

	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

Project Name: Procurement of Institutionalized Training Contract

Project Address: All NTCSA Sites

Scope of the project: The Provision of Institutionalized Training Contract

NTCSA Contract's/ Project Manager

NTCSA's Health and Safety Manager

Name: Mafeto Mailula

Name: Mahlatse Thlapane

NTCSA's Safety Advisor

Name: Mathula Thulare

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 Eskom National Transmission Company South Africa ™	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

Content

	Page
1. Introduction	4
2. Supporting Clauses	5
2.1 Scope	5
2.1.1 Purpose	5
2.1.2 Applicability	5
2.2 Normative/Informative References	5
2.2.1 Normative	5
2.2.2 Informative	5
2.3 Definitions	7
2.4 Abbreviations	11
2.6 Roles and Responsibilities	12
2.6.1 Commitment	12
2.5 Related/Supporting Documents	117
3. Specification	17
3.1 Scope of work	18
3.2 Legal Compliance	18
3.2.1 Section 37(2) (Legal) Agreement	18
3.2.2 Hazardous work by children (Child Labour)	19
3.3 NTCSA Requirements	19
3.6 SHE Policy	19
3.7 COID	19
3.9 Statutory Appointments	19
3.10 Eskom Life-saving Rules	20
3.11 Substance Abuse	21
3.19 First Aid and Equipment	22
3.20 SHE Communication Systems	25
3.20.5 Tool box talks / Daily team talks / pre job meetings	25
3.21 SHE Training	26
3.21.1 Induction training	26
3.21.2 Site specific induction training	26

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 Eskom National Transmission Company South Africa ™	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

3.21.3 Visitors to site induction	26
3.21.4 General training	26
3.22.1 Site roads	26
3.22.2 Constracto vehicle safety	26
3.22.3 Disclosure of Pre-existing Medical conditions	27
3.23 Housekeeping and Order	27
3.28 Auditing	27
3.28.1 Approval and compliance of principal contractor SHE plan	27
3.29 Smoking	28
3.30 Cellular Phones	28
3.33 Risk Assessments	28
3.34 Safe Work Procedures and Practices / Safe Operating	28
3.35 Personal Protective Equipment Requirements	29
3.36 Incident Investigation	29
3.37 Emergency Management	30
3.38 Non-Conformance and Compliance	30
3.39 SHE File	30
3.40 Work Stoppage	31
3.42 Omissions from Safety and Health Requirements Specification	31
3.43 Contract Sign-Off	32
4. Acceptance	33
5. Revisions	33

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		Effective Date	July 2024		
		Review Date	July 2027		

1. Introduction

National Transmission Company South Africa (NTCSA) is a subsidiary of Eskom Group that is mandated for the planning, operating and maintaining transmission assets throughout their economic life, provides access to an interconnected transmission system and influences customer demand and behaviour.

NTCSA develop optimal plans and engineering solutions for the expansion, maintenance and refurbishment of the power transmission network as well as providing a technology and asset management service to ensure that the integrated power system is reliable, adequate and secure.

NTCSA execute projects related to the capital expansion, strengthening and refurbishment of transmission assets as well as construction management of transmission networks required for the integration of new generators and loads. Ensure a reliable and sustainable transmission network through operating, maintaining and commissioning of new assets.

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

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

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

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

This 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 organisational requirements must be taken in cognisance of and listed in the respective OHS plans. If there are any additional NTCSA and or legislative requirements listed in the OHS specification, then these must be addressed.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

This document provide guidance for a standardised approach to the compilation of OHS specifications throughout NTCSA for contracts, (Other type of contracts can be used such as NEC/FIDIC etc)

2.1.2 Applicability

This OHS specification shall be applicable to any contracting organisation who intends tendering for the contract.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs, but not limited to:

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Road Traffic Act 93 of 1996.
- [4] Regulations for Hazardous Chemical Agents, 2020
- [5] Ergonomics Regulations 2018
- [6] 32-37 Eskom Substance Abuse Procedure.
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 240-62946386 Vehicle and Driver Safety Management Procedure
- [11] 32-520 Risk Assessment procedure

2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] All applicable SANS

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
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2.3 Definitions

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(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
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with <ul style="list-style-type: none"> a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

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Environment	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	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
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(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
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment

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		Review Date	July 2027		

Definition	Explanation
Organisation	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
Pre-job meetings	(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
Principal contractor	(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.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Safe Work Procedure	Please define it
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
GCE	Group Chief Executive
ACE	Acting Chief Executive
CNC	(Eskom) Customer Network Centre
NTCSA	National Transmission Company South Africa
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoLE	Department of Labour and Employment (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
MD	Managing Director
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

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		Effective Date	July 2024		
		Review Date	July 2027		

2.6 Roles and Responsibilities

2.6.1 Commitment

Visible commitment is essential to providing a safe work environment at all levels (from GCEO, ACE, GM, Senior Managers, Middle Managers, Managers, Professionals, Bargaining Unit etc) 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.

2.6.2 Principal contractors.

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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act, NTCSA / Eskom and other requirements.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the NTCSA Project Manager.
4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Eskom OHS requirements are complied with on all work sites.
6. Give the NTCSA project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a OHS (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The principal contractor must hand over a consolidated (to include any appointed contractor files) health and safety file to the NTCSA project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

9. Contractors must hand over a consolidated (to include any appointed contractor files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
10. The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the NTCSA project manager with all the valid letters of good standing from their appointed contractors.
11. Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
12. 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.
13. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
14. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
15. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
16. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
17. Take reasonable steps to ensure cooperation between all their appointed contractors.
18. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
19. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

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

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

20. Not victimise or dismiss employees, by virtue of the employee divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
21. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
22. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
23. Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
24. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
25. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
26. Provide any appointed contractor who is making a bid or is appointed to perform work on NTCSA's behalf, with the relevant sections of the documented NTCSA/Eskom's SHE Specification.
27. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
28. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
29. 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.
30. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
31. Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

32. 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 5: should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

33. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the NTCSA project manager and the relevant site safety and fire prevention requirements;
34. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.
35. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
36. Respect the rights of landowners/lessors and the preservation of their registered activities.
37. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
38. Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.

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

39. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
40. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
41. Be involved in all of their appointed contractor's investigations.
42. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
43. Chair their own health and safety committee meetings and record such meetings.
44. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
45. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

46. Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the NTCSA Project Manager.

2.6.3 Employees

Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and NTCSA / Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - a. familiarising themselves with their workplaces and safety and health procedures;
 - b. working in a manner that does not endanger them or cause harm to others;
 - c. ensuring that the work area is kept tidy;
 - d. reporting all incidents and near misses;
 - e. protecting fellow workers against injury by performing job observations;
 - f. reporting unsafe acts and unsafe conditions;
 - g. reporting any situation that may become dangerous; and
 - h. carrying out lawful orders and obeying safety and health rules;
4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or NTCSA's project manager or supervisor immediately.
5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
6. Obey any safety signs and adhere to any site demarcation at all times.
7. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
8. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, NTCSA / Eskom requirements, company requirements, or legislative requirements.
9. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
10. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
11. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
12. Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the NTCSA project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

14. Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
15. Maintain the surrounding area of the work site in a neat and tidy condition.
16. Have meaningful participation in regular health and safety meetings.
17. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
18. When given instructions, understand the instructions and be permitted to clarify those instructions.

2.7 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement to be signed at procurement prior the signing of the NEC contract it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

3. Specification

3.1 Scope of work

The Provision of Institutionalized Training Contract.

A copy of the scope of works must be retained by the contractor.

Note: The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor”.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between NTCSA / Eskom and the principal contractor

The signed section 37(2) Agreement must be retained by both parties

A copy of all the agreements must form part of the respective contractor’s OHS file.

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 to be required or permitted to perform work or provide services that

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

i. are inappropriate for a person of that child's age; or

ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

and the Basic Conditions of Employment Act, Chapter six Section 43 "Prohibition of employment of children".

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act "Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2 Purpose and Interpretation. NTCSA/ Eskom 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 principal contractor and appointed contractors shall have an up to date copy of the OHS Act and regulations which will be available to all employees.

All contractors will comply with all the legislative requirements, NTCSA/Eskom requirement, and other requirements, pertaining to this contract being:

The principal contractor and all appointed contractors will comply with all the legislation pertaining to this project being, but not limited to:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Regulations for Hazardous Chemical Agents, 2020
- Ergonomics Regulations 2018
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

3.3 NTCSA / Eskom Requirements

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant NTCSA/Eskom OHS documentation that is applicable to contract services.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

3.4 SHEQ Policy

OHS Policy (SHEQ policy) is a statement of intent and a commitment by the organisation's GCE/CE in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

The principal contractor and all appointed contractors, if already not 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 GCE/ CE. The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor OHS files and attached as an annexure in the OHS Plan.

3.5 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract

3.6 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to the following:

- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Hazardous Chemical Agents Regulation 3(3)
- Hazardous Chemical Agents Co-coordinator
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act General Safety Regulations 3(4) – First Aider/s

3.6.1 Non-statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement - Chairperson of Health and Safety Committee

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

3.7 Eskom Life-saving Rules

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

The rules are:

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

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

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

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

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

3.8 Substance Abuse

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

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 an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.

It is essentially a three stage process:

- identification of all hazards;
- evaluation of the risks;
- 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 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:

- Each activity is listed;

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low. Medium or High;
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders;
- The relevance, effectiveness and sufficiency of these controls are assessed;
- 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;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed risk assessment shall be handed to the NTCSA project manager representative for comment and approval.

The relevant section of the risk assessment shall be issued with a NTCSA 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.

3.9 Safe work procedures / method statements

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 a job 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.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

3.10 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.12.1 First Aid 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).

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

- 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.

3.11 OHS Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate OHS issues to their staff, the mediums they will employ and how they will measure the effectiveness of their OHS communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, OHS shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant OHS files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.11.1 Tool box talks / Daily team talks / pre task planning

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 activities, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. All employees shall partake and sign the specific briefing as part of that specific team pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.15. Induction training

1. The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the NTCSA Safety Contractor Management induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. 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.
4. All employees and visitors on site shall carry the proof of induction training.

3.15.1 Site specific induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project OHS plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

3.15.2 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the principal contractor's 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.

3.15.3 General training

The principal contractor will be required to ensure that before an employee commences work on the project, 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 Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

3.17 Site roads

1. When planning, sufficient areas must be allocated for parking of construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.18 Contractor vehicle safety

1. It is the responsibility of the driver to ensure:
 - a. Ensure that every driver, when driving in NTCSA's business, is in possession of a valid national driver's licence
 - b. Where the licence was obtained from other countries, such licence must be converted to a South African licence within five years of accepting permanent residency. Where the employee from the foreign country holds an international licence, only verification with the relevant embassy is required before the driver is allowed to drive on Eskom business
 - c. Their passengers wear seat belts whilst the vehicle is in motion.
 - d. Comply with all traffic road rules, safety, direction and speed signs.
 - e. Ensure that vehicle loads are properly secured prior to moving off.
 - f. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
3. Under no circumstances are employees allowed to attend MS Teams meetings, via their laptop or cell phone, while driving in Eskom premises
4. All drivers of construction vehicles are to have valid medical fitness certificates.
5. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
6. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
7. 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
8. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
9. 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 material.

3.19 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

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 principal contractor in the first instance and the NTCSA project/site manager in the second instance.
8. The NTCSA Project/Site Manager has the right to instruct the principal contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.
9. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

3.20 Workplace Signage and Colour Coding

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be clear at all times and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
7. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
8. Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
9. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
10. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

3.21 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the OHS plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. NTCSA reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should NTCSA personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the NTCSA personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by NTCSA's instructions.

7. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
8. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections

3.22 Auditing

3.22.1 Approval and compliance of principal contractor OHS plan

The Contractor's OHS Plan will be audited against compliance checklist so as to verify compliance to the requirements of the NTCSA/Eskom OHS specifications. Once there is compliance only then will the principal contractors OHS plan be approved by the client The implementation of the OHS Plan shall be assessed / audited by NTCSA personnel on a regular basis. This will include physical conditions evaluation.

3.23 Smoking

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

3.24 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

Personal Protective Equipment Requirements

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

3.25 Incident Investigation

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

Contractors shall use 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.

3.26 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 practical. The contractor must familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.27 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 Management Procedure.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued
5. Where non-conformances are issued by NTCSA then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees and to the NTCSA trainees for the tasks being performed, failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and NTCSA/Eskom requirements.

3.28 OHS File

1. An OHS file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
2. All contractors are required to keep a 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 construction sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the requirements in terms of the project’s safety specification, the contractor’s safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS 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 project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
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.

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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

3.29 Work Stoppage

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

3.30 Omissions from Safety and Health Requirements Specification

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

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

3.31 Contract Sign-Off

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

OHS File Handover checklist shall be used to prepare all the documents/records to be handed over to the client or through electronic storage such as USB or via Zendto must be used

Acceptance

Null.

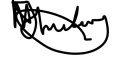
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	NTCSA Specification For Procurement of Institutionalized Training - Low Risk Project	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

4 Revisions

5

Date	Compiler	Signature	Remarks
2025/03/04	Mathula Thulare		Contents of this document should be adhered to

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