, the subcontractor/s shall develop a SHEQ plan in line with this specification including applicable legislation they comply to; the supplier must evaluate the plan and submit approval results to ERI LS SHEQ department.
- 1.8. This SHEQ specification reflects minimum requirements and should not be construed as all encompassing.

**NOTE:** All the requirements listed hereunder are in relation to the scope and do not supersede or replace any organisational SHEQ requirements.

## 2 SUPPORTING CLAUSES

### 2.1 Scope

#### 2.1.1 Purpose

To provide a detailed SHEQ Specification for the provision of leasing of Polokwane site/depot .

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### **2.1.1. Applicability**

This SHEQ specification is applicable to service provider's/supplier's and anyone assisting them to carry out the deliverables outlined as per the scope of work.

### **2.1.2 Effective Date**

This document shall be effective once authorised by all designated signatories.

## **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**

- a) SANS 10142-1, Code of Practice for the Wiring of Premises
- b) The National Building Regulations and Building Standards Act 103 of 1977
- c) Occupational Health and Safety Act 85 of 1993 and all applicable Regulations
- d) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- e) National Environmental Management Act 107 of 1998
- f) National Water Act 36 of 1998
- g) ISO 9001: 2015, Quality Management System
- h) ISO 14001: 2015, Environmental Management System
- i) OHSAS 18001: 2007, Occupational Health and Safety Management System
- j) National Road Traffic Act
- k) Eskom Safety, Health, Environment and Quality Policy 32-727
- l) Applicable South African National Standards (SANS)

### **2.2.2 Informative**

- a) Control of Documents and Records Work Instruction (240-94027247)
- b) Coding of Business Management System Documentation Work Instruction (240-94027233)
- c) Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment (240-94027465)
- d) Baseline Hazard Identification Risk Assessment (Form No.: 240-94026665)
- e) Job Specific Hazard Identification Risk Assessment (Form No.: 240-115779893)

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- f) Environmental Occupational Health and Safety Incident Management Procedure (32-95)
- g) Initial Notification of Occurrence (240-94026713)
- h) Safety Health & Environment Strategy – Strategy Plan (240-94027547)
- i) Compliance Obligations and Evaluation of Compliance for Safety, health and Environmental Procedure (240-94027489)
- j) SHEQ Communication, Participation and Consultation (240-111519336)
- k) Management Review (240-94027491)
- l) Eskom Procurement and Supply Management Procedure (32-1034)
- m) Emergency Evacuation Procedure (240-94027449)
- n) Business Management System Audit Work Instruction (240-94027195)
- o) Control of Non-Conforming Product Corrective and Preventive Action Work Instruction (240-103649507)
- p) SHEQ Statement of Commitment (240-56178527)
- q) Disciplinary Code and Procedure (E-136)
- r) SHEQ objectives and Targets (A-14)
- s) SHEQ Policy (32-727)
- t) Supplier Contract Quality Requirements Specification (QM-58)
- u) SHE Representative and SHE Committee (R-E-16)
- v) Substance Abuse (E-105)
- w) Visible Felt Leadership Inspections and Walkabout (240-94027509)
- x) Employees' Right to refuse Work on the Grounds of SHEQ Related Concerns (D-33)
- y) SHEQ Recognition Guideline (240-94027171)
- z) Eskom PPE Specification (240-44175132)
- aa) Management and Control of Personal Protective Equipment (240-96234694)
- bb) Eskom Vehicle Safety Specification (32-345)
- cc) Vehicle and Driver Safety Management (240-62946386)
- dd) Supplier Quality Management Specification (240- 105658000)

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### 2.2.3 Definitions

Definition	Explanation
Service provider	A service provider is an individual or entity that provides services to another party
Landlord	A man (in legal use also a woman) who rents out land, a building, or accommodation.
Client	Means any person for whom work is being performed.
Supplier	Means an employer who performs work on behalf of ERI Logistics Services.
Duty of care to the environment	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	Means a 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	Means 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 labour broker.
ERI Logistics Services requirements	Means requirements flowing from directives, policies, standards, specifications, work instructions & procedures
Environment	<ul style="list-style-type: none"> <li>• the land, water, and atmosphere of the earth;</li> <li>• micro-organisms, plant and animal life;</li> <li>• any part or combination of (i) and (ii) 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</li> </ul>
Hazard	Means a source of or exposure to danger.
Hazard identification	Means the identification and documenting of existing or expected hazards to the safety and health of persons, which hazards are normally associated with the type of activity/task being/to be executed.

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Definition	Explanation
Occupational Health and Safety Act 85 of 1993 including regulations	To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety and safety arising out of or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.
Pollution	Refers to: <ul style="list-style-type: none"> <li>• Substances radioactive or other waves; or</li> <li>• Noise, odours, dust, or heat,</li> <li>• Emitted from any activity, including the storage or treatment of waste or substances, construction, and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being or on the composition, resilience, and productivity of natural or managed ecosystems or on materials useful to people, or will have such an effect in the future.</li> </ul>
Competent person	Means the person who has the knowledge, training, experience and qualifications specific to the work performed: provided that where appropriate qualifications and training are registered in terms of the of the South African Qualifications Authority Act
Risk assessment	Means a programme to determine any hazard at a site and to identify the steps needed to remove, reduce, or control such hazard
Safety, health, and environmental specification (SHE)	Means a site, activity or project specific document prepared by the client pertaining to all health and safety requirement.
Safety, health, and environmental file	Means a permanent record containing information about the SHE management system in writing during the contract and all information relating to the post-contract phase after the handover to the client, so that the client can maintain the works in a healthy and safe way.
SHE Officer	Safety Health and Environmental Officer

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Definition	Explanation
Safety, Health, and Environmental Plan	Means a site, activity or project specific document plan in accordance with the client 's health and safety specification This plan must include any required method statements, safe work procedures to mitigate, reduce, or control the hazards identified, SHE rules, and monitoring procedures. It is specific to each project undertaken and site where work is done, is compiled by the supplier or subcontractor, and must be approved by the client or agent prior to the commencement of any activities. The supplier and the client (or agent, where applicable) must both be signatories to the SHE plan once negotiated, agreed, and accepted. This plan has to be regularly updated to take account of any changes in project scope and unanticipated conditions.
Depot	A place where buses, trains, or other vehicles are housed and maintained and from which they are dispatched for service. In this case, trucks and vehicles of the employees.

#### 2.2.4 Abbreviations

Abbreviation	Explanation
SANS	South African National Standards
GAR	General Admin Regulations
GSR	General Safety Regulations
HIRA	Hazard Identification and Risk Assessment
ISO	International Standards Organisation
OSHACT	Occupational Health and Safety Act
PPE	Personal Protective Equipment
PM	Project Manager
SANAS	South African National Accreditation System
SDR	System Deficiencies Report
SHEQ	Safety Health Environment and Quality
DMR	Driving Machinery Regulations
QCP	Quality Control Plan
ITP	Inspection Test Plan
NC	Non Conformance

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Abbreviation	Explanation
LS	Logistics Services
COC	Certificate of compliance

### 2.2.5 Process for Monitoring

Monitoring of compliance to this SHE specification will be done via evaluation of SHEQ files, site inspections, walkabouts and audits on the facility for verification purposes.

### 2.2.6 Related/Supporting Documents

Not Applicable

## 3 ROLES AND RESPONSIBILITIES

### 3.1 SHEQ Department: Logistics Services

It is the responsibility of Logistics Services SHEQ department to audit/evaluate the Service provider's SHEQ documentation as stated in this SHE Specification before signing off acceptance of the facility.

### 3.2 Supplier/ Contractor

It is the responsibility of the Service provider's to ensure that requirements listed in this specification are complied with by developing a SHEQ Plan before any work commences.

## 4 SCOPE OF WORK

a) The depot will be utilised for office space, safe parking for trucks and employees vehicles, overnight driver's sleeping area and truck washing bay.

b) The depot needs to have the following:

- must be able to accommodate 18 x 22 meter long trucks with trailers and 20 people during peak period.

- Provide building regular maintenance on agreed intervals or as and when it becomes necessary, e.g painting, building refurbishments, bathrooms and shower and offices deep cleaning

- Provide garden services e.g. grass cutting and yard cleaning services on agreed intervals

- Provide domestic waste removal at approved / agreed hygienic intervals or on an as and when required basis.

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- The site must have a covered truck wash bay to cater for a 22 meter long truck combination (inter-link)
- If the truck washing bay uses a septic tank (the landlord) should provide waste water services from the septic tank as it becomes necessary to comply with environmental laws and regulations.
- The yard must be tarred or paved.
- The facility should be able to provide for waste removal, water and sanitation as well as a prepaid meter (not a conventional meter) in order to monitor electricity consumption.
- The service provider should be able to provide a monthly bill that will include the following:
  - Waste removal
  - Water supply and sanitation
  - Electricity (not a conventional meter)
  - Garden services “on an as and when required basis” but subject to ERI approval before commencement
- Security Risk Management
  - Entry point- one access controlled gate with sliding gate and boom
  - Security guard house situated at the entrance (main gate).

c) Supplier to provide leasing services in Polokwane for a period of 5 years **SAGREEMENTS**

#### **4.1 Section 37(2) Agreement**

- 4.1.1 Upon the contractor been awarded the contract and upon approval of the SHEQ documentation, a Section 37(2) agreement will be signed by the client’s 16(2) Appointee and the supplier’s 16(1) and/or 16(2) Appointee.
- 4.1.2 The original copy of the section 37(2) agreements must be retained by the client and a copy retained by the supplier/Contractor.
- 4.1.3 A copy of the agreement shall be kept in the client’s and supplier SHEQ file for review.

#### **4.2 Contractor**

It is the responsibility of the supplier/Contractor to ensure that requirements listed in this specification are complied with by developing a SHEQ Plan before any work commences and continually update the file to ensure that it remains relevant to the purpose and scope of work.

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### 4.3 Letter of Good Standing

The Letter of Good Standing ensures that a supplier/Contractor/service provider is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the supplier/Contractor or subcontractor. A valid copy of the Letter of Good Standing shall be placed in the SHEQ file for verification. No valid letter of good standing, no work.

**NOTE:** *No proof of payment or deposit slips will be accepted as confirmation of having a valid Letter of Good Standing.*

## 5 LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS

### 5.1 The following legislation is applicable for LS suppliers but not limited to:

SANS 10142-1, Code of Practice for the Wiring of Premises

The National Building Regulations and Building Standards Act 103 of 1977

5.1.1 The Constitution of the Republic of South Africa

5.1.2 SANS 10142-1, Code of Practice for the Wiring of Premises

5.1.3 The National Building Regulations and Building Standards Act 103 of 1977

5.1.4 Occupational Health and Safety Act 85 of 1993 and Regulations

5.1.5 National Environmental Management Act 1998 (Act 107 of 1998)

5.1.6 Applicable South African National Standards (SANS)

5.1.7 Applicable International Standards.

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## 6 ACT AND POLICY STATEMENT

### 6.1 OHS Act Book

6.1.1 The contractor and appointed subcontractors shall have the latest copy of the OHS Act and Regulations which should be made available to all employees.

### 6.2 SHEQ Policy

6.2.1 A SHEQ policy is a statement of intent and a commitment by the organisation's top management in relation to the relevant SHEQ roles and responsibilities and the achievement of their strategic objectives.

6.2.2 The contractor shall have an approved SHEQ policy signed by the Chief Executive Officer and the policy shall be displayed in prominent areas within the workplace and also be kept in SHEQ files.

6.2.3 The contractor shall ensure that their company SHEQ policy is communicated to all employee and proof of communication available on the SHEQ file.

## 7 APPOINTMENTS

### 7.1 Dedicated Employer Section (16)(1)

This appointment is made in terms of Section 16(1) of the Occupational Health and Safety Act 85 of 1993. The appointment is for the Chief Executive Officer of the company. This Appointment is inherent; meaning the person occupying the CEO position automatically assumes the responsibilities of the CEO as per the requirements of the act.

### 7.2 Dedicated Employer Section (16) (2)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. A 16(2) Appointment does not alleviate the 16(1) from his/her responsibilities with regards to Occupational Health and Safety issues but allows a 16(2) to assist the 16(1) in his/her responsibilities.

### 7.3 Responsible Manager

A competent person shall be appointed for supervising the work with duties as listed in his/her role profile. The appointed person shall have SHEQ and technical training certificates to support the appointment.

### 7.4 Supplier Organogram

7.4.1 The supplier/contractor shall provide an approved organisational organogram related to this scope, listing all the levels of responsibility from the employer Section 16(1) down to the supervisors responsible for the contract. The organogram must list the relevant positions held, names of appointees and legal appointments.

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- 7.4.2 The supplier/contractor must ensure that all appointed subcontractors comply with this requirement. The supplier is responsible for keeping copies of all of the organograms. All organograms shall be updated timeously when appointments are changed and filed in the project SHEQ files.
- 7.4.3 All appointees shall be made conversant of their roles and responsibilities, through training and awareness. In addition, copies of the role profiles shall be made available in the SHEQ file for review - the role profile provides a detailed list of responsibilities for the contract team.

## **8 ROLES AND RESPONSIBILITIES**

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 the SHEQ aspect of any contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it management down to the lowest level employee.

### **8.1 Appointed Contractors**

10.1.1 Carry out applicable duties as listed in section 8, 9 and 10 of the OHS Act.

10.1.2 Carry accountability and responsibility for the safety and health of their employees and their appointed subcontractors within their working area, as contemplated by Section 37(2) of the OHS Act.

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## 8.2 Employees

- 8.2.1 All contractors are required to list employee's roles and responsibilities pertaining to the contract and whoever they will be using for conducting inspection and maintenance as per the OEM recommendations. It can be in the organogram form to illustrate roles and responsibilities as well.

## 9 COMPLIANCE REQUIREMENTS

### 9.1 Induction Training

- 9.1.1 Every supplier/contractor shall provide Logistics Services SHEQ with proof of their company induction programme including communication thereof.
- 9.1.2 The maintenance personnel shall be inducted by an ERI employee assigned for inducting the visitors on site, ensure every visitor is inducted prior to entering the site or conducting any work.

### 9.2 Monitoring and Measurement tools

All testing and inspecting tools shall meet the applicable legislative requirement and shall have valid calibration certificates. The supplier must have a clear plan of how this tools/equipment shall be maintained to ensure that they remain accurate through their lifespan or use.

### 9.3 Issuing of Personal Protective Equipment (PPE) GSR 2

Every supplier/contractor shall conduct a scope specific PPE risk study and issue his/her employees with the identified PPE as per General Safety Regulations 2. If additional and/or specialised PPE is required in order to address hazards as per the scope of work to be performed, the supplier shall provide such PPE. PPE shall be inspected every month and results of such inspections recorded.

Note: results of the PPE risk study shall form part of the SHEQ file.

- 9.3.1 Personal Protective Equipment shall include, but will not be limited to, the following:
- a) Foot protection;
  - b) Respiratory equipment;
  - c) Hand protection;
  - d) Protective clothing e.g. overalls;
  - e) Reflective vests.

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9.3.2 Personal Protective Equipment shall be maintained in a good and clean condition. Torn (damaged) equipment should be replaced when necessary.

#### 9.4 Reporting of Incidents

The first expectation is to prevent workplace incidents. If systems fail, all incidents occurring in the workplace (in ERI yard) must be reported immediately or within twenty-four (24) hours on an Initial Notification or similar document to the Logistics Services Operations and SHEQ department. In addition, the supplier shall immediately report incidents by telephone/personally to the Logistics Services responsible manager and SHEQ Department. The incident must be investigated by the contractor's incident investigator and the investigation report shall be handed to Logistics Services SHEQ Department within seven (7) working days of the incident occurring. The investigation report shall cover the following aspects:

- a) Scope of Work;  
Reporting Structure;
- b) Investigation Team;
- c) Interviewees and Statements;
- d) Dates when Investigation Took Place;
- e) Sequence of Initial Events;
- f) Root and Contributory Causes;
- g) Management and System Shortcomings;
- h) Immediate Corrective Action;
- i) Preventive Action;
- j) Conclusion;
- k) Appendices; and
- l) Photographs of Incident.

**NOTE:** Please ensure that the Occupational Health and Safety Incident Management Procedure (32-95) is followed for incident management.

#### 9.5 Certificates of Competency for Contractors

Supplier/contractor shall provide to Logistics Services SHEQ a copy of electrical installation certificates of compliance for every building in the yard/depot.

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## **9.6 Risk Assessments**

- 9.6.1 Every supplier/contractor shall conduct a baseline risk assessment before the work is to be performed or in the facility to be leased.
- 9.6.2 Environmental aspects and impacts shall be recorded as part of the baseline and task specific risk assessment.
- 9.6.3 Where any other person, other than the team performing the actual work may be impacted by the hazards and risks of the activity being performed, those other persons must also be aware of and sign the risk assessment.

## **9.7 Housekeeping**

- 9.7.1 Contractors shall ensure that good housekeeping practices are maintained before the occupation of the facility. It is evident that most of incidents in the workplaces are caused by poor housekeeping. Facilities deep cleaning to take place with the frequency as stated in the strategy. Garden services to be provided.

## **9.8 Health and Safety Meetings**

- 9.8.1 The supplier/contractor shall conduct and/or be part of the following SHE Meetings:
  - a) Contractors Statutory Meetings (on request)
  - b) Supplier SHE Meetings
  - c) Where Logistics Services SHEQ Department convenes a supplier SHE Meeting, a Senior Representative from each contracting company shall be present at the meeting.

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## 9.9 Safe Work Procedure (SWP)

9.9.1 The supplier shall demonstrate to Logistics Services SHEQ in a documented format the procedure undertaken to perform work safely on the wash bay provided. The supplier shall ensure that the SWP is communicated with employees of ERI and proof of communication is available on the SHEQ file. The explanation and demonstration of the wash bay use shall be conducted during facility hand-over.

## 9.10 Behavioural Based Safety Observations (BBSO)

9.10.1 BBSO observations may be conducted by any employee from the Logistics Services ERI so as to test the understanding of the contractor's activity especially during the gardening services and maintenance of the facility.

## 9.11 Emergency Preparedness

9.11.1 The contact numbers of the supplier should be provided and displayed on the notice board for emergency contacts.

9.11.2 Supplier's employees shall be made aware of the meaning of the client's emergency alarms, how to report an emergency, where to report it and what to do in case of an emergency. This may be covered during the site mini induction for contractors.

## 9.12 Environmental Management

9.12.1 The supplier/contractor shall ensure that facility is conducive to properly support the policies in environmental management systems. Proper designs and sewer drainage systems to be in compliance with NEMA.

## 9.13 Facilities

9.13.1 An adequate supply of drinking water shall be provided at or within reasonable access.

9.13.2 The following facilities should, depending on the number of workers and the duration of the work, be provided, kept clean and maintained at or within reasonable access:

- a) Sanitary and washing facilities or showers;
- b) Facilities for changing and for storage;
- c) Accommodation for taking meals and for taking shelter during interruption to work due to adverse weather conditions; and

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- d) Men and women who are workers should be provided with separate ablution and washing facilities.
- e) The depot will be utilised for office space, safe parking for trucks and employees vehicles, overnight driver's sleeping area and truck washing bay.
- f) Must be able to accommodate 18 x 22 meter long trucks with trailers and 20 people during peak period.
- g) Provide building regular maintenance on agreed intervals or as and when it becomes necessary, e.g painting, building refurbishments, bathrooms and shower and offices deep cleaning
- h) Provide garden services e.g. grass cutting and yard cleaning services on agreed intervals...
- i) Provide domestic waste removal at approved / agreed hygienic intervals or on an as and when required basis.
- j) The site must have a covered truck wash bay to cater for a 22 meter long truck combination (inter-link).
- k) If the truck washing bay uses septic tank (the landlord) should provide waste water services from the septic tank as it becomes necessary to comply with environmental laws and regulations.
- l) The yard must be tarred or paved.
- m) The facility should be able to provide for waste removal, water and sanitation as well as a prepaid meter (not a conventional meter) in order to monitor electricity consumption.
- n) Security Risk Management
  - Entry point- one access controlled gate with sliding gate and boom
  - Security guard house situated at the entrance (main gate).
- o) Supplier to provide leasing services in Polokwane for a period of 5 (five) years.

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### 9.14 Occupational Hygiene

9.14.1 On the occupational hygiene surveys conducted, the supplier to deal with the corrective and preventative actions related to the facilities such as fixing lights, providing proper window blinds and air conditioners amongst others.

### 9.15 Dust/Asbestos

9.15.1 The floor should be paved or tared in order to prevent dust related hazards.

## 10 DISCIPLINARY PROCESS

### 10.1 Eskom Life Saving Rules

10.1.1 Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom to adopt the same view.

10.1.2 Five Life Saving rules have been developed that will apply to all Eskom employees, agents, consultants, visitors and contractors. Failure to adhere to these rules will be considered a serious transgression which will lead to serious disciplinary action, which may include dismissal.

10.1.3 These rules are implemented to prevent serious injuries or death of any person in any area within the ERI. This is to ensure that every person who works on or visits ERI returns home safely to his or her family.

10.1.4 Compliance and adherence to Eskom Life Saving Rules, which consist of the following:

Rule	Description of Rule
Rule 1	<b>Open , Isolate, Test, Bond and/or Insulate Before Touch</b> No person may work on any electrical network unless: <ul style="list-style-type: none"><li>• He/she is trained and authorised as competent for the task to be done.</li><li>• A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to any work commencing.</li><li>• An equipotential zone is created for each worker on the job site by earthing, bonding and/or insulating according to approved procedures.</li><li>• He/she follows the applicable Operating Regulations for High Voltage Systems (ORHVS) or Plant Safety Regulations (PSR) requirement or any other related standard, procedure and outcome of Risk Assessment fit for the type of work or task to be performed.</li><li>• The authorised person (Team Leader) has certified and shown all Team Members that the apparatus is safe to work on.</li></ul>
Rule 2	<b>Hook Up at Heights</b> <ul style="list-style-type: none"><li>• Working at height is 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.</li></ul>

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Rule	Description of Rule
	<ul style="list-style-type: none"> <li>• No person may work at height where there is a risk of falling unless:                             <ul style="list-style-type: none"> <li>○ A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to commencing any work at height.</li> <li>○ You are appropriately trained.</li> </ul> </li> </ul>
Rule 3	<p><b>Buckle Up</b></p> <ul style="list-style-type: none"> <li>• No person may drive any vehicle on Eskom business and/or on Eskom premises:                             <ul style="list-style-type: none"> <li>○ Unless the driver and all passengers are wearing seat belts.</li> </ul> </li> </ul>
Rule 4	<p><b>Be Sober</b></p> <ul style="list-style-type: none"> <li>• No person is allowed to work under the influence of drugs and/or alcohol.</li> </ul>
Rule 5	<p><b>Ensure you have a Permit to Work</b></p> <ul style="list-style-type: none"> <li>• Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by Plant Safety Regulations, Operating Regulations for High Voltage Systems (ORHVS), etc.</li> <li>• No plant is to be returned to service without the cancellation of all permits on the plant in accordance with procedure.</li> </ul>

## 11 NON COMPLIANCE

**11.1** Any non-compliance to any health and safety requirements in the SHEQ specification is subjected to disciplinary action in terms of the Eskom Procurement and Supply Management Procedure.

**11.2** The supplier/contractor is required to implement a non-conformance procedure for issuing to subcontractors for transgressions. Similarly, appointed subcontractors must implement a non-conformance procedure.

**11.3** The procedure for the issuing of non-conformance reports shall be strictly adhered to.

**11.4** The supplier shall close out non-conformances issued; this will ensure that recommendations have been implemented to address the non-conformance.

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## 12 UNLAWFUL ORDERS

The OHS Act Section 14(c), specifies that an employee shall at work carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorised thereto by his/her employer in the interest of health or safety. Assess the situation and make it safe first before working in order to curb potential harm.

## 13 CHECKLISTS, INSPECTION REPORTS AND MAINTENANCE RECORDS

13.1 The supplier shall ensure that an approved maintenance schedule is available on the SHE file/documents for review.

13.2 Copies of service/maintenance records shall be made available upon request.

## 14 SECURITY

### 14.1 Site Access and Departure

14.1.1 All employees reporting for duty should always sign on the access register and declare the equipment they possess in their vehicles. When leaving the premises of ERI, the supplier or contractor will be searched by the security personnel. Everyone should stand outside the car and allow security officials to thoroughly search the vehicle.

## 15 QUALITY MANAGEMENT SYSTEM

### 15.1 Leadership

The supplier shall demonstrate its commitment to the development and implementation of the business management system by:

15.1.1 Communicating the importance of meeting customer as well as statutory and regulatory requirements

15.1.2 Ensuring there is a project plan in place with stipulated time frames to complete specific task.

15.1.3 Ensuring there is resources available to perform the work (approved organogram in place).

15.1.4 Ensuring an employee's responsibility and authority for relevant roles are assigned, communicated and understood within the team.

15.1.5 Identifying risk and opportunities (both SHEQ and business risk) of the project during risk assessments

15.1.6 The risk and opportunities shall be documented in risk registers.

15.1.7 Promoting continual improvement

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## 15.2 Control of Non-Conforming Product, Corrective Action and Continual Improvement

- 15.2.1 The supplier shall ensure that the control of non-conforming products is managed as per their internal process.
- 15.2.2 Corrective and preventive actions shall be taken to eliminate the causes of non-conformances and potential non-conformances to prevent recurrence. Should it occur that the non-conformance cannot be remedied in any way. An application for concession (Template included in Clients Specification – QM58) shall be submitted to the client in accordance with the clients procedure. Records of the non-conformances and any subsequent actions taken including concessions obtained shall be maintained.
- 15.2.3 A System Deficiency Report (SDR) shall be a standard process that will be adopted to ensure that deficiencies within the supplier are rectified as they are identified.

## 15.3 Monitoring, Measurement, Analysis and Evaluation

- 15.3.1 Internal audits and inspections shall be conducted by both the client and the contractors to ensure continual improvement and conformance to the ISO requirements.
- 15.3.2 Processes monitoring and measurement shall include but not limited to:
- a) Customers Surveys
  - b) Internal audit
  - c) Management reviews
  - d) Job Observation of critical task
  - e) Near Misses
  - f) Behavioural Based Safety Observations
  - g) Evaluation of compliance to life saving rules
  - h) Data Management Verification
  - i) Planned maintenance of tools and equipment (equipment integrity)

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#### 15.4 Performance Management Programme

The Supplier shall develop and implement a performance management programme. The Programme shall include:

- Audits and Surveillances
- Regular assessment of the QCPs
- NC and Defect Management
- Inspections and tests
- Risk Management

#### 15.5 Quality Control Plan

Service provision shall be carried out in accordance with a documented and agreed Quality Control Plan/ Inspection and test plan

The supplier shall plan for the required quality related activities and interfaces within the suppliers' quality system in order to demonstrate its ability towards both controlling and meeting Eskom requirements.

The Supplier shall ensure that the QCP is accordance with the Eskom Quality Requirements Specifications, including but not limited to the following requirements:

- Clear and unambiguous description of the equipment and location(s) at which each activity will take place, including facility location(s)
- Identification of quality verification activities and stages
- The details of reference documents, procedures, or method statements to be utilised in performance of the activity, including specific reference to actual sections and pages of procedures, standards, instructions, specifications, etc.
- Definition of acceptance criteria
- Listing of certifying or verifying documents generated to provide evidence of compliance with specified requirements; documents are to be provided using the proper Eskom document numbering requirements
- Identification of supplier and sub-supplier (where applicable) third-party/approved inspection authority (AIA) and Eskom inspection activities defined in terms witness, hold, document review, and verification monitoring points and provision for sign-off of each of the above-mentioned parties for each intervention point
- Qualification requirements for quality control inspectors, including any third-party/AIA Inspectors
- Listing of all proposed test procedures
- Acceptance criteria for each inspection or test in alignment with specified tolerances

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- A section for signed acceptance of the QCP/ITP by the supplier, sub-supplier (where applicable), and Eskom prior to commencement of work
- Inspection or testing witness and hold points, including, but not limited

### **15.6 Documented Information**

The supplier shall control documented Information needed for conformity to ISO 9001 as well as documented information that is needed for the effectiveness of its Quality Management System.

The supplier shall maintain documented information and ensure that the information is kept up to date e.g. the information contained in documented procedures, manuals forms, and checklists

The supplier shall retain documented information (record management) such as drawings, certificates and COC ensuring that information that is used to provide evidence about whether or not requirement has been fulfilled is protected

A list if documents and records that will be used and submitted during the execution of the project.

### **15.7 Suppliers Evaluation**

The supplier shall ensure that their suppliers are evaluated to ensure that product and service requirements are met.

The monitored key performance areas include the following:

- Quality
- Delivery
- Design
- Cost
- Management System

The monitored key performance indicators associated with these areas will include:

- Non Conformity monitoring
- Audit and assessment evaluation scoring
- Management system compliance and accreditation
- Process Improvement
- Corrective and preventive action response and closure

### **15.8 Communication**

The supplier should determine those relevant internal and external parties with whom they need to communicate and communication channels to ensure effective operations. This can include relevant persons within the organisation at all levels and relevant interested such as regulatory bodies and municipality.

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## 15.9 Continual Improvements

The supplier shall ensure that a continual improvement is driven by the analysis of the SHEQ policy, objectives and targets, audit results, corrective and preventive action management.

## 16 Storage and Handling

16.1.1 The supplier shall ensure that all non-conforming products including those of appointed subcontractors on site are held in designated and identified holding areas until such time as the method of disposition has been decided (e.g. use as-is, repair, rework, scrap). Where it is not practical to move nonconforming products into a holding area, it shall be clearly identified.

16.1.2 It is the duty of the supplier to ensure that personnel using handling devices shall be suitably trained, qualified and certified to be competent to use the devices. The proof of such may be by demonstration of such skills with the in-house training wherever possible. They shall also be instructed and conversant in any safety rules and regulations to be applied in their use. Handling devices shall be inspected periodically for cleanliness and safety, in addition to the mandatory requirement that lifting devices are to be inspected and certified by authorised personnel (LME and LMI). Suitable records shall be maintained. Slings, hoists and cranes will be clearly marked with capacity limitations.

## 17 ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Justice Mphokane	Operations HOD
Nthabiseng Tlatsi	Regional SHEQ Manager
Ntombifuthi Vilakazi	Quality Officer
Sandhya Narainsingh	SHEQ BP

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## 18 REVISIONS

Date	Rev.	Compiler	Remarks
December 2020	0	K Tshishonga	First issue

## 19 DEVELOPMENT TEAM

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

- Khuliso Tshishonga
- Nthabiseng Tlatsi
- Ntombifuthi Vilakazi

## 20 ACKNOWLEDGEMENTS

- None

## 21 ANNEXURE A - SHEQ CHECK SHEET

<b>Name of Contractor</b>		
<b>Name of Contractor's Representative</b>		
<b>Signature of Contractor's Representative</b>		
<b>Project No.</b>		
<b>Scope of Work</b>	Polokwane Depot Lease	
<b>Date of Submission</b>		
<b>File Approved</b>	Y	N
<b>Name of Logistics Services SHE Officer</b>		
<b>Signature of Logistics Services SHE Officer</b>		

No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
1	<b>AGREEMENTS</b>		
1.1	Section 37(2) Agreement		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
1.3	Copy of OHS Act		
1.4	Valid Letter of Good Standing		
<b>2</b>	<b>LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS</b>		
2.1	Policies and Procedures listed received		
2.2	Signed SHEQ Policy		
<b>3</b>	<b>APPOINTMENTS</b>		
3.1	Employer Section16(1)		
3.2	Dedicated Employer Section16(2)		
3.3	Supplier Appointment		
3.4	Responsible Manager		
3.8	Risk Assessor		
3.9	Competent Person for Vehicle and Mobile Plant		
3.19	Incident Investigator GAR 9(2)		
3.20	Competent Person for First Aid GSR 3(4)		
<b>4</b>	<b>ORGANISATIONAL STRUCTURE</b>		
4.1	Supplier Organogram		
<b>5</b>	<b>COMPLIANCE REQUIREMENTS</b>		
5.1	Induction training (Contractors induction)		
5.3	Toolbox Talk		
5.6	Fire Extinguisher Inspections/Certificate		
5.7	First Aid Box Inspections		
5.8	Reporting of Incidents Document		
5.9	Certificates of Competency for Contractors		
5.11	Risk Assessments - Baseline risk assessment - Task specific risk assessment		
5.17	Electrical Certificate of Compliance		
5.18	Earth Leakage Relays Inspections		
5.25	Safe Work Procedure (SWP)		
5.26	Planned Job Observations - Previous Projects		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
5.27	Behavioural Based Safety Observations - Previous Projects		
5.28	Inspections and Audit Reports - ERI		
5.34	Fire Alarm - Emergency Evacuation Procedure		
5.37	Environmental Management		
5.38	Life Saving Rules Acknowledgment		
5.39	SHE Plan submitted		
5.40	SHE/Q File submitted		
<b>6</b>	<b>QUALITY MANAGEMENT</b>		
6.1	Valid copy of ISO 9001 certificate	(if certified)	
6.2	Quality/ SHEQ Policy		
6.3	Quality Objectives and targets		
6.4	Quality Control Plan		
6.5	Workflow chart/process mapping		
6.6	Method Statement		
6.7	Listing of test procedures		
6.8	Performance Management Plan		
6.9	Monitoring Programme		
6.10	NC and Defect Report		
6.11	Audit and Surveillance Reports		
6.12	Risk Management Plan		
6.13	Inspections and test records		
6.14	List of applicable statutory and Regulatory requirements		
6.15	Documents and Records List/Register		
6.16	Communication Plan		
6.17	Control of Documents and Records Procedure		
6.17	Control of Non-Conforming Products or Services Procedure		

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