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Project Name: Security Services in NWOU

Project Address: NWOU

Scope of the project: The provision of physical guarding, armed response and escort in North- West Operating Unit.

Eskom's Security Manager

Name: Lusanda Ngesi/ Cecilia Maleka

Date: 03.11.2025

Signature:



Eskom's Health and Safety Manager

Name: Deirdre Stellenberg

Date: 30-10-2025


Signature:



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1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations. This SHE specification is Eskom's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The Security Contractor is expected to develop an SHE Plan which meets these requirements as well as all the relevant applicable legislation they conform to. Eskom in no way assumes the contractor's legal responsibilities.

The Security Contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed Security Contractor employees. This SHE specification reflects minimum requirements and should not be construed as all encompassing.

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

Note 2: In terms of Eskom requirements, a section of this professional contract falls within the requirements of the Construction Regulations.


Security Contractor to conform to the requirements and ensure that it is aligned with Eskom's Zero Harm value.

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

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2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom for contracts and standard and NEC 3 contracts

2.1.2 Applicability

This SHE specification is 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.


2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997
- [2] 32-727 SHEQ Policy
- [3] Occupational Health and Safety Act and Regulations No 85 of 1993
- [4] National Environmental Management Act 107 of 1998
- [5] National Road Traffic Act 93 of 1996
- [6] 32-37 Eskom Substance Abuse
- [7] 32-136 Security Contractor Health and Safety Requirements
- [8] 240-62946386 Vehicle and Driver Safety Management Procedure
- [9] 32-95 Eskom Occupational Health and Safety incident Management Procedure Management
- [10] Prevention and treatment of substance abuse Act 70 of 2008
- [11] Compensation Procedure for Occupational Injuries and Diseases ACT (COIDA)
- [12] Civil Aviation Act 13 of 2009
- [13] Air Services License Act 115 of 1990

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[14] 240-62196227 Life- saving Rules

2.2.2 Informative

- [1] 32-726 Contract and Security Contractor OHS Management Standard 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] Private Security Industry Regulation Act, 2001 (Act 56 of 2001)
- [5] Fire-arms Control Act, 2000 (Act 60 of 2000) and regulations
- [6] Promotion of Access to Information Act 2 of 2000
- [7] Control of Access to Public Premises and Vehicles Act 53 of 1985
- [8] MISS (Minimum Information Security Standards)
- [9] MPSS (Minimum Physical Security Standards)


2.3 Definitions

Definition	Explanation
Appointed contractor	Means a Security 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
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or Security 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
Consultant	means a person providing professional advice

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Definition	Explanation
Controlled disclosure	Controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex- labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
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 people, 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 containing the information in writing required by the construction regulations.
Health and safety plan	(OHS Act) means a site, activity, or Contract specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(OHS Act) means a site, activity or Contract specific document prepared by the client pertaining to all health and safety requirements related to construction work.

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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 people, 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				

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	Explanation
Medical certificate of fitness	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
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
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.
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

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Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation				

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Definition	Explanation
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.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people


2.4 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
DMR	Driven Machinery Regulations
DoEL	Department of Labour (Inspection and Enforcement services – Provincial office)
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
SDS	Safety Data Sheets
NEMA	National Environmental Management Act

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Abbreviation	Description
MISS	Minimum Information Security Standards
MPSS	Minimum Physical Security Standards
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement (to be completed by the contract manager responsible).

3. Specification

3.1 Scope of work

The provision of physical guarding, armed response and escort in North-West Operating Unit.

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

Note: The Security Contractor who will be awarded this contract will be known as the “principal contractor” and any Security Contractor appointed by the principal Security 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 Eskom and the principal Security Contractor at the time of awarding the contract. The principal Security Contractor must ensure that a section 37(2) agreement is compiled between the principal Security Contractor and all their appointed contractors for the contract.


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

A copy of all the agreements must form part of the respective contractor’s SHE 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 to be required or permitted to perform work or provide services that
 - 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. 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 Security Contractor and appointed contractors 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

All Security contractors will comply with all the legislation pertaining to this contract being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injuries and Diseases Act.


3.3 Eskom Requirements

All Security contractors shall, before commencement of the Security Contractor, ensure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to Security Contractor.

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3.3.1 Appointment of a contractor

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

Note: Copies of Security Contractor appointments must be kept in the respective SHE files.

3.3.2 SHE policy

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

The principal Security Contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with the SHE 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 all the contract SHE files and as an annexure the SHE Plans.

3.3.3 COID

The principal Security 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 (LoGS) from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in the entire contract SHE files and as an annexure the SHE Plans.

3.3.4 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 Contract / 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.


3.3.5 Appointments

For the duration of the contract, the principal Security Contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS

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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 an appointment. The relevant statutory appointments shall be made in accordance with the OHS Act and Eskom requirements, which include the appointments of a competent person in the relevant roles. **The statutory appointments should include but are not limited to: Fire Fighter, Evacuation warden, Incident Investigator with RCAT, Risk Assessor, Supervisors, SHE Rep, per shift. Eskom required a First Aider to be appointed for every shift, on each site to ensure prompt incident containment and response. Nominations forms for SHE Reps to be kept in the SHE File. Supervisors must not be appointed as SHE Reps.**

3.3.5.1 Roles and Responsibilities

All contractors are required to list employees' roles and responsibilities pertaining to the contract.

3.3.5.2 Principal contractors and appointed 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, of the OHS Act.
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 Security Contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Contract 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 SHE requirements are complied with on all work sites.
6. Give the Eskom Contract managers and line managers / responsible managers their full participation and cooperation.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. Security Contractors must hand over a consolidated (to include any appointed contractor's files) health and safety file to the principal Security Contractor on completion of the Project/ sites. This is

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to include all listed activities and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.

9. The principal Security Contractor must provide the Contract 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 Contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal Security Contractor must provide the Eskom Contract manager with all the valid letters of good standing from their appointed contractors.
10. Contractors must provide the principal Security 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 Contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
11. Appoint competent staff to perform the Contract 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/ sites.
12. 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.
13. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
14. Ensure that potential contractors (whom they intend appointing) have made detailed provision for the cost of safety and health measures throughout the Project/ sites.
15. Stop his /her employees and any appointed contractors if Contract 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.
16. Take reasonable steps to ensure cooperation between all their appointed contractors.
17. Only appoint contractors to do work, if satisfied that the Security Contractor has the necessary competencies and resources to perform the work safely.
18. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
19. Ensure that the supervisor or manager does not supervise work on any site other than the site for which such supervisor has been appointed for.

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Note 3: In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

20. Appoint a part-time safety officer (registered with SACPCMP) in writing. Safety officer to conduct Weekly Behavioural based observations and site inspections.
21. 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.
22. Follow a process of disciplinary action if any of their employees or their appointed Security Contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
23. Ensure that all appropriate precautions are taken to protect people (visitors, members of the public, and other contractors) present at work or in the vicinity of a site/ construction site against all risks that may arise from such site.
24. 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 identifying hazardous and potentially hazardous work operations.
25. 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.
26. Take prime responsibility for all aspects of environmental management associated with the Contract activity for which they are responsible.
27. Provide any appointed Security Contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
28. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
29. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
30. 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.
31. 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. They will also be required to undergo the required employee physical fitness examinations.

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32. Ensure, prior to the commencement of Work, that all persons involved in the Contract 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.

33. Ensure, prior to the commencement of Work or contracted work, that all their employees involved in the Contract work, as well as the appointed contractors, have received task-specific training.

34. 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 Security Contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

35. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

36. Ensure that no alcohol or other intoxicating substances are brought on to or remain 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.

37. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of the equipment and tools

38. Ensure that all incidents are reported and investigated timeously by competent incident investigators.

39. Be involved in all their appointed contractor's investigations.

40. Establish health and safety committees, and ensure that appointed contractors participate in their health and safety meetings.

41. Chair their own health and safety committee meetings and record such meetings.

42. 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.


43. When appointing contractors, advise the Contract manager in writing timeously and obtain his/her approval prior to them commencing work.

44. 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 Eskom Contract Manager.

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3.3.5.3 Contract Managers


Note 1: No work may commence and or continue without the appointed supervisor during the performance of the contracted work.

1. Assist the Security Contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors.
2. Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment.
3. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites.
4. Stop any Work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment.
5. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
6. Inspect such PPE on a regular basis and record the inspections.
7. Ensure that all incidents are reported to the client and are investigated.
8. Be involved in all investigations that occur within their area of responsibility.
9. Carry out audits and inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
10. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures.
11. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.
12. Ensure that daily or 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. Ensure that the team are involved in the above-mentioned risk assessments.
13. Hold toolbox talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments.
14. Ensure that all appropriate precautions are taken to protect people (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site/ work site against all risks that may arise from such site.
15. Ensure that no alcohol or other intoxicating substances are brought on to, or remain on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
16. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
17. Ensure that they give clear and unambiguous instructions for the contract work, to the employees for whom they are responsible for.
18. Not victimise their employees by virtue of their employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).

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19. Stop any employee or Security Contractor from performing Work which is not in accordance with the principal contractor's and or appointed contractors' health and safety plan which poses a threat to the health and safety of persons.

3.3.5.4 Security Contractor work supervisor

Must:

1. Be competent to perform the required supervisory tasks.
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom Contract requirements.
3. Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors to adhere to statutory requirements and safety standards.
6. Monitor contractors overall SHE performance on site to achieve excellent results
7. Ensuring a Safe working environment is established and maintained by the Security Contractor for the elimination of unsafe acts by all people whilst on the Contract site/ work site.
8. Discuss all SHE related problems with the relevant Security Contractor management timeously relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
9. Continual liaison between the principal contractor, appointed contractors and employees.
10. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom.
11. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
12. Submit the observation reports to the relevant management.
13. Have meaningful participation in the Security Contract statutory health and safety committee meetings.
14. Participate in all appointed Security Contractor incident investigations.
15. Participate in the principal contractors emergency preparedness planning.
16. Ensure that their own employees and those of any appointed Security Contractor are competent to perform the tasks assigned.
17. Issue site instructions on behalf of the principal Security Contractor where and when the appointed contractors deviate from safety requirements.
18. Assist the principal Security Contractor with the handing over process, in particular the SHE file and relevant documentation.

3.3.5.5 Employees


Must:

1. Be responsible for their own safety and health and that of their co-workers.

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2. Co-operate with their employer to meet all of the employer's as well as legislative and 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 Security Contractor management and/or Eskom's Contract 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, 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 Security Contractor (in the second instance), and/or the Eskom Contract manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their Security Contractor management timeously.
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.

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3.4 Personnel Health / Hygiene

3.4.1 Dining areas

Where employees are required to consume food and refreshments at the food premises, the following must be complied with

1. Dining room have suitable and sufficient tables and chairs for seating whilst eating.
2. Dining areas shall be kept in a clean, tidy, and hygienic manner.

3.4.2 Camp / office welfare


The following welfare facilities must be provided for in a clean and suitable condition, unless agreement with the Client/Agent's representative has been confirmed regarding the use of existing facilities:

- a. Shower facilities.
- b. Sanitary facilities.
- c. Changing facilities.
- d. Eating areas.
- e. Drinking water at strategic locations on site.
- f. Safe pedestrians walkways.

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1. Water for drinking/consumption purposes shall be drawn only from taps in dining areas and ablution blocks and at points on Site marked “drinking water”.
2. No equipment or system shall be connected onto the drinking water system without prior approval of the Client/Agent’s representative.
3. All contractors must supply sufficient amount of (cool) potable water on each worksite and in vehicles
4. The Security Contractor will be required to provide their own accommodation for the workers.

3.4.3 Smoking

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


3.4.4 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery.

3.5 Medicals

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

1. Principle contractors must ensure that their appointed contractors have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.

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3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.
4. The Principal Security Contractor must ensure that his / her employees and sub-Security Contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal Security Contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.


3.6 Health and wellness HIV / Aids

Contractors shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment.

3.7 Private Security Industry Regulations Act, 2001 (Act 56 of 2001)

Purpose: To provide for the regulation of the private security industry; for that purpose, to establish a regulatory authority; and to provide for matters connected therewith.

Relevant section: Section 20 (1) (a) No person, except a Security Service contemplated in section 199 of the Constitution (Act No. 108 of 1996), may in any manner render a security service for remuneration, reward, a fee or benefit, unless such a person is registered as a security service provider in terms of this Act. Subsection (3) any contract, whether concluded before or after the commencement of this Act, which is inconsistent with a provision contained in subsections (1), (2) or section 44(6), is invalid to the extent to which it is so inconsistent.

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3.7.1 Fire-arms Control Act, 2000 (Act 60 of 2000) and regulations

The purpose of this Act is to— prevent the proliferation of illegally possessed firearms and, by providing for the removal of those firearms from society and by improving control over legally possessed firearms, to prevent crime involving the use of firearms;

3.7.2 Promotion of Access to Information Act No 2 of 2000

Purpose: to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and. to provide for matters connected therein.

3.7.3 Control of access to public premises and vehicles Act 53 of 1985


Purpose: To provide for the safeguarding of certain public premises and vehicles and for the protection of the people therein or thereon, and for matters connected therewith.

3.7.4 MISS (Minimum information Security Standards)

Purpose: Where information is exempted from disclosure, it implies that security measures will apply in full. Providing the necessary procedures and measures to protect such information. This document lays down a minimum standard for the handling of classified information in all institutions, so that various institutions may send classified information to one another in the knowledge that the risk of compromising such information has been eliminated.

3.8 TRESPASS ACT 6 OF 1959

Purpose: To prohibit the entry or presence upon land and the entry of or presence in buildings in certain circumstances, and to provide for matters incidental thereto.

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Relevant section of the Act: Section (1): Any person who without the permission-

(a) Of the lawful occupier of any land or any building or part of a building; or

(b) of the owner or person in charge of any land or any building or part of a building that is not lawfully occupied by any person, enters or is upon such land or enters or is in such building or part of a building, shall be guilty of an offence unless he has lawful reason to enter or be upon such land or enter or be in such building or part of a building.

3.9 Personal Protective Equipment Requirements

1. The Principal Security 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 are required to be issued to employees performing their respective tasks.
4. Carry out where there are unusual instances where activities require additional types of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing.
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 Security Contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

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3.10 Walk through Risk Assessments

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 what hazards to health and safety or people are attached 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, considering 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. Prior to start of work, risk assessments on every job / task are ideal 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. If a job / task is extended over a day or halted due to inclement weather.

- Submit a record of the risk assessment together with a written policy to the H&S Committee and Department of Employment and Labour.
- Communicate the Risk Assessment to all employees.

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3.11 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 decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.


The Security Contractor incident management procedure needs to be aligned to Eskom’s 32-95 incident management procedure and timeline must be strictly adhered to.

The high-level steps of the incident management procedure are as follows:

1. Incident identification
2. Initiation and Execution of Emergency Response
3. Notification and Reporting
4. Incident prioritisation
5. Classification and Recording of Incidents
6. Incident investigation
7. Management of Corrective Actions (Safety Measures)
8. Incident close-out
9. Incident Communication

Timelines with regards to incident management need to be strictly adhered to as per 32-95 Occupational Health and Safety Incident Management Procedure and 240-131838225 Occupational Health and Safety Incident Management Definitions and Classification Parameters.

Failure to comply with these requirements will be seen as the Security Contractor not fulfilling their contractual obligations and the relevant

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consequence management actions will be taken against contractors who do not comply.

Timelines include:

1. Notification of incident to relevant Eskom SHEQS department should be done before the end of shift or within 24 hours of the incident occurring.
2. Investigation process to be initiated within 48 hours and concluded within 30 calendar days. The onus is on the Security Contractor manager to provide evidence for the reasons why the Internal OHS Investigation could not be completed within 30 days and should be submitted to the relevant SHEQS department.


In the case of incidents involving Security Contractor employees, the Security Contractor must investigate those incidents as an employer in his/her own right (employer's investigation) and generate a report. The report and Annexure 1 must be submitted to the applicable OU/BU or on request to the Department of Labour by the contractor. Eskom may participate during these investigations.

Not only being a legal requirement is to establish why and how the incident occurred, but to find out the real causes of the incident and to decide on precautionary measures that are required to address the causes to prevent any further recurrences of the same or similar incidents.

3.12 Emergency Management

1. 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 Security Contractor must have their own emergency response and form part of the Eskom and contractor emergency response for work premises. The Security Contractor must be made aware of the emergency process and the assembly points. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. Emergency preparedness.

Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.


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3.13 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All Security contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
5. Security 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.

3.14 Statutory Health and Safety Committees


1. The principal Security Contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the principal contractor's safety committee.
3. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues. Listed below is a preferred agenda.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).

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5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the principal Security Contractor and the Contract manager and the Inspector at DoEL.
8. All health and safety committees shall discuss all projects related to the OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal Security Contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.


3.14.1 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the Statutory safety committee.


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3.14.2 Agenda

1. The following serves as the guideline for the SHE Committee meeting agenda.
 - List of agenda items:
 - Matters arising from previous minutes
 - Matters arising from Security Contractor's SHE meetings.
 - Audit results and feedback
 - Review Health and Safety Representative Inspection Reports
 - Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)
 - Follow up on recommendations made by the employer in incident investigation reports
 - Accident Prevention – Safety Promotion
 - Planned Job Observations
 - SHE Training
 - Protective clothing and equipment
 - Incident Announcements / Recall

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- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure


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3.14.3 Minutes and action items for all health and safety committee meetings

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the Contract or a minimum period of three years.
4. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the Contract or a minimum period of 12 months.
5. All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant Contract manager and principal Security Contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

3.15 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, 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.

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- Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, then weekly toolbox talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site/ work site and or the Project/ sites. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.15.1 SHE Training

- The principal contractor, when making a bid for this Contract shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, appointed Security Contractor must provide the same requirements when bidding with the principal contractor.
- 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 principal Security Contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
- Where legislative and Eskom 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, SHE specification and SHE 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 Security Contractor employees must be kept on the SHE file.

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3.15.2 Induction training


1. The principal Security Contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom Safety Security Contractor Management induction with regard to the approved Contract SHE 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. prior to commencing work on site.
2. Attendance registers must be completed for 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 SHE file on site for the duration of the Project/ sites/ work site.
4. All employees and visitors on site shall carry the proof of induction training.

3.15.3 General training

The principal Security 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 Security 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.

3.16.4.1 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and are 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.

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3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the Contract and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this Contract ed.
5. Should Eskom 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 Eskom personnel shall advise the Security Contractor in writing and the Security Contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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


6. 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.
7. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the Project/ sites. Such tools and equipment's shall be subjected to regular inspections.

3.16.4.2 Hand tools

1. All hand tools (torches, two-way radio etc) must be recorded on a register and inspected by the area supervisor on a monthly basis as well as by users prior to use.
2. No makeshift tools are permissible on the project/ sites.

3.17 Vehicle safety

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 vehicles are not overloaded.

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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. All drivers of vehicles are to have valid medical fitness certificates.
4. Security Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
5. Security 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/ sites.

3.18 Auditing

3.18.1 Approval and compliance of principal Security Contractor SHE plan

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


3.18.2 Eskom SHE audits

Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

Note: Eskom reserves the right to conduct unannounced audits on contractors

Agreed upon audits conducted by Eskom on the Security principal contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Principal Security Contractor and appointed contractor. Refer to section on "Work Stoppage" in this SHE Specification.

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3.18.3 Security Contractor audits


Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom Security manager within one week after completion of the audit.

3.18.4 Non-Conformance and Compliance

1. Any non-compliance with any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing 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 non-conformance reports shall be strictly adhered to.
4. Contract management must close out non-conformances issued, in not doing so, will ensure that any recommendations
5. Made has been carried out and implemented.
6. Where non-conformances are issued by Eskom, then one of the close-out steps of the procedure will be for the offender to be called on by the Security Contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.

3.19 Occupational Health, Hygiene and Rehabilitation

All contractors are 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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3.20 Safe Work Procedures and Practices / Safe Operating/ SOP


There must be written safe work procedures / SOP for all activities, the safe work procedures must be aligned with the risk assessments. Instructions), with reference to applicable Risk Assessments.

Method statements / written safe work procedure/ SOP is control measures used to prevent an incident from occurring during the execution of the Project/ sites/ work site. A written safe work procedure/ method statements/ SOP 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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3.21 Eskom Life-saving Rules

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

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RULE DESCRIPTION OF RULE

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 Eskom business and/or on 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.
Rule 6	Ensure Safe Live Working Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division

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Eskom 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.

4. Acceptance

Nil.

5. Revisions

Date	Rev.	Compiler	Remarks
August 2015	0	F Poee	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.
Oct 2025	2	D Stellenberg	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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ANNEXURE 1 – FLASH REPORT



Flash Report Form -
manual (002) rev 9.dc



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2016

2025

DISTRIBUTION TECHNICAL INSTRUCTION

15 December 2011

Enquiries: Moniwa Mahlangu
Tel: (012) 421 6625

TECHNICAL INSTRUCTION: 11TI-027

ART: 21 – RISK MANAGEMENT

TRANSPORTATION OF PEOPLE AT THE BACK OF OPEN VEHICLES (BAKKIES)

Background

In the past years we have experienced fatalities where people were being transported at the back of open vehicles, this has had a major impact since these vehicles are not meant for the conveyance of people but material and tools instead and furthermore it is against existing laws in the country. It was also communicated through a technical instruction (10TI-012) issued on 28 March 2010 that the practice should be stopped, it was however observed that this practice still persists in the organization.

It is further expressed that all Eskom employees and contractors should ensure Zero Harm to employees whilst performing work and even travelling on a daily basis.

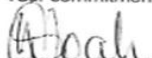
Instruction

In order to prevent these incidents and similar consequences, it is decided that no person will be transported in a vehicle that is not intended for the conveyance of people at all times. Therefore no one will be transported at the back of an LDV regardless of whether it is covered with a canopy.

This instruction should be implemented with immediate effect and be communicated to all the relevant parties.

This Technical Instruction is in accordance with Eskom's Policies & Procedure and applicable legislation.


Your commitment to Zero Harm to all is appreciated.

 23/12/2011
APPROVED BY: DATE:

A Noah
Chairperson – Distribution SHEQ Committee

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Introduction:

OU/BU		18	10	19	23	23	23	23	23	22	23	23	23	23	22	23	23	23	23	23
GM/PSM		4	1	1	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0
Required Training		22	11	20	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23
Training Compliance	99.0%	81.8%	90.9%	95.0%	100.0%	100.0%	100.0%	100.0%	100.0%	95.7%	100.0%	100.0%	100.0%	100.0%	95.7%	100.0%	100.0%	100.0%	100.0%	100.0%

[illegible]

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Annexure 4 – OHS Evaluation Template



SHE File Evaluation
Security.docx

SECTION 37(2) AGREEMENT CONCLUDED BETWEEN




Section 37 (2)
Agreement.docx

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Annexure 6 – Annexure B: Eskom Acknowledgement Form for OHS legal and other requirements

	Annexure B: Eskom Acknowledgement Form for OHS legal and other requirements	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77471499	Rev	3
		Effective Date	May 2021		

Annexure B: Acknowledgement Form for Eskom OHS legal and other requirements

NOTE: the supplier/contractor/tenderer has to ensure that he/she understands the OHS requirements listed hereunder.

<p>1. The supplier/contractor/tenderer is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following:</p> <ul style="list-style-type: none"> a. Eskom Security Contractor Health and Safety requirements standards 32-136 b. OHS specification/requirements provided c. Occupational Health and Safety Act 85 of 1993 d. Compensation for Occupational Diseases and Illnesses Act 130 of 1993 <p>Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's OHS requirements (policies, procedures, standards etc).</p>
<p>2. Penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its Security Contractor and/or supplier) pertaining to Eskom and/or Statutory OHS requirement/s.</p>
<p>4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and the company's</p>
<p>5. Management of Contractors/ Suppliers</p> <p>The main contractor/supplier:</p> <ul style="list-style-type: none"> a) Has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers. b) Has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work. c) Has to ensure that contractors/ suppliers have adequate resources and competencies. d) Is accountable for the management of its contractors/ suppliers in order to ensure that the applicable legal and Eskom requirements (that are applicable to the main supplier during contract execution) are complied with by the contractors or suppliers. e) The main supplier shall monitor contractors or suppliers through audits and assessments with regard to OHS compliance during the execution of the work. <p style="text-align: center;">Public</p> <p>When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.</p>

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- f) The grounds for the termination of work done by contractors/suppliers shall be provided by the main supplier.
- g) All non-conformances/non-compliance by the contractors/suppliers (all tiers) to the main supplier shall be dealt with directly with the main contractor/supplier in terms of performance and penalty processes.
- h) Eskom reserves the right to verify this when deemed necessary. The Security Contractor may be instructed to provide copies of testimonials/references and the contact detail of clients (including Eskom) for whom the Company has done previous work of a similar nature

I, the undersigned, hereby acknowledge that I have obtained copies of the above documents and confirm that I fully understand them and the consequences of non-compliance.

Signed at on day of 20.....

Company/Supplier Name: -----

Name of Authorised person (CEO/Director/ Managing Director)

Signature

Date


Witness 1

Witness 2

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Annexure 7 – Behavioural Observation Form

Behavioural Observation Form - Standard					
Observer's Details					
Name of Observer:			Date of Observation:		
Duration of Observation (min) :			Task Grading of Observer:		
Operation Unit:			Observer's Dept./Area:		
Dept. observed:			Location/Area/PS/Unit:		
People Observed		Group Observed			
Number of people observed:		Employee:		Co-Observers	
Number of people working safely:		Principal Contractor:		Co-Observer:	
Number of people working unsafely:		Sub-Contractor:		Co-Observer:	
		Visitor:		Co-Observer:	
Type of activity Observed:					
Safe behaviours and Safe Conditions Observed					
Activity is:	Safe		(If block is selected - describe safe behaviours and conditions in above block)		
	Unsafe		(If block is selected - Please identify the unsafe actions in the categories below)		
Unsafe Categories					
PPE		Positions of People		Reactions of People	
<input type="checkbox"/> Ears		<input type="checkbox"/> Striking against or getting struck by		<input type="checkbox"/> Adjust PPE	
<input type="checkbox"/> Eyes and face		<input type="checkbox"/> Caught in or between objects		<input type="checkbox"/> Change position	
<input type="checkbox"/> Feet and Legs		<input type="checkbox"/> Fall/could fall		<input type="checkbox"/> Rearrange job	
<input type="checkbox"/> Hands and Arms		<input type="checkbox"/> Contacting extreme temperatures		<input type="checkbox"/> Stop activity	
<input type="checkbox"/> Head		<input type="checkbox"/> Inhaling or swallowing hazardous substances		Orderliness/Housekeeping	
<input type="checkbox"/> Respiratory System		<input type="checkbox"/> Repetitive motion		<input type="checkbox"/> Not understood	
<input type="checkbox"/> Trunk		<input type="checkbox"/> Awkward positions		<input type="checkbox"/> Not known	
		<input type="checkbox"/> Electrical contact		<input type="checkbox"/> Not followed	
Tools and Equipment		Procedures			
<input type="checkbox"/> In bad, unsafe condition		<input type="checkbox"/> Not adequate		<input type="checkbox"/> Not followed	
<input type="checkbox"/> Not used correctly		<input type="checkbox"/> Not known		<input type="checkbox"/> Not understood	
<input type="checkbox"/> Wrong for job					
Reasons for Unsafe Behaviours					
<input type="checkbox"/> Not available			<input type="checkbox"/> Knowledge (training)		
<input type="checkbox"/> Unaware of risk			<input type="checkbox"/> Not practical		
<input type="checkbox"/> Uncomfortable			<input type="checkbox"/> Time pressure		
<input type="checkbox"/> Cost			<input type="checkbox"/> Unclear responsibility		
<input type="checkbox"/> Forgetting					
Comments/Follow-up Actions:					

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Annexure 8 – Annexure D OHS KPI SHE Post-contract Reviews

	Annexure D: OHS KPI's and Post-Contract Reviews	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77472561	Rev	3
		Effective Date	May 2021		

The objectives and outcome of the OHS post-contract review shall be reflected in the contractual requirements for the supplier so that the supplier is aware of this exercise.

An evaluation will be conducted and will be supported by the objective evidence documented during the term of the contract. The evaluation report must be filed in the contract documents.

The following criteria (but not limited to) shall be considered for the review:


- Accident and injury data for the contract.
- OHS non-conformances.
- Duration and effectiveness in addressing and closing out OHS deficiencies/corrective actions.
- Legal compliance with OHS requirements.
- Number of behavioural safety observations conducted by contract manager and the Security Contractor supervisors.
- Close-out of Incident Investigations.
- No. of staff members (incl. subcontractors and suppliers) who contravened the Eskom Lifesaving rules.
- Prohibition and contravention notices issued by Department of Labour/Dept. of Mineral Resources notices, Department of Environmental affairs etc.
- Contributions and effort made to improve OHS performance
- Security Contractor /Supplier (including its contractor) total number of incidents:
 - Fatalities,
 - Lost-time injuries,
 - reportable incidents (Department of Labour/Department of Mineral Resources/Department Environmental affairs)

The following matrix shall be used to assess the performance against the identified criteria. The OU/BU may add or remove KPI's to ensure practicality:

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Annexure D – OHS KPI's and Post- Contract Reviews

1. Security Contractor OHS KPI (Business units or Operating units must ensure alignment to the business KPI's)

Supplier's name: Contract Ref number:

Scope of work:

KPA	KPI	Weighting	Floor	Kick	Target	Stretch	Ceiling
1. Fatalities	1.) No of fatalities experienced for the fiscal year or the duration of the Contract if less than 12 months	40%	2	1	0	-1	-2
2. Lost time incidents / LTIR	1.) Lost time incidents/LTIR for the fiscal year the duration of the Contract less than 12 months	30%	4	3	2	1	0
3. OHS compliance	1.) Supplier average audit rating for the fiscal year the duration of the Contract less than 12 months	20%	1	2	3	4	5
	2.) Supplier has closed out audit findings/non-conformances within a specified period.		80%	85%	90%	95%	10%
	3.) Eskom Safety rules violation for the fiscal year the duration of the Contract less than 12 months		40%	20%	0%	-20%	-40%
4. OHS improvement programme	1.) Supplier has implemented OHS interventions or initiatives to improve on the Health and Safety of employees	10%	60%	70%	80%	90%	100%
	2.) Supplier participate in Eskom's OHS interventions and programmes (Safety stand offs, OHS campaigns/events, cooperation, provide the required feedback or information etc)		60%	70%	80%	90%	100%

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2. Post Contract Evaluation Report:

Unacceptable	Satisfactory	Good	Exceptional
Comments:			
Decision: Will this Supplier be Recommended for Future Work Within Eskom? Tick Applicable Column			
Yes, With Reservations	Yes	No	
Substantiate the reasons for reservation (if applicable):			
Names and designations and contact details of persons that conducted the post contract review:			
Administrative: Performance record and evaluation data on this form have been completed by: Client representative: Name: _____ Title: _____ Signature: _____ Date: _____ Additional comments:			

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Annexure 9 – Pre Task Risk assessment



559-164864535
Pretask RA Annexure



559-165172993
Pretask RA Annexure .

Annexure 10 – Security Contractor SHE File Hand Back Record

*Contract / Contract : _____

*Contract / Contract Number: _____

I, _____ in my capacity as _____,
have received the SHE File for the above mentioned Contract / Contract from:

Details of Contractor

Trading Name	
Company Registration Number	
Contact Person	
Contact Number	
Address	

The contents of the file include:


Note: member receiving to ✓ requirement for inclusion in file for Contract specific

Requirement	Minimum Requirement ✓	In file
All drawings, photographs, designs	✓	
Copy SHE policy	✓	
Copy Letter of Good Standing	✓	
Sect 16(2) Appointment	✓	
Contract / Contract scope of work	✓	
Contract / Contract SHE plan	✓	
Principal Security Contractor	✓	

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Appointment		
H & S Representative appointment	✓	
Safety Officer appointment	✓	
Construction Notification application	✓	
Work Permit approval	✓	
Approved copy of specific SHE plan	✓	
Contract Organisational Organogram	✓	
Breakdown for costing for SHE	✓	
Scope of Work	✓	
Competency Training records	✓	
Incident investigation records	✓	
Base Line Risk Assessments	✓	
Fall protection plan	✓	
Medical Certificates	✓	
Emergency Management plans	✓	
Fire Risk Management plans	✓	
First Aid Management	✓	
SHE Communication System	✓	
Pre start job assessment / talk	✓	
Relevant Equipment check lists	✓	
Audit reports		
•		
•		
•		
•		
•		
•		
•		

• Assessor to add additional Contract / contract specific requirements
Comments by member receiving file:

SHE File handed in by:

Name: _____ **Signed:** _____

Date of Handover: _____

SHE File received by:


Name: _____ **Signed:** _____

Date Receiving: _____

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