

	<b>Kriel Power Station SHE Specification</b> HIGH RISK ACTIVITIES/SERVICES	<b>Template Identifier</b>	32-726-03T	<b>Rev</b>	<b>1</b>
		<b>Document Identifier</b>	555-RSR 2031	<b>Rev</b>	<b>1</b>
		<b>Effective Date</b>	November 2023		

**Project Name:** Supply and delivery of ion exchange resins at Kriel power station water treatment plant (WTP) on an as and when" required basis for the period of 5 years.

**Enquiry number:**

**Project Address: Kriel Power Station**

Eskom's Contract Manager/Project  
Name: Sammy Sibiyi

Eskom's OHS/SHE Manager  
Name: Thabitha Mpoyi

Eskom's Procurement Officer

Eskom's OHS/SHE Officer

Name: Xolile Ndlovu

Name: Sizani Shabangu

Signature: 

Accepted by: Contract agent.

Date: 07 March 2024

Name:

Signature:

Date

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## 1. INTRODUCTION

Eskom's Kriel Power Station responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy and applicable legislative obligations. This OHS specification is Eskom Kriel Power Station minimum requirements which are required to be met for the duration of the contract period by contractors/suppliers and, where required, the delivery organisation. The main contractor is expected to develop an OHS plan that meets these requirements as well as all the relevant applicable legislation that they conform to. Eskom Kriel Power Station in no way assumes the contractor's legal responsibilities and liabilities. The main contractor remains accountable for the quality and execution of their health and safety programme for their employees. This OHS specification reflects minimum requirements and should not be construed as all-encompassing.

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

Where requirements listed are already in place, then the organizational requirements must be taken cognisance of and listed in the respective OHS plans. If there are any additional Eskom Kriel Power and/or legislative requirements listed in the OHS specification, then these must be addressed.

## 2. SUPPORTING CLAUSES

### 2.1 SCOPE

This OHS specification lists the legislative and Eskom Kriel Power Station requirements and, where applicable, any requirements pertaining to local authorities, municipal by-laws, or environmental legislation that must be met by the contractor.

#### 2.1.1 Purpose

This document will provide OHS specifications for business contracts, standards, and NEC 3 at Kriel Power Station.

#### 2.1.2 Applicability

This OHS specification is applicable to any contracting organisation that intends to respond to Eskom Kriel Power Station's tender/enquiry with the intention of entering into a contract.

### 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

- Basic Conditions of Employment Act No 75 of 1997.
- Occupational Health and Safety Act and Regulations No 85 of 1993.

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- OHS Act “Regulations on Hazardous Work by Children in South Africa”
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- 32-37 Eskom Substance Abuse Procedure.
- 32-136 Contractor Health and Safety Requirements
- 240-62196227 Life- saving Rules.
- 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- 32-727 SHEQ Policy
- 240-62946386 Vehicle and Driver Safety Management Procedure
- 32-520 Risk Assessment procedure
- ISO 45001: 2018
- Eskom Covid-19 policy
- National Disaster Management Act 57 of 2002

### 2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane

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## 2.3 DEFINITIONS

Definition	Explanation
<b>Appointed contractor</b>	Means a contractor appointed by the Main contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Business unit (BU)</b>	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
<b>Client</b>	(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.
<b>Competent person</b>	(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)
<b>Contractor</b>	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes Main contractors
<b>Contract's Manager/End User</b>	<b>Contract's Manager/End User</b>
<b>Consultant</b>	means a person providing professional advice
<b>Controlled disclosure</b>	controlled disclosure to external parties (either enforced by law or discretionary)
<b>Duty of care to the environment</b>	(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
<b>Employee</b>	(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

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<b>Employer</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)				
<b>Environment</b>	(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				
<b>Definition</b>	<b>Explanation</b>				
<b>Eskom requirements</b>	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals				
<b>Fall protection plan</b>	(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				
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger				
<b>Hazard identification</b>	(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				
<b>Occupational Health and safety file</b>	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.				
<b>Health and safety plan</b>	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified				
<b>Occupational Health and safety specification</b>	(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.				
<b>Occupational Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work				
<b>Lifesaving Rules</b>	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people				
<b>Medical Certificate of fitness</b>	(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				
<b>Medical surveillance</b>	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner				
<b>Method statement</b>	(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				

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<b>National Enquiries/contracts</b>	sourcing of services providers/contractors at the divisional level and not at BU level through tendering, request for price etc				
<b>Organisation</b>	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects				
<b>Pre-job meetings</b>	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task				
<b>Main contractor</b>	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.				

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Definition	Explanation
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
<b>Responsible Manager</b>	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
<b>Risk assessment</b>	(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.
<b>Site</b>	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, Main contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Subsidiary</b>	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
<b>Supplier</b>	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
<b>Toolbox talks</b>	(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.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

## 2.4 ABBREVIATIONS

Abbreviation	Description
<b>BU</b>	Business Unit
<b>CE</b>	Chief Executive
<b>COID Act</b>	Compensation for Occupational Injuries and Diseases Act
<b>DMR</b>	Driven Machinery Regulations
<b>DEL</b>	Department of Employment and Labour ( Inspection and Enforcement services – Provincial office)

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Abbreviation	Description
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
O&M	<b>Operating and Maintenance</b>
LoG	(COID) Letter of Good Standing
SABS	South African Bureau Standard
SANS	South African National Standard

## 2.5 RELATED/SUPPORTING DOCUMENTS

Section 37(2) of the OHS Act requires Eskom to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to the project manager/end user who will facilitate the signing of the document by Eskom Kriel Power Station and contractor representatives.

## 3. DOCUMENT CONTENT

### 3.1 SCOPE OF WORK

Supply and delivery of ion exchange resins at Kriel power station water treatment plant (WTP) on an “as and when” required basis for the period of 5 years.

### 3.2 LEGAL COMPLIANCE

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

A section 37(2) agreement must be signed between Eskom Kriel Power Station (project/contracts manager) and the main contractor (16.1 or 16.2) at the time of submitting the safety file. The original copy of the section 37(2) agreement must be retained by the main contractor, and a copy must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor's OHS file.

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### 3.2.2 Hazardous Work by Children (Child Labour)

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

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

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

### 3.2.3 OHS Act

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

### 3.2.4 Legislative Compliance

The main contractor will comply with all the legislation pertaining to this project being:

- a) The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- b) Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- c) National Environmental Management Act 1998 (Act 107 of 1998).
- d) Environment Conservation Act 1989 (Act 73 of 1989).
- e) National Water Act 1998 (Act 36 of 1998).
- f) Civil and Building Work Act.
- g) National Road Traffic Act 93 of 1996.
- h) Compensation for Occupational Injuries and Diseases Act.
- i) SANS Standards –Contractor shall use the relative standards applicable to the project.

## 3.3 ESKOM KRIEL POWER STATION REQUIREMENTS

The main contractor shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom OHS documentation that is applicable to contract services.

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### 3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization’s CE and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities. The policy must be signed by the organisation’s CE or the appointed assistant to the CE, OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the main contractor OHS files and attached as an annexure to the OHS Plan.

### 3.5 COVID -19 POLICY

Due to the current pandemic the contractors are required to submit the Covid policy signed by the most senior person. A copy of the policy must be filed in the main contractor OHS files and attached as an annexure to the OHS Plan.

#### 3.5.1 Covid -19 requirements

Covid-19 costs are not for profit making purpose and Eskom Kriel Power Station reserves the right to accept and/or decline the list of PPE which will be listed in the detailed Covid-19 costs. Due to the current pandemic the main contractor is required to provide Eskom Kriel Power Station with a Covid-19 risk assessment and a detailed plan on how to prevent the spread of the virus and what control measures will be put in place to protect Eskom Kriel Power Station employees and members of the public. The risk assessment must include the following but not limited to, adherence to Covid-19 protocols in designated smoking areas. Covid-19 costs are applicable for the duration of the pandemic and the Covid-19 costs will be ceased once the country has declared that Covid-19 is no more a pandemic. The main contractor has an obligation to comply with the National Disaster Management Act including the appointment of the Compliance Officer.

### 3.6 COID

The main contractor shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the main contractor to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the main contractor’s OHS files.

### 3.7 COSTING FOR OHS WITHIN THE PROJECT

The costing for OHS must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases, safety file etc.

### 3.8 STATUTORY APPOINTMENTS

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The main contractor must appoint competent workers who will comply with the OHS Act for the duration of the contract. Before requiring appointees to accept an appointment, the employer must ensure that they have received appropriate training and/or information about their responsibilities. The relevant statutory appointments must be made in compliance with the OHS Act's criteria, which include appointing a qualified individual to the appropriate roles. The following should be included in the statutory appointments, but not limited to:

- a) OHS Act General Administrative Regulation 9(2) – Incident Investigator
- b) OHS Act General Safety Regulations 3(4) – First Aider/s
- c) OHS Act General Machinery Regulation 2(1) – Supervision of Machinery

### 3.8.1 Non statutory appointments

- a) Eskom requirement – Emergency Planning Co-coordinator
- b) Eskom Site Manager
- c) Eskom Site Supervisor
- d) Risk Assessor
- e) Safety Officer

### 3.9 ESKOM LIFE-SAVING RULES

1. Eskom places a high value on health and safety and urges every organization that undertakes work for Eskom to do the same.
2. Eskom has developed five life-saving guidelines that will apply to all Eskom employees, agents, consultants, and contractors. Any Eskom Kriel Power Station employee or employee of a main contractor who fails to follow these rules would be deemed a serious violation. These rules are in place to protect any employee, labour broker, or contractor working from significant injury or death.
3. If any contractual work (including delivery of any product) is to be undertaken on Eskom premises, the rules shall be obeyed by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> (That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.

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Rule 3	<b>BUCKLE UP</b> No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work.

Eskom will take a zero-tolerance approach to these policies.

Noncompliance to Life-saving rules is regarded serious misconduct and will result in serious disciplinary action, which may include dismissal.

This is to ensure that everyone who works on or visits an Eskom facility returns home to their families safely.

### 3.10 SUBSTANCE ABUSE

- a) Alcohol and substance abuse are serious threats to any business, especially when it comes to workplace accidents and car driving. As a result, Eskom Kriel Power Station has the right to take reasonable procedures to identify and prohibit drunk people from entering the company/station.
- b) General Safety Regulation 2A specifies the legal position on intoxication.
- c) The allowable alcohol and drug level is 0%.
- d) The main contractor must follow Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: (BE SOBER), and anyone entering the Eskom site will be subjected to ad hoc alcohol testing if the BU has self-alcohol testing equipment.
- e) The contractors are invited to develop their own manual and test their own employees for alcohol on a regular basis.
- f) Test results must be marked "Confidential" and kept in the employee's personal file.
- g) Eskom's life-saving rules must be included in the induction process.
- h) All employees involved in the scope of work must sign the Life-saving rule pledge before commencement of work.

### 3.11 CONTRACTOR ORGANISATIONAL STRUCTURE

#### 3.11.1 Main Contractor Organogram

The main contractor must provide an organisational organogram on the company's letter head related to this contract, depicting all the levels of responsibility from the CE down to the

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supervisors responsible for the contract. List the relevant positions held, names of appointees, legal appointments and the Organogram must be signed off by the company's 16(1) or 16 (2).

The main contractor is responsible for keeping copies of the organogram as well as submitting them with the OHS plan. The organogram shall be updated timeously when appointments are changed. This diagram must be kept up to date and filed in the project OHS files.

### 3.12 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 the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

#### 3.12.1 Main contractors

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

- a) Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
- b) Carry accountability and responsibility for the safety and health of their employees within their working area, as contemplated by section 37(2) of the OHS Act.
- c) Shall keep a record of all employees including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
- d) Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
- e) Ensure that the minimum legislative, regulatory and Eskom OHS requirements are complied with on all work sites.
- f) Give the Eskom Kriel Power Station project managers and line managers / responsible managers their full participation and cooperation.
- g) Compile a OHS (Occupational health and safety) file where all relevant health and safety records must be kept for each work site.
- h) The main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
- i) Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
- j) Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. responsibilities), employees are conversant with all relevant work procedures and that they adhere to such procedures.
- k) Stop his /her employee if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- l) Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.

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- m) Follow a process of disciplinary action if any of their employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- n) Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- o) Ensure that daily task risk assessments are conducted by material management personnel (client) before offloading and storing of the material. The main contractor must keep the copies of the daily task risk assessment from the client to their OHS file.
- p) Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- q) 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.
- r) Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;  
**Note:** should the main contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
- s) Must have a substance abuse program which must be in line with Eskom requirements.
- t) Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.

### 3.13 RISK ASSESSMENT (REFER TO 32-520)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in the activity, work, site, and an estimate of the extent of the risks involved, considering whatever precautions are already being taken.

It is essentially a three-stage process:

- a) identification of all hazards.
- b) evaluation of the risks;
- c) Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted by team at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example, if a job / task is extended over a day or halted due to inclement weather.

Guidelines for actual steps involved in a job/task specific risk assessment are:

- a) Each activity is listed.
- b) Specific hazards are identified and listed against each activity

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- c) The magnitude of each risk is rated as Low. Medium or High.
- d) All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders.
- e) The relevance, effectiveness and sufficiency of these controls are assessed.
- f) In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up.
- g) Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned.
- h) Persons responsible for monitoring the task and carrying out the planned job observation must be nominated.
- i) Completed risk assessment shall be handed to the Eskom project manager representative for comment and approval.
- j) The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

### 3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when: -

- a. Designing a new job or task.
- b. Changing jobs or task;
- c. Introducing new equipment or substances; and

The safe working procedure should identify:

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

All employees should be trained/ informed on safe working procedures.

### 3.15 FIRE EQUIPMENT AND MAINTENANCE

- 1. All firefighting equipment's that have been provided shall:
  - a. Be clearly labelled.

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- b. Conspicuously numbered.
  - c. Entered in a register.
  - d. Inspected monthly by a competent person.
2. Tested and serviced every 12 months.
3. Results entered in the register and signed by competent person.

### 3.16 FIRST AID AND EQUIPMENT

- a) The requirements of the OHS Act GSR 3 must be observed.
- b) First aid appointments must be made to meet the legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008. It is good practice for all employees to be trained to at least level 1.
- c) The main contractor must ensure that his /her employees are familiar with the emergency numbers. .
- d) The main contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.
- e) Monthly inspections must be conducted by a qualified first aider.

#### 3.16.1 Boxes and equipment

The following is a list of 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 content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

### 3.18 TOOLBOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS

1. A meeting must be 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,

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associated hazards, safety measures, i.e., the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.

- Where possible, toolbox talks can be included in the pre-job brief meetings. Toolbox talks must be conducted. The toolbox talk topics will be based on OHS issues pertaining to the project site. The topic and the contents shall be in writing. Attendance registers with the topic listed shall be kept.

### 3.19 OHS TRAINING

- The main contractor when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements.
- The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the Main contractor must have the appropriate qualifications, certificates and employees should always be under competent client supervision.
- Where legislative and Eskom Kriel Power Station recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- When there is an amendment to the Acts and/or to the regulations, OHS specification and OHS plan, all affected staff shall undergo the applicable refresher training.
- Appropriate time must be set aside for training (induction and other) of all employees.
- Records of all training and qualifications of all employees must be kept on the OHS file.

#### 3.19.1 Main Contractor Induction training

The main contractor is required to make arrangements with the Business Unit for its employees to attend induction in order to be granted permission to access site.

- The main contractor shall ensure that all his / her employees have undergone the Eskom OHS induction training prior to commencing work on site.
- Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the OHS file on site for the duration of the project.
- All employees and visitors on site shall carry the proof of induction training.
- It is the main contractor responsibility to keep records of induction training.

NB: All the contractors are required to provide police clearance document on the day of induction.

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### 3.19.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the Eskom Kriel Power Station site-specific safety induction prior to being allowed access to site.
2. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

### 3.20 GENERAL TRAINING

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

### 3.21 VEHICLE MANAGEMENT

1. It is the responsibility of the driver to ensure:
  - a. Their passengers wear seat belts whilst the vehicle is in motion.
  - b. Comply with all traffic road rules, safety, direction and speed signs.
  - c. Ensure that vehicle loads are properly secured prior to moving off.
  - d. Ensure that vehicles/truck are not overloaded.
2. No persons maybe transported at the back of the bakkie/truck.
3. Drivers are required to conduct the route risk assessment prior to travelling/driving.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving.
5. All drivers shall have a valid medical fitness certificate.
6. The First aid box with valid contents and fire extinguishers must be included in the vehicle, be services annually and inspected monthly. Drivers must be trained on how to use the First aid box and fire extinguishers.
7. Two triangles must be included in the vehicle and the emergency number be displayed at the back of the vehicle.
8. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
9. The main contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times and this is applicable to yellow plant.
10. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine.
11. The main contractor's vehicles/ truck can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on site.

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12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting materials.
13. The vehicle inspection checklist must include but not limited to:
  - a) Reverse alarm / beeper
  - b) Yellow reflective tape
  - c) Mud flaps
  - d) Fire Extinguisher
  - e) 2 Triangles
  - f) First Aid Box
  - g) Safety belts for every seat
  - h) No fold-up or jockey seat
  - i) Tyres
  - j) License disc
  - k) Yellow reflective tape that must be fitted at a height of between 250mm and 1.5 metres
  - l) Driver have a Public Driving Permit

### 3.22 HOUSEKEEPING AND ORDER

1. The main contractor shall maintain a high standard of housekeeping within their sites and truck for the duration of the project/contract.
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.
3. Materials/objects shall not be left unsecured in elevated areas – falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Main contractor in the first instance and the Eskom project/contract manager in the second instance.
8. The Eskom project/contract manager has the right to instruct the main 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 with this requirement will result into site cleaning by another cleaning contractor company at the cost of the main contractor.

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- The main contractor shall carry out regular safety/housekeeping inspections daily to ensure maintenance of satisfactory standards. The main contractor shall document the results of each inspection and shall maintain records for viewing.

### 3.23 WORKPLACE SIGNAGE

- Symbolic safety signage shall be displayed where it is required by legislation.
- All symbolic safety signage shall conform to the requirements of SANS standard 1186.
- Signs shall be positioned to be seen from most positions within the work sites / areas.
- All signage must be clear at all times and be replaced timeously when worn out.
- The main contractor shall provide signage where work is conducted and where unauthorized entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.

### 3.24 AUDITING

#### 3.25.1 Approval and compliance of Main contractor OHS plan.

The main contractor's OHS Plan will be audited against compliance checklist to verify compliance to the requirements of the Eskom Kriel Power Station OHS specifications. Once there is compliance only then will the main contractor OHS plan be approved by the project manager or an appointed Eskom Kriel Power Station contract custodian. The implementation of the OHS Plan shall be assessed and will be audited by Eskom personnel on the annually basis. This will include physical conditions evaluation.

#### 3.25.2 Eskom OHS audits.

The main contractor is required to submit the OHS file annually to safety department for audit purposes.

### 3.26 Smoking

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

### 3.27 CELLULAR PHONES

The National Road Traffic Act requirements regarding the use of cellular phones must be observed, when driving and or operating mobile equipment and or machinery. The personal use of cell phones in the plant is prohibited unless it is an emergency or for work purpose. The use of cell phone camera in the plant must be in line with the national key point Act and the Plant safety regulation.

### 3.28 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION

The main contractor is required to develop an Occupational Health, Hygiene and Rehabilitation program. The program is intended to ensure that the risks to health are identified and controlled.

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### 3.28.1 Medical Assessments

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

1. The main contractor must ensure that their employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. The health risk assessment must be used to compile the man job specification and address the hazards that the employees will be exposed to.
3. For the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
4. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
5. The main contractor must ensure that employees have undergone pre-entry medical examination before starting work on the contract.
6. The main contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
7. The main contractor shall include in the OHS file the record of the employees exit medical fitness certificates as and when their employees leave the company.

### 3.29 ROLES AND RESPONSIBILITIES

The main contractor is required to list employee's roles and responsibilities pertaining to the contract.

### 3.30 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

1. The main contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. The main contractor shall comply with the requirements of GSR 2 of the OHS Act and PPE Specification Standard 240-44175132.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued.
5. The main contractor shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the contractor's responsibility to provide the PPE.

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7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement (as per risk assessment), then high visibility vests shall be worn.
9. Monthly inspection records of PPE must be kept in the Safety file
10. The main contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.
11. The main contractor must ensure the employees wear a branded overalls with a company logo.

### 3.31 INCIDENT INVESTIGATION

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

The main contractor shall use the Eskom Flash report to report incidents immediately or before end of shift. The standard General Administrative Regulation Annexure 1 "Recording of an Incident form" for all incident investigation reports. The objective of incident investigation should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

### 3.32 EMERGENCY MANAGEMENT

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as possible. The main contractor must develop and align their own Emergency response plan with Eskom's Kriel Power Station to address any emergency which might arise at any given point in time. The main contractor to familiarise themselves with the Eskom Kriel Power Station emergency response plan and procedure.

### 3.33 NON-CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Eskom Procurement and Supply Chain Management Procedure.

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2. The main contractor is 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.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out of non-conformances issued, in not doing so; any recommendations made may not be 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 by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE (as per PPE standards) to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

### 3.34 OHS FILES

1. OHS file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. The main contractor is required to keep the OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.
7. In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

### 3.35 WORK STOPPAGE

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation

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of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.

2. Work stoppages that are initiated due to OHS concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

### 3.36 HOURS OF WORK

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

#### 3.36.1 Normal work

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

#### 3.36.2 Night work

When night work is to be performed, the baseline risk assessment must be reviewed to include the management of night work. The main contractor shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

If work is continuing from day light into night, at dusk, a toolbox talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

#### 3.36.3 Overtime

When overtime is required to be performed, the main contractor shall inform the Eskom Kriel Power Station project manager of such function and provide proof of exemption from the Department of Employment and labour. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

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### 3.37 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

By drawing up this OHS specification Eskom Kriel Power Station has endeavoured to address the most critical aspects relating to OHS issues in order to assist the main contractor to adequately provide for the health and safety of employees on site.

Should Eskom Kriel Power Station not have addressed all OHS aspects pertaining to the work that is tendered for, the main contractor needs to include it in the OHS plan and inform Eskom of such issues when signing the contract.

### 3.38 CONTRACTOR PERFORMANCE MONITORING

Contractor management is required to do the following as part of the continuous improvement initiatives:

- Visible Felt leadership by top management
- Identify critical tasks and monitor by conducting Job Observations
- Contractor Chief Executive or Managing Director shall present the lost time incidents at Business Unit Power Station General Managers meeting

### 3.39 CONTRACT SIGN OFF

On completion of the project, all Eskom Kriel Power Station team (project coordinator/manager, safety officer, quality officer, the main contractor representative and security personnel) must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the main contractor representative and Eskom Kriel Power Station contract/project manager, must facilitate the closeout. Once the main contractor has closed all findings the Eskom's Kriel Power Station team will verify and sign off prior to issuing a completion certificate and final payment.

### 3.40 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

The contractor/supplier shall at all times comply with Eskom's occupational health and safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the contractor shall comply with the requirements contained in the SHE Specification. Eskom reserves the right to terminate the contract in the event that the contractor has built up a history of poor performance or non-conformance in relation to matters of Eskom OHS and legal compliance. No work may commence until the health and safety file has been approved by Eskom Kriel Power Station OHS personnel.

## 4. AUTHORIZATION

Authorized by OHS manager.

Name: Thabitha Mpyoi

Signature 

Date: 07/03/2024

Authorized by Eskom project/ manager.

Name: Sammy Sibiya

Signature 

Date: 07/03/2023

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## 5. REVISIONS

Date	Rev.	Compiler	Remarks
November 2023	1	Sizani Shabangu	This provides the initial OHS specification requirements that must be met by the main contractor for the work to be performed for Eskom Kriel Power Station.

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