	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

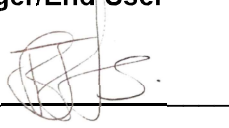
Project Name: Provision of subsidized meals (Catering Services) for duration of 3years in Eskom- Komati Power Station.

Enquiry number:

Project Address: Komati Power Station, Blinkpan.

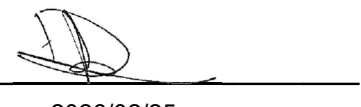
Eskom Contract's Manager/End User

Name: Jenny Botes
2026/02/17



Eskom's OHS Manager

Name: _____
2026/02/25



Eskom's OHS Officer

Name: Cebisile Zulu
2026/02/09



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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		


Table of Contents

1. INTRODUCTION	4
2. SUPPORTING CLAUSES	4
2.1 SCOPE.....	4
2.1.1 Purpose.....	4
2.1.2 Applicability	4
2.2 NORMATIVE/INFORMATIVE REFERENCES	4
2.2.1 Normative.....	4
2.2.2 Informative	5
2.3 DEFINITIONS	6
2.4 ABBREVIATIONS	9
3. DOCUMENT CONTENT	9
3.1 SCOPE OF WORK	9
3.2 LEGAL COMPLIANCE.....	10
3.2.1 Section 37(2) (Legal) Agreement.....	10
3.2.2 Hazardous Work by Children (Child Labour).....	10
3.2.3 OHS Act	10
3.2.4 Legislative Compliance	10
3.3 ESKOM REQUIREMENTS	11
3.4 SHEQ POLICY.....	11
3.5 OCCUPATIONAL INJURIES AND ILLNESS INSURANCE	12
3.6 COSTING FOR OHS WITHIN THE PROJECT	12
3.7 STATUTORY APPOINTMENTS	12
3.8 ESKOM LIFE-SAVING RULES.....	13
3.9 SUBSTANCE ABUSE.....	14
3.10 CONTRACTOR ORGANISATIONAL STRUCTURE	14
3.10.1 Main Contractor Organogram	14
3.11 ROLES AND RESPONSIBILITIES	14
3.11.1 Main contractors Duties	15
3.11.2 Contractor site supervisor	16
3.11.3 Contractor Health and Safety officer.....	17
3.12 RISK ASSESSMENT (REFER TO 32-520).....	17
3.13 SAFE WORK PROCEDURES / METHOD STATEMENTS.....	18
3.14 FIRE EQUIPMENT AND MAINTENANCE	19
3.15 FIRST AID AND EQUIPMENT.....	20
3.15.1 Boxes and equipment	20
3.16 OHS COMMUNICATION SYSTEMS.....	21
3.16.1 Statutory Health and Safety Committees	21
3.17 TOOLBOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS.....	21
3.18 OHS TRAINING	21
3.18.1 Main Contractor Induction training.....	22
3.18.2 Visitors to site induction	22
3.19 GENERAL TRAINING	23
3.20 CONTRACTOR SITE ESTABLISHMENT	23
3.21 VEHICLE MANAGEMENT	23
3.22 HOUSEKEEPING AND ORDER.....	24
3.23 WORKPLACE SIGNAGE AND COLOUR CODING	25
3.24 TOOLS AND EQUIPMENTS	26
3.24.1 Kitchen Cutlery.....	26

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.25 AUDITING	27
3.25.1 Approval and compliance of Main contractor OHS plan.....	27
3.25.2 Eskom OHS audits	27
3.25.3 Contractor audits.....	27
3.26 SMOKING	27
3.27 CELLULAR PHONES	27
3.28 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION.....	28
3.28.1 Medical Assessments	28
3.29 ROLES AND RESPONSIBILITIES	28
3.30 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS.....	28
3.31 CERTIFICATE OF ACCEPTABILITY	29
3.32 BIOLOGICAL TESTING.....	29
3.32.1 Hazard Critical Plan	30
3.32.2 Glass Policy	30
3.32.3 Pest Control	30
3.33 INCIDENT INVESTIGATION	30
3.34 EMERGENCY MANAGEMENT	30
3.35 NON-CONFORMANCE AND COMPLIANCE.....	31
3.36 OHS FILES	31
3.37 WORK STOPPAGE	32
3.38 HOURS OF WORK.....	32
3.38.1 Normal work.....	32
3.38.2 Night work	32
3.38.3 Overtime	33
3.39 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION	33
3.40 CONTRACTOR PERFORMANCE MONITORING	33
3.41 CONTRACT SIGN OFF	33
3.42 ESKOM'S RIGHT TO TERMINATE THE CONTRACT	34
4. EMPLOYEES' RIGHT OF REFUSAL TO WORK IN AN UNSAFE SITUATION.....	34
5. AUTHORIZATION	34
6. REVISIONS.....	34

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

1. INTRODUCTION

Eskom's(Komati Power Station) responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy 32-727, Komati OHS statement of commitment(325-919) and applicable legislative obligations. This OHS specification is Eskom Komati Power station minimum requirements which are required to be met for the duration of the contract period by contractors/suppliers. The contractor is expected to develop an OHS plan that is aligned to the requirements of OHS specification as well as all the relevant applicable legislation and any other requirements that they conform to. Eskom(Komati Power statio) in no way assumes the contractor's legal responsibilities and liabilities. The contractor remains employer on their own right as such they are accountable and responsible for the health and safety of their employees.

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

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

2. SUPPORTING CLAUSES

2.1 SCOPE

This OHS requirements lists the legislative and Eskom - (Komati Power Station) requirements and, where applicable, any other local authority's requirements that must be met by the contractor.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of OHS manual for catering services at Eskom- (Komati Power) station and any other ancillary.

2.1.2 Applicability

This OHS requirement is applicable to any contracting organisation that intends to respond to Eskom (Komati Power Station) catering services tender/enquiry.

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

- Basic Conditions of Employment Act No 75 of 1997.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

- Occupational Health and Safety Act No 85 of 1993 and Regulations under it.
- National Road Traffic Act 93 of 1996.
- Foodstuffs, Cosmetics and Disinfectants Act No 54 of 1972
- R638 Regulation governing general hygiene requirements for food premises, The transport of food and related matters
- National Environmental Management: Waste Act 59 of 2008
- ISO 45001 Occupational health and safety management system
- SANS 10156: 2014 (South African National Standard for the Handling of Chilled and Frozen Foods)
- National Health Act NO 61 of 2003
- ISO 22000 Food safety management system
- Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- SANS 1186 Symbolic Safety Signs
- Constitution of the Republic of South Africa No 108 of 1996
- National Water Act 1998 (Act 36 of 1998).
- Compensation for Injuries and Occupational diseases Act No 130 of 1993
- Agricultural Products standards Act No 119 of 1990
- Meat safety Act No 40 of 2000
- Protection of Information Act No 4 of 2013

2.2.2 Informative

- [1] 32-37 Eskom Substance Abuse Procedure.
- [2] 32-136 Contractor Health and Safety Requirements
- [3] 240-62196227 Life- saving Rules
- [4] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [5] 32-727 SHEQ Policy
- [6] 240-62946386 Vehicle and Driver Safety Management Procedure
- [7] 32-520 Risk Assessment procedure
- [8] 235-919 Komati Statement of Commitment
- [9] 240-43848327 Employees' Right of Refusal to work in an Unsafe situation Procedure
- [10] 32-1134 Access Control at Eskom premise

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

2.3 DEFINITIONS

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

Definition	Explanation
Appointed contractor	Means a contractor appointed by the Main 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 Main contractors
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
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
Occupational 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

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

Definition	Explanation
Occupational 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.
Occupational 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
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
Main 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.
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, Main 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
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

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

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.

2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
COID Act	Compensation for Occupational Injuries and Diseases Act
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
LDV	Light Delivery Vehicle
SDS	Safety Data Sheet
OHS Act	Occupational Health and Safety Act 85 of 1993 and its regulations
LoG	(COID) Letter of Good Standing

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

Catering Services providing basic meals and beverages, and other items on a daily basis to on-site. Provision of daily meals for Komati permanent employees, ERI (Eskom ROTTEK Industries), meetings, functions, conferences and courses arranged for ESKOM employees and external parties (e.g. Auditors) working at Komati Power Station

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

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

Note: The contractor who will be awarded this contract will be known as the “**Main contractor**” .

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom (Komati Power station) and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main contractor and all their appointed contractors for the contract. The original copy of the section 37(2) agreement must be retained by the contractor, and a copy must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor’s OHS file.

3.2.2 Hazardous Work by Children (Child Labour)

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

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

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

3.2.3 OHS Act

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

- Basic Conditions of Employment Act No 75 of 1997.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

- Occupational Health and Safety Act and Regulations No 85 of 1993
- OHS Act “Regulations on Hazardous Work by Children in South Africa”
- National Road Traffic Act 93 of 1996.
- Foodstuffs, Cosmetics and Disinfectants Act No 54 of 1972
- R638 Regulation governing general hygiene requirements for food premises, The transport of food and related matters
- National Environmental Management: Waste Act 59 of 2008
- ISO 45001 Occupational health and safety management system
- National Health Act No 61 of 2003
- SANS 10156: 2014 (South African National Standard for the Handling of Chilled and Frozen Foods)
- ISO 22000 Food safety management system
- Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- SANS 1186 Symbolic Safety Signs
- Constitution of the Republic of South Africa No 108 of 1996
- Compensation for Occupational Injuries and Disease Act No 130 of 1993
- Code of Practice - Managing Covid-19 in the workplace
- Codex Alimentarius
- SANS Standards –Contractor shall use the relative standards applicable to the project.

3.3 ESKOM REQUIREMENTS

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

3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization’s CEO and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities. The policy must be signed by the organisation’s CEO or the appointed assistant to the CEO, OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS manual. OHS Act Section 7 and ISO 45001:2018, Clause 5.2. The policy will have to be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS manual.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.5 OCCUPATIONAL INJURIES AND ILLNESS INSURANCE

The Main 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 period. A copy of the LoG must be filed in the contractor OHS files.

3.6 COSTING FOR OHS WITHIN THE PROJECT

The costing for OHS must be itemised based on the overall scope of the project, and the following will be minimum OHS resources to be cost for: OHS Human Resources (OHS Officer, etc) , OHS Training, PPE, Medical, monitoring/survey, OHS file etc. no lump sum allocation for OHS costing will be accepted.

3.7 STATUTORY APPOINTMENTS


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

- Supervisor (HIRA, Incident investigation training, Supervisor training, Legal liability)
- Incident Investigator (Competency Certificate should be from Accredited institution and Eskom shall reserve rights to ask the contractor to provide any accreditation documents in respect to the competency in question)
- First aider-(Competency Certificate should be from Accredited institution and Eskom shall reserve rights to ask the contractor to provide any accreditation documents in respect to the competency in question)
- Risk Assessor (Competency Certificate should be from Accredited institution and Eskom shall reserve rights to ask the contractor to provide any accreditation documents in respect to the competency in question) and must be onsite on all activities.
- Vehicle Operator and Inspector.
- Safety officer (Part-time) - HIRA, Incident investigation training, root-cause analysis, knowledge and understanding of ISO 4500, SAMTRAC or NQFL 5 in OHS related studies.
- Stacking and Storage supervisor appointment - training in stacking and storage

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.8 ESKOM LIFE-SAVING RULES

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

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, AND CREATE AND EQUIPOTENTIAL ZONE BEFORE TOUCH
Rule 2	HOOK UP AT HEIGHT 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

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

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

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

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.9 SUBSTANCE ABUSE

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

3.10 CONTRACTOR ORGANISATIONAL STRUCTURE

3.10.1 Main Contractor Organogram

The Main contractor must provide an organisational organogram on the company's letter head related to this contract, depicting all the levels of responsibility from the CEO down to the supervisors responsible for the contract. List the relevant positions held, names of appointees, legal appointments and the Organogram must be signed off by the company's 16(1) or 16 (2).

The Main contractor must ensure that all appointed contractors comply with this requirement. The Main contractor is responsible for keeping copies of all the organograms' as well as submitting them with the OHS manual. All organograms shall be updated timeously when appointments are changed.

This diagram must be kept up to date and filed in the project OHS files.

3.11 ROLES AND RESPONSIBILITIES


Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

themselves and their fellow workers, from management level down to the lowest employee level.


3.11.1 Main contractors Duties

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part 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 contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom 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. Compile a OHS (Occupational health and safety) file where all relevant health and safety records must be kept for each work site.
7. The Main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the Main contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors. This requirement applies to the appointed contractors.
8. 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.
9. 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.
10. Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
11. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
12. 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.
13. Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
14. 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.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

15. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained. 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.
16. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
Note: should the Main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
17. Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.
18. Be involved in all of their appointed contractor's incident investigations.

3.11.2 Contractor site supervisor

The contractor site supervisor must be trained in the following:

HIRA, Incident investigation training, Supervisor training, Legal liability


Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees comply with the required statutory and Eskom project 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 for adhere to statutory requirements and safety standards.
6. Monitor contractors overall OHS performance on site in order to achieve excellent results
7. Discuss all OHS related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
8. Continual liaison between the Main contractor, appointed contractors and employees.
9. Ensures that employees are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
10. Conduct site Inspections for compliance to OHS requirements and compiles the relevant inspection reports.
11. Submit the observation reports to the relevant management.
12. Submit the required OHS reports communicated by Eskom e.g., manpower numbers, incident statistics report etc
13. Have meaningful participation in the project statutory health and safety committee meetings.
14. Participate in all appointed contractor incident investigations.
15. Participate in the Main contractor's emergency preparedness planning.
16. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.11.3 Contractor Health and Safety officer

- Part time Safety Officer is required for this contract

The contractor health and Safety officer must be trained in the following:

- HIRA, Incident investigation training, root-cause analysis, knowledge and understanding of ISO 4500, Minimum work experience 2yrs, SAMTRAC or NQFL5 in related studies

3.12 RISK ASSESSMENT (REFER TO 32-520)

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

It is essentially a three-stage process:

- 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.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

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

- Each activity is listed.
- 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 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 Eskom project manager representative for comment and approval.
- The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

Note: Baseline risk assessment must address Activities while clearly stating whether those activities are routine or non-routine, Hazards, risks, Consequences/Effects; Control Measures, pure risk rating ; additional controls; latent risk rating and Legal and other requirements for each risk.

3.13 SAFE WORK PROCEDURES / METHOD STATEMENTS

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when: -

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

The safe working procedure should identify:

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

Contractor is required to have but not limited to the following procedures:

- Glass Policy
- Swabs and Surface Procedure.
- HACCP Procedure for the kitchen
- Possible external contamination procedure
- Incident management procedure and must include management of food poisoning cases/outbreaks management
- Risk assessment procedure
- Cleaning Procedure
- Food handling, safety and personal hygiene
- Emergency Management


3.14 FIRE EQUIPMENT AND MAINTENANCE

1. All firefighting equipment's that have been provided shall:
 - a. Be clearly labelled
 - b. Conspicuously numbered
 - c. Entered in a register
 - d. Inspected monthly by a competent person
2. Tested and serviced every 12 months.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

- Results entered in the register and signed by competent person.

3.15 FIRST AID AND EQUIPMENT

- The requirements of the OHS Act GSR 3 must be observed.
- First aid appointments must be made to meet the legal requirements. Appointees must be trained to at least unit standard 120496 in line with Department of Employment and Labour notice in relation to first aid training and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008.
- 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.
- A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
- Main Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
- 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.
- 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.
- 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.
- The Main Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.15.1 Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

- 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.

3.16 OHS COMMUNICATION SYSTEMS

Main Contractor/s 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.

3.16.1 Statutory Health and Safety Committees

Note: Due to expected number of Human resources to this project, the contractor is not legally obliged to conduct OHS meeting, however as the best practice the contractor must attend the meeting with Komati Power Station Risk and Assurance SHEQ meeting. All appointed contractors shall be members of the Main contractor's safety committee.

3.17 TOOLBOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS

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.

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

3.18 OHS TRAINING

1. The Main contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the Main contractor must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, OHS specification and OHS plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the OHS file.

3.18.1 Main Contractor Induction training

The contractor must induct employees based on their organisation and OHS related matters associated with Catering services; thereafter the contractor is required to decide with the Business Unit for its employees to attend induction to be granted permission to access site.

1. The Main contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom OHS 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.
5. It is the contractors responsibility to keep records of induction training.

3.18.2 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the Eskom 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.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.19 GENERAL TRAINING

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

3.20 CONTRACTOR SITE ESTABLISHMENT

Eskom (Komati Power Station) will be making provision of the facilities to the contractor; the following shall apply:

1. Prior to handing over the site to the contractor, the client (project managers/end users) shall together with the contractor management conduct inspections.
2. Main contractors shall manage and keep the allocated Eskom facility hygienically clean at all times.
3. It is the responsibility of the contractor to maintain and keep the facility in a good condition.
4. It is the contractor's responsibility to immediately report to the Eskom contract manager/project manager the defects incurred.
5. Eskom reserves the right to conduct unannounced site inspections.

3.21 VEHICLE MANAGEMENT

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No persons maybe transported at the back of the bakkie.
3. Drivers are required to conduct the route risk assessment prior to travelling/driving.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving.
5. All drivers shall have a valid medical fitness certificate.
6. The First aid box with valid contents and fire extinguishers must be included in the vehicle, be services annually and inspected monthly. Drivers must be trained on how to use the First aid box and fire extinguishers.
7. Two triangles must be included in the vehicle and the emergency number be displayed at the back of the vehicle.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

8. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
9. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times and this is applicable to yellow plant.
10. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine.
11. 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 site.
12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting materials.
13. The vehicle inspection checklist must include but not limited to:
 - Reverse alarm / beeper
 - Yellow reflective tape
 - Mud flaps
 - Fire Extinguisher
 - 2 Triangles
 - First Aid Box
 - Safety belts for every seat
 - No fold-up or jockey seat
 - Tyres
 - License disc
 - Yellow reflective tape that must be fitted at a height of between 250mm and 1.5 metres
 - Speed warning sign (100km/h) at the back of the minibus
 - Driver have a Public Driving Permit
14. Contractor to comply with foodstuffs, Cosmetics and Disinfectants Act section 12 Standard requirements for handling and transportation of meat and meat products and Section 13 Standards and requirements for the transportation of food.


3.22 HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project/contract.
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3. Materials/objects shall not be left unsecured in elevated areas – falling objects may cause serious injuries/fatalities.
4. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
5. 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.
6. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Main contractor in the first instance and the Eskom project/contract manager in the second instance.
7. The Eskom project/contract manager has the right to instruct the Main contractor to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the Main contractor.
8. The Main contractor shall carry out regular safety/housekeeping inspections daily to ensure maintenance of satisfactory standards. The Main contractor shall document the results of each inspection and shall maintain records for viewing.


3.23 WORKPLACE SIGNAGE 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: contractor site/responsible manager; supervisors; 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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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.24 TOOLS AND EQUIPMENTS

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, items, 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 items, tools and equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. 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 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 Eskom's instructions.
7. Where defective tools and equipment's are identified, such 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 equipment used on the project. Such equipment's shall be subjected to regular inspections.
9. A post-maintenance programme, cleaning schedule and log should assist in keeping track of the condition of equipment in order to prevent hazards from occurring.
10. All cold rooms must have a thermometer to monitor and control the temperature.
11. Thermometers must not be of glass or mercury to avoid contamination in case of breakage.

3.24.1 Kitchen Cutlery

1. Crockery, utensils, basins or any other items or facilities must not be used for the handling of food if they are not clean or if they are chipped
2. kitchen cutlery must be stored in a clean and hygienic condition until used, and must not be used more than once

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3. Equipments, utensils, basins which come into direct contact with food must be made of smooth, rust-proof, non-toxic and non-absorbent material that is free of open joints or seams
4. Wooden chopping blocks, cutting boards and utensils are not prohibited if such items are kept in condition that dirt does not accumulate thereon or are maintained as such

3.25 AUDITING

3.25.1 Approval and compliance of Main contractor OHS plan

The Contractor's OHS manual will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom (Komati Power Station) OHS requirements. Once there is compliance only then will the Main contractors OHS manual be approved by the project manager or an appointed Eskom contract custodian. The implementation of the OHS manual shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

3.25.2 Eskom OHS audits

Eskom (Komati Power Station) shall evaluate all contractors' OHS performance on an ongoing basis against the legal, Eskom (Komati Power station) requirements, OHS requirements and the contractors OHS manuals.

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

There will be quarterly audits conducted by Eskom on the Main contractor. 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 Main Contractor. Refer to section on "Work Stoppage" in this OHS requirements.

3.25.3 Contractor audits

Main Contractors are required to conduct internal audits on both their employees on the implementation of their OHS manual 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 project manager within one week after completion of the audit.

3.26 SMOKING

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


3.27 CELLULAR PHONES

The National Road Traffic Act requirements regarding the use of cellular phones must be observed, when driving and or operating mobile equipment and or machinery. The personal

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

use of cell phones in the plant is prohibited unless it is an emergency or for work purpose. The use of cell phone camera in the plant must be in line with the national key point Act and the Plant safety regulation.

3.28 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION

All contractors are required to develop an Occupational Health and Hygiene program. The program is intended to ensure that the risks to health are identified and controlled.

3.28.1 Medical Assessments

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

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

3.29 ROLES AND RESPONSIBILITIES

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

3.30 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

- The Main contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees on site.
- All contractors shall comply with the requirements of GSR 2 of the OHS Act and PPE Requirement Standard 240-44175132.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

- 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.
- If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued.
- Contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
- Where deemed as a requirement (as per risk assessment), then high visibility vests shall be worn.
- Monthly inspection records of PPE must be kept in the Safety file
- The contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.

3.31 CERTIFICATE OF ACCEPTABILITY

A Contractor shall ensure a valid certificate of acceptability are in place including certificates of acceptability for the suppliers.

A certificate of acceptability shall be displayed in a conspicuous place on the food premises where display is impractical a copy of the certificate must be made available on request.

list of suppliers shall be available and be updated regularly

3.32 BIOLOGICAL TESTING

Contractor shall ensure that hand, food, and surface sampling are done quarterly.

Contractor shall ensure that there is documentary evidence that the laboratory used for microbiological analysis is accredited to ISO 17025, or an equivalent recognised standard, by a competent national authority, for the complete range of bacteria analysed.

Eskom reserve the right of enquiring about the Lab accreditation as well as results.

Note: For every meal preparation, there must be a portion that is kept for at least 5 days at acceptable conditions incase there is food poisoning incidents then there must be able to trace back the source of food poisoning.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.32.1 Hazard Critical Plan

A Contractor must develop Hazard Analysis Critical Control Point plan, which is in line with Hazardous analysis critical point plan (HACCP) principles/Guidelines.

The plan should cover the following:

- hazard analysis
- critical control point identification
- establishing critical limits
- monitoring procedures
- corrective actions
- verification procedures
- record keeping and documentation

3.32.2 Glass Policy

A Contractor shall establish/develop a glass policy

3.32.3 Pest Control

- Contractor shall establish a pest control programme.
- A Contractor shall ensure a certified pest control operator must maintain a pest control programme.
- Contractors shall ensure all relevant documentation are kept on safety file.

3.33 INCIDENT INVESTIGATION

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

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


3.34 EMERGENCY MANAGEMENT

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

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

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

3.35 NON-CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this OHS requirement is subject to discipline in terms of the Eskom Procurement and Supply Chain Management Procedure.
2. Main 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 of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE (as per PPE standards) to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.


3.36 OHS FILES

1. OHS file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. All contractors are required to keep the OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS manual.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.
7. In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.37 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 Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.38 HOURS OF WORK

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

3.38.1 Normal work

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

3.38.2 Night work

When night work is to be performed, the baseline risk assessment must be reviewed to include the management of night work. Contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

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

3.38.3 Overtime

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

3.39 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

By drawing up this OHS requirement 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 Eskom not have addressed all OHS aspects pertaining to the work that is tendered for, the contractor needs to include it in the OHS plan and inform Eskom of such issues when signing the contract.

3.40 CONTRACTOR PERFORMANCE MONITORING

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

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

3.41 CONTRACT SIGN OFF

On completion of the project, all Eskom team must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the contractor and Eskom contract manager, who must facilitate the closeout. Once the contractor has closed all findings the Eskom's team will verify and sign off prior to issuing a completion certificate and final payment.

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	Provision of subsidized Meals (Catering Services)	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169107	Rev	2
		Effective Date	April 2022		

3.42 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

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

4. EMPLOYEES' RIGHT OF REFUSAL TO WORK IN AN UNSAFE SITUATION.

Employees have a duty to take reasonable care of their own as well as other person's health and safety at work and to cooperate with the employer, carry out lawful orders, including reporting unsafe situations and incidents.

Refer to Eskom Procedure 240-43848327- Employees' right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment is created that promotes zero harm by empowering employees and contractors to take responsibility for their own safety and that of others.

5. AUTHORIZATION

All respective role players as per first page ought to authorise this document, include their names before this document is deemed operational.

6. REVISIONS

Date	Rev.	Compiler	Remarks
October 2022	1	Cebisile Zulu	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for Catering services in Eskom Generation-Komati Power Station.
December 2025	2	Cebisile Zulu	Employees' right of refusal to work in an unsafe situation.

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