

	SHE SPECIFICATION	Transmission Central Grid
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Title: **Project:** Central Grid Air conditioner's maintenance

Unique Identifier:

240-73198366

Compiled by



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Date: 02/02/2021

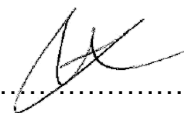
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• **Project:** Central Grid Air conditioner's
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Contract No:

Page: **2 of 30**

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2. PURPOSE



2.1 To propose and approve a Contracting Strategy: Vegetation management

Scope of Work for Central Grid Air conditioner's maintenance:

- Maintenance of air conditioning units bi-annually (every six months) or as an when the need arises
- Maintenance of split type and VRF air condition units at Central Grid's 32 substations (approximately 260 Air conditioning units)
- Recommend on required repairs after service /maintenance /inspection, provide a service report and faults that were picked up during the service/maintenance/inspection
- Refilling of the refrigerant gas if and when necessary and investigate for possible leaks
- Supply and fit replacement parts when required and recommission
- Issue a Certificate (C.O.C) after major intrusive work on the pressure vessel
- Replace faulty fan motor if necessary and where applicable
- Replace faulty indoor PC boards if necessary and where applicable
- Check compressor is operating correctly, and replace faulty compressors if necessary and where applicable
- Safe disposal of the refrigerant

The maintenance shall be performed by an Accredited Person and shall include but not limited to the following:

- Clean inside unit filters
- Inspect and clean the evaporator
- Inspect and clean the condenser
- Clean and lubricate fan motors
- Check unit pressure and top up with the refrigerant if required and record on maintenance sheet
- Check system for leaks and repair
- Ensure temperature setting is correct at 23 Degree Celsius cooling

3. SAFETY

- Covid-19 pandemic
- Dust
- Moving machinery
- Live underground cables
- Materials handling / heavy equipment handling

- Static electricity / induction
- Operating of cranes / vehicle mounted
- Work in elevated positions / on ladders / from crane buckets/scaffolding
- Close proximity work to live equipment
- Work in live chambers / restricted areas
- Live underground cables
- Live overhead conductors / crossings
- Work in live chambers / restricted areas
- Work in elevated positions / on ladders / from crane buckets
- Operating of cranes / vehicle mounted
- Personal Safety – Hijacking/shootings
- Static electricity / induction
- Work with chainsaws / mechanical cutters
- Materials handling / heavy equipment handling
- Work on / changing of rotten poles
- Fire risks
- Snakes and insects
- Digging/Excavation

The risk assessments shall include an evaluation of the method of the work to be conducted. The method statement on the procedure to be followed in performing the task must be developed.

The risk assessment will also include activities like:

- Transportation of passengers and goods to and from site
- Site establishment
- Covid-19 pandemic
- Others as specified.

Risk assessments by the contractor must take the hazards as stipulated in paragraph above as well as the health, safety and environment hazards on site, into consideration

Contractors to adhere and comply with all legislations including but not limited:

- Occupational Health and Safety Act (No 85 of 1993) – included is the Construction Regulations
- DPC 34-333-Requirements to be met by Principle contractors
- Standard 32-726 Rev 2 SHE requirements for the commercial process
- All other relevant SHEQ requirements
- Suppliers to have a detailed Safety Plan for all site specific projects

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 contractor is expected to develop a 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 contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

This 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 organizational SHE requirements.

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

Although there are requirements listed in this specification that do not pertain directly to air charter, the requirements are expect of an air charter contractor business to conform to. These requirements are in line 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.

3. SUPPORTING CLAUSES

3.1 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.

3.1.1 Purpose

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

3.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract.

3.2 NORMATIVE/INFORMATIVE REFERENCES

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

3.2.1 Normative

- [1] 32-524 : Developing a SHE Specification and a SHE Plan.
- [2] Basic Conditions of Employment Act No 75 of 1997.
- [3] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [4] National Road Traffic Act 93 of 1996
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-95 Eskom Procedure manual for Performing Occupational Health and Safety Management and Environmental Management: Conduct EH&S Incident Management.
- [7] 240-62946386 Vehicle and Driver Safety Management Procedure
- [8] Constitution of the Republic of South Africa Act No 108 of 1996
- [9] 32-418 Working at Height Procedure

3.2.2 Informative

- [1] 240-62946386 Vehicle and Driver Safety Management Procedure
- [2] Constitution of the Republic of South Africa Act No 108 of 1996
- [3] Tobacco Products Control Act 83 of 1993 (Updated 2001.11.19)
- [4] 32-418 Working at Height Procedure

3.3 DEFINITIONS

Baseline risk assessment

(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business

Business unit (BU) (32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries

Client (OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.

Competent person (OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)

Contractor (OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors

Controlled disclosure controlled disclosure to external parties (either enforced by law or discretionary)

Employee (OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person

Employer (OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)

Fall protection plan (OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk

Hazard (OHS Act) means a source of, or exposure to, danger

Hazard identification (OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed

Health and safety file (OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.

Health and safety plan (OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified

Health and safety specification (OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.

Health and safety requirements means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work

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

Medical Certificate of fitness (OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa

Medical surveillance (OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner

Method statement (OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment

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.

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

3.3.1 Classification

3.3.1.1.1.1 **Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary).

3.4 ABBREVIATIONS

Abbreviation	Description
COID	Compensation for Occupational Injury and Disease Act
GSR	General Safety Regulations
LoGS	Letter of Good Standing
OHS Act	Occupational Health and Safety Act and regulations (85 of 1993)
SHE	Safety, Health and Environment
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
MSDS	Material Safety Data Sheets
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating Regulations for High Voltage Systems

3.5 UNDERVOLTAGE PROBLEMS LEGAL COMPLIANCE

3.5.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract.

The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.

The original copy of the section 37(2) agreements must be retained by the contractor and a copy retained by the responsible manager.

A copy all the agreements must form part of the respective contractor's SHE file.

3.5.2 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 condones the use of child labour and therefore all effort must be exercised and child labour should not be used.

3.5.3 OHS Act

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

3.5.4 Legislative Compliance

All 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.
- National Environmental Management Act 1998 (Act 107 of 1998).
- National Road Traffic Act 93 of 1996
- Compensation for Occupational Injuries and Diseases Act.
- Applicable South African National Standards (SANS).
- Applicable international standards.
- Applicable Aviation Acts and regulations

3.5.5 Eskom requirements

All contractors shall, before commencement of the charter insure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to charter services.

3.5.6 Appointment of a Contractor

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

3.5.7 Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

The principal contractor shall when selecting contractors to assist on this contract, shall carry out a selection process and vet potential contractors. Once the selection process is complete, then such sub-contractor shall be appointed in writing for the relevant period as required.

Note: Copies of contractor appointments must be kept in the respective SHE file.

3.5.8 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 contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their 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

3.5.9 INJURY COMPENSATION

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing from such commissioner. The obligation lies with the contractors to ensure that the LoGS remain valid throughout the contract period. A copy of the LoGS must be filed in all the contract SHE files and as an annexure the SHE Plans.

Where the services are procured from outside the borders of South Africa and no physical work is done within the borders of South Africa, and then the supplier must be in possession of a valid injury compensation insurance covering:

- Occupational death
- Occupational injury and or disease
- Occupational disability
- Occupational rehabilitation

Where the services are procured from outside the borders of South Africa and physical work will be performed within the borders of South Africa, then the supplier must be in possession of a valid injury compensation insurance covering the above mentioned, for payment for work performed in South Africa or be covered in terms of the South African COID registration.

3.5.10 Costing for SHE within the project

Note: Where **specific** personal protective equipment and or training is required for the performance of the contract, the principal contractor, when making a bid for this contract shall provide a breakdown list of the PPE requirements and the costing of such requirements. Similarly, this must be done for the specific training requirements. Appointed contractor must provide the same requirements when bidding with the principal contractor.

3.5.11 APPOINTMENTS

1. The principal contractor and appointed contractors must make the relevant legislative and non-statutory appointments which will be required to remain valid throughout the contract.
2. The responsibilities of the individual appointments made must reflect the requirements as listed in the respective Acts and form part of the appointment.
3. All appointees shall be suitably trained and found to be competent for the responsibilities assigned.
4. Copies of the appointments must be kept in the relevant SHE files.

3.5.11.1 Statutory appointments

- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act General Machinery Regulation 2(1) – Supervision of Machinery
- OHS Act General Machinery Regulation 2(7)(a) – Assistant Supervision of machinery
- OHS Act Construction Regulation 8(8) – Assistant Construction Supervisor
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Construction Regulation 8(5) – Construction Safety Officer
- OHS Act General Safety Regulations 3(4) – First Aider/s
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act Driven Machinery Regulation 18(11) - Lifting Machinery Operator (Appointment or Permit)
- OHS Act Driven Machinery Regulation 18(5) & 18(6) - Lifting Machinery Inspector
- OHS Act Driven Machinery Regulation 18(10)(e) - Lifting Tackle Inspector
- OHS Act Electrical Machinery Regulations 10 -Portable Electrical Equipment Inspector
- OHS Act Hazardous Chemical Substances Regulation 3(3) Hazardous Chemical Substances Coordinator
- OHS Act Construction Regulation 5(3)(b) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act Construction Regulation 10(1)(a) - Competent Person to Compile Fall Protection Plan
- OHS Act: Pressure Equipment Regulations 11 & 12 Portable Gas Container Inspector
- OHS Act: Construction Regulations 19(2)(g)(i) Person Responsible for Issuing and Collection of Explosive-powered Tools Cartridges and Nails or Studs
- OHS Act: Construction Regulations 23(1) Construction Vehicle and Mobile Plant Inspector
- OHS Act: Construction Regulations 24(d) & (e) Temporary Electrical Installation Controller
- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector

3.5.11.2 Non statutory appointments

- Emergency planning coordinator

3.6 ORGANISATIONAL STRUCTURE

3.6.1 Principal Contractor Organogram

1. The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. The relevant positions held names of appointees and legal appointments must be listed.
2. The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all of the organograms' as well as submitting them with the SHE plan. All organograms' shall be updated timeously when appointments are changed.
3. This diagram must be kept up to date and filed in the project SHE files.

3.6.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the contract, listing the reporting structure from their CE down to their contract supervisors. The diagram must list the names, positions held and any appointments made.
2. This diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.

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

3.7.1 Principal contractors and appointed contractors

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 5 of the Construction Regulations;
2. The principle contractor must notify the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 3 of the Construction Regulations (if this has not been arranged and or done by the client/agent);
3. 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;
4. Shall keep a record of all employees including the appointed contractors employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the Eskom Project Manager.
5. 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;
6. Ensure that the minimum legislative, regulatory, and Eskom SHE requirements are complied with on all work sites;
7. Give the Eskom project managers and line managers (16(2) appointees)/responsible managers their full participation and cooperation.
8. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
9. The principle contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the project. This is to include all drawings, designs, lists of materials used, and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed;
10. Contractors must hand over a consolidated (to include any appointed contractors files) health and safety file to the principle contractor on completion of the project. This is to include all drawings, designs, lists of materials used, and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed;
11. The principle contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work

and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principle contractor must provide the Eskom project manager of all the valid letters of good standing from their appointed contractors.

12. Contractors must provide the principle contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.

13. 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;
14. 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;
15. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
16. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures during the construction process;
17. Stop his /her employees and any appointed contractors if construction 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;
18. Take reasonable steps to ensure cooperation between all their appointed contractors;
19. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely;
20. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 2: No work may commence and or continue without the presence of appointed construction Supervisor during performance of the contracted work;

21. Ensure that construction supervisors do not supervise construction work on any site other than the site for which such supervisor has been appointed.
22. Appoint a full- or part-time construction safety officer in writing.
23. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
24. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements;
25. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site;
26. Before the commencement of any construction work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations;

27. 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;
28. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible;
29. Provide any appointed contractor who is making a bid or is appointed to perform construction work with the relevant sections of the documented safety and health specification;
30. Principle contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements;
31. Contractors are required to approve all their appointed contractor's health and safety plans if they meet all the requirements;
32. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place.
33. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medicals must be conducted by an Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
34. 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.
35. Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training;
36. Ensure, prior to the commencement of construction work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training;
37. 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 be trained in the proper use and care and, where necessary, the maintenance of PPE;
38. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
39. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.
40. Develop a site emergency preparedness plan for each site and communicate the plan to all employees and contractors;
41. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
42. Ensure that all incidents are reported and investigated timeously by competent incident investigators;
43. 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;
44. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work;

45. Shall keep a record of all employees including the appointed contractors employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the Eskom Project Manager.
46. Stop any employee or contractor from performing construction 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.

3.4.2 Construction supervisors

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

Note 2: It must be noted that the required appointed Construction supervisor (OHS Act CR 6.1) may not leave the site unless there is a sufficient number of appointed competent subordinate supervisors (OHS Act – CR 6.2) on site to assist with supervision.

1. Not supervise construction work on any construction site other than the site they have been appointed to supervise;
2. Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
3. 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;
4. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
5. Stop any construction 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;
6. Ensure that risk-based personal protective equipment (PPE) has been issued and that employees wear/use the PPE as instructed;
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to and are investigated by the principal contractor;
9. Be involved in all investigations that occur within their area of responsibility and any others, where required;
10. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
11. Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor;
12. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
13. Before the commencement of any construction work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.;
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. Ensure that the team are involved in the abovementioned risk assessments;
15. Hold tool box 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;

16. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
17. Ensure that no alcohol or other intoxicating substances are brought on to, or remains 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;
18. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering work site;
19. Conduct own organisation's substance abuse program by conducting random breathalyser testing.
20. 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;
21. Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible;
22. Not victimise their employees by virtue of their employees 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);
23. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
24. Stop any employee or contractor from performing construction 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.

3.7.2 Employees

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - a. familiarising themselves with their workplaces and safety and health procedures;
 - b. working in a manner that does not endanger them or cause harm to others;
 - c. ensuring that the work area is kept tidy;
 - d. reporting all incidents and near misses;
 - e. protecting fellow workers against injury by performing job observations;
 - f. reporting unsafe acts and unsafe conditions;
 - g. reporting any situation that may become dangerous; and
 - h. carrying out lawful orders and obeying safety and health rules;
4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the

matter to contractor management and/or Eskom's project manager or supervisor immediately;

3.7.3 Contractor health and safety officer

1. Promote a SHE culture within the organisations involved in the project / contract.
2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project SHE plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
5. Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
6. Conduct audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.
8. Participate in the organisation's statutory and non statutory health and safety committees meetings.
9. Conduct organisational, site and visitor induction training.
10. Stop any employee or contractor from performing construction 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.
11. Ensure that no alcohol or other intoxicating substances are brought on to, or remains 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;
12. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom;
13. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
14. Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor;

3.8 HAZARD AND RISK MANAGEMENT

1. The intent is Zero Tolerance of unsafe acts and conditions during the contract, through the assessment of risk of each operation executed by the principal contractor and the provision of the necessary means to eliminate or minimize the risk to ensure a healthy and safe working environment.
2. The principal contractor shall, for this specific contract, conduct an initial risk assessment, listing all the hazards associated with this contract. The assessment must consist of Tasks, Associated hazards, Consequences, Hazard rating (probability, frequency, severity and overall rating) and what Control measures are put into place to Eliminate or minimize the hazard.
3. All construction is to be carried out in accordance with Eskom's Safety Health and Environmental Specification.
4. The philosophies employed herein, are based on a low profile outdoor substation that requires much less in the way of high-rise steelwork. The 400 kV and 132 kV Busbar support structures are relatively shorter than

in the case of the overhead strung flexible conductor Busbar system, hence the risks involved in erecting the steelwork for tubular busbar's are considerably reduced.

5. Since tubular conductors are not strained as is the case with strung stranded flexible conductors that require tensioning, the risks associated with the breaking of tensioned conductors is reduced, and is therefore a much safer procedure in erecting tubular conductors
6. The document Standard for the Labelling of Outdoor High Voltage Equipment within Eskom Transmission Substations (TST41-1009 Rev.01) will be applied in this design to ensure correct and safe operating is facilitated by Operators.

▪ **Potential sources of risk**

- **Spreading of CORNAVIRUS on work site**
- **Excavation work, trimming and backfill**
- **Working at height (fall protection)**
- Formwork and support work
- **Construction vehicles and mobile equipment**
- **Electrical installations and electrical machinery**
- Use and temporary storage of flammable liquids
- **Housekeeping**
- Stacking and storage practices
- **Fire risks and fire precautions**
- **Welfare facilities on the site**
- **Noise**
- **Portable electrical tools**
- **Intoxicated persons on site**
- **Existing underground water, electricity and other services**
- **Use of ladders**
- **Dust**
- **Inadequate or fragile coverings**

Principal Contractor to list all the hazards applicable to the contract. Do not generalise.

3.8.1 Existing / potential hazards

3.8.2 High-risk activities

3.8.3 Risk assessment

Activity based risk assessments have be conducted by an appointed and competent person and are included in the project scope of work.

2. The principal contractor and appointed contractors are required to conduct and document detailed risk assessments along the projected construction line to establish further risks before the commencement of construction work site and during continued construction work, to ensure its relevance to changing scope and/or circumstances .

3. The principal contractor shall demonstrate that the site hazards and the contractor's activity risks and the

mitigating measure have been considered in his risk assessments.

4. All emerging risks and hazards shall be managed during construction work.

5. Job/task risk assessments shall be conducted on every task prior to start of that job/task

3.8.4 Continual risk assessment

3.8.5 Safe work procedures / method statements

Note: Method statements are a form as to how to prevent an incident occurring during execution. A written safe work procedure is how to execute the task safely.

1. Contractors work method statements must be required to be meet mandatory standards for designated hazardous activities. These activities must be subjected to ongoing review of the project / contract hazards and risk profiles.
2. Written safe work procedures or method statements must be compiled for the risks and hazards that have been identified during the risk assessments indicating procedures to mitigate reduce or control the risks and hazards.

3.9 WORKING AT HEIGHTS

1. If, there is a requirement for working at height (any work performed above ground level), then a fall protection plan must be developed, which must include fall prevention where possible, for the task, implement and continually reviewed such plan.

3.9.1.1 Fall protection plan

1. The requirements of CR 10 shall prevail.
2. The principal contractor shall compile a fall protection plan (which includes fall prevention where possible) for the task, implement and reviewed such plan.
3. The fall protection plan must be specific to the work that is being conducted. The plan must be compiled by a competent person. Provision must be made for employee rescue. The requirements of Eskom's working at height procedure must be taken into consideration.
4. Where required, conduct specific risk assessments to determine the suitability of climbing methods to be used.
5. Cognisance must be made into all the different climbing methods to be used on the project.
6. Ensure that the relevant training in the use, care and maintenance of the appropriate fall protection and rescue equipment is provided.

3.9.1.2 Work in elevated positions

All employees working above ground level shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.

3.10 INCIDENT MANAGEMENT

1. All flying related incidents shall be reported to the relevant authorities and be investigated in terms of aviation requirements.

2. All Occupational Health, Safety and Environment incidents which occur in connection with the contract shall be investigated in terms of Section 24, 25 and General Administrative regulations 8 and 9 of the OHS Act.
3. Copies of the investigation reports must be files in the contract SHE files.
4. All incidents of a serious nature shall be reported to the Eskom contract responsible manager as soon as practicably as possible.
5. All incidents must be reported and investigated timeously by competent investigators.

Note: Eskom must be permitted to participate in investigations of a serious nature, if the incident is directly linked to any activity within the scope of the contract.

3.10.1 Reporting

1. All occupational health, safety and environmental incidents including near misses occurring at work shall be reported to the relevant supervisor / manager as soon as practicable but before the end of the shift.
2. All section 24 incidents shall be reported to the provincial inspector of the DoL and section 25 incidents shall be reported to the chief inspector of the DoL.

3.10.2 Investigation

1. All incidents must be investigated in terms of the OHS Act sections 24 and 25 and GAR 8 and 9, and conducted in terms of document Eskom Procedure Manual for conducting EH&S Incident Management 32-95.
2. Investigations shall be conducted by a competent investigator who will compile the appropriate incident report form as listed in the OHS Act GAR Annexure 1.
3. A comprehensive and detailed investigation report shall be submitted to the Eskom responsible manager within 7 -14 days after the incident.
4. All incidents that were in contravention of any one of Eskom's life saving rules must be presented by the relevant contractor manager to the responsible manager and where required to the OU responsible manager.

3.10.3 Close out

All incident investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the OU Risk Manager. Close out procedure ideally must be done as soon as practicable. Undue time delays must be avoided.

3.11 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.

3.11.1 Medicals

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

3.11.2 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 .

3.8.3 Occupational Hygiene

3.8.3.1 Thermal Conditions

1. Contractors must protect their employees against the natural thermal conditions, by providing sufficient

and suitable cold weather gear for the winter months and suitable rain wear for the rainy seasons.

2. In hot conditions, contractors must prevent the effects of heat fatigue and heat exhaustion by providing sufficient rest periods, shade cover and re-hydration mineral replenishment fluids. Where the heat index and the humidity levels reach the required dangerous levels, contractors shall stop work for that period.

3. Suitable drinking water as listed in paragraph 3.9.3 shall be provided.

3.8.3.2 Asbestos

Not applicable

3.8.3.3 Noise induced hearing loss

1. Where mechanical and or electrical devices are used which emit a noise, then a risk assessment and noise survey shall be conducted to establish the noise levels and determine as to what type of hearing protection must be supplied.

2. Contractors shall provide the appropriate hearing protection, train the users in the use, care and maintenance of such equipment.

3.11.3 Emergency preparedness

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.

2. If using an Eskom site, then the contractors emergency plan must compliment the Eskom sites, emergency plan.

3. The Principal Contractor, together with his appointed contractors, will develop their own emergency response plan for both their worksites and offices. Where any office and or site is located within any Local

Authorities area, then the plans must include their involvement.

3.12 FIRE RISK MANAGEMENT

Contractors shall ensure that staff are educated in fire prevention and be responsible to avoid the risk of fire. Ideally, all employees should receive basic training in fire prevention and use of fire equipment.

3.12.1 Fire Equipment and maintenance

All firefighting equipment that has 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 at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.

3.12.2 Flammable and Combustible Liquids

Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.

2. A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored a flammable/combustible liquid store.

3. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.

4. All fuel storage areas must comply with the following requirements: -

- a. Storage should be well clear of buildings.
- b. Storage areas must be kept free from all combustible materials.
- c. All danger signs must be prominently displayed, i.e.
- d. Flammable Liquid.
- e. No Smoking.
- f. No Naked flames.
- g. Hazchem identification.

3.13 FIRST AID AND EQUIPMENT

- 1 The requirements of the OHS Act GSR 3 must be observed.
- 2. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- 3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- 4. A list of emergency numbers must be posted at phones and in every office and available in vehicles and if practicable, provided employees with stickers, with the emergency numbers printed on, to place inside their hardhats.
- 5. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers
- 6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, again taking into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- 7. More first aid boxes shall be provided if the risks dictate. Boxes must be available and accessible for the immediate treatment of injured persons at that workplace.

3.14 SHE COMMUNICATION SYSTEMS

Principal Contractors and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place.

3.14.1 Tool box 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.

- 2. Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining

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

3.15 SHE TRAINING

1The 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 contractor and sub contractors must have the appropriate qualifications, certificates and employees are under competent supervision.

4. WHERE LEGISLATIVE AND ESKOM RECOMMENDED APPOINTMENTS ARE MADE, THE RELEVANT TRAINING SHALL BE GIVEN TO THOSE APPOINTEES PRIOR TO THE ACCEPTING THEIR APPOINTMENT.

4.1.1 Eskom and Organisation induction training

4.1.2 Site specific induction training

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

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo CORONA VIRUS, COVID 19 awareness training, safety measures to eliminate the virus spreading, general hazards prevalent on the construction site, spreading of the virus risks, safety measures to protect employees from the presence of the virus, rules and regulations, and other related aspects to the virus and medical treatment.

4.2 TRANSPORT/MOBILE PLANT EQUIPMENT

1All motor vehicles driven / operated by contractors within the project shall, in all respects, comply with the National Road Traffic Act.

2. Designated drivers shall be in possession of the relevant driver's licence, valid for the class of vehicle.
3. The driver's license shall be kept by the person so authorised and shall produce such card on request.
4. When driving on rural roads, care and caution must be exercised due to rough and uneven terrain and reckless third party drivers.
5. Drivers of construction vehicles and mobile equipment must respect for landowners property and roads.
6. Where possible the landowners access roads must be used. If deviations from the access roads need to be made, then permission shall be obtained from the landowner before making such a deviation.
7. No drivers or operator may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
8. It is a drivers responsibility to ensure that the vehicle and or equipment they drive on any road is road

worthy and complies with the requirements of the National Road Traffic Act.

9. Whilst on the Eskom project, contractors are not permitted to transport passengers in the back of LDV's and construction trucks. Proper passenger carrying vehicles must be used.

10. The speed limit within the bounds of the construction site must be determined by the principal contractor or the contractor manager for that site.

11. Contractors shall be solely responsible for the safety and security of any of their vehicles (including private vehicles) on their or landowners premises.

12. All Contractor vehicles shall have organisational identification markers on their vehicles that are permitted to enter the worksite and landowners property.

13. Where vehicles, mobile plant and equipment has to be refuelled on site, this will be done under caution and every effort must be made to prevent any spillage and the starting of fires. The vehicles, mobile plant and equipment must be bonded to prevent static build up.

4.2.1 Mobile plant equipment

1.All drivers of construction mobile plant are to have valid medical fitness certificates.

2. The principal contractor shall ensure that his / her employees and those of his subcontractors do not ride

on back of mobile plant equipment that is not designed for the conveyance of passengers.

3. Drivers / operators must not leave vehicles unattended with the engine running unless the engine power is required for ancillary equipment.

4. Where engines are left running, then the vehicle park brake shall be engaged and the wheels chocked.

5. Drivers / operators must not park vehicles in unauthorised zones/areas unless they are performing work.

6. A current maintenance logbook is required for all cranes and large plant equipment, and shall be available for inspection at any time. The logbook shall be located in the cabin of the crane or plant equipment.

7. Contractors are to ensure that visibility (e.g.: switching on of lights, reflectors, rotating lights etc.) is enhanced on all construction mobile plant in order to be easily seen and the location of the plant.

4.3 HAZARDOUS CHEMICAL SUBSTANCES

1 Hazardous chemicals and substances are to be stored in accordance to local authority requirements.

2. Where HCS are brought onto the site, the appropriate Material Safety Data Sheets (MSDS) shall be available at that site.

3. The Contractors to have and maintain a register with all the HCS that they have on site.

4.4 HOUSEKEEPING AND ORDER

All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the Duration of the project.

2. Prompt disposal of waste materials, scrap and rubbish is essential. Only registered landfill sites (proof to be obtained) will be used by the appointed contractor. All safe disposal and recycling certificate, waste manifesto will be kept on the project file for audit purposes.

3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious Injuries/fatalities. No waste material shall be left on site and not disposed by the contractor after the project is completed.

4. Nails protruding through timber shall be bent over or removed so as not to cause injury.

5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.

6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.

4.5 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Where **specific** personal protective equipment is required for the performance of the contract, the principal contractor, when making a bid for this contract shall provide a breakdown list the PPE requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.

The Principal contractor must provide a detailed programme on the issuing, maintenance and replacement of PPE for all his employees and subcontractors on site.

3. All contractors shall comply with the requirements of GSR 2 of the OHS Act.

4. A PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.

4.6 SAFE WORK PROCEDURES AND PRACTICES

All medium and high risk procedures that pose a risk to injury and or damage must have written safe work procedures. Risk Assessments should refer to the safe work procedures.

4.7 DISCIPLINARY PROCESS

If not already in place then the principal contractor is required to implement a disciplinary process within his/her organisation to enforce conformance to requirements. Similarly, appointed contractors are required to do the same.

4.7.1 Organisational process

4.7.2 Eskom Lifesaving Rules

Note: This is a requirement if the supplier performs work on an Eskom premises or travels or transports Eskom goods and equipment.

1 Eskom views health and safety in high esteem and encourages that any organisation who performs work for 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 Contractor or sub-contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

3. If any contractual work will be performed on any Eskom premises (including delivery of the guard huts), then the rules **shall be obeyed** by any contractor and their employees.

4. The rules are:

RULE DESCRIPTION OF RULE

Rule 1

OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH

(That is plant, any plant operating above 1000 V)

Rule 2

HOOK UP AT HEIGHTS

Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.

Rule 3

BUCKLE UP

No person may drive any vehicle on 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.

Completed permits

- EIA is required for construction start, to be supplied by Land & Rights by providing letter of confirmation
- Water Use licence application and permit is not required.
- EMP required for construction start, to be supplied by Land & Rights or environmental department, from the grid.
- Removal of protected flora required for construction start, to be supplied Land & Rights
- Heritage permit is not required for construction start. This is normally supplied by Land & Rights
- Permits to work will be required for construction start. To be supplied by TX AME and grid
- Site Access permit is required for construction to start. To be supplied by TX AME and Grid
- ORHVS regulations permits and authorization to work required for construction in high voltage area. To be supplied by relevant HV Plant Manager
- Permits to use district road and tying of the access road into the district road required for construction start, to be supplied by the Local Roads Department.
- Excavation permit required for construction start. To be supplied by TX AME and Grid
- Notification of Construction permit required for construction start. To be supplied by TX AME and Grid
- The vehicle that is transporting hazardous waste must be permitted to transport and have proper signage

4.7.3 Non Conformance and Compliance

Any non-compliance to 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 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. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or 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 on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.

4.8 MACHINERY

4.8.1 Machine guarding and barricading

4.8.2 Inspections

4.8.3 ELECTRICAL INSTALLATIONS

All electrical installations within any contractors premises must conform to the various electrical regulations of the OHS Act and SANS 10142-1(Wiring of Premises)

4.9 LADDERS

- 1 Ladders use shall confirm to the requirements of GSR 13A and used in terms of GSR 6.
2. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
3. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
4. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
5. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
6. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.

4.9.1 Inspection records

4.10 STATISTICAL REPORTING

Statistics is an integral part of the framework for measuring health and safety performance and assist in improving the organisation's health and safety performance.

4.11 PLANNED TASK OBSERVATIONS

- 1.Task observations is a crucial step in identifying any deviations from specified process and or procedures.
2. Contractors are required to carry out periodic task observations on employees who are more at risk and therefore need to be observed more frequently and more systematically than people who are at low risk. Included in the observation process will be to identify any at-risk procedures as listed / not listed in the safe work procedures for that task.
3. Select and prioritise, even after hours, those individuals who are at high risk of being injured or causing a loss whilst performing dangerous/hazardous work.

4.11.1 Compliance of principal contractor SHE plan

1.A safety and health plan is a documented plan that addresses the hazards identified and includes safe work procedures to mitigate, reduce, or control the hazards identified. It is specific to each construction project undertaken and site where work is done, is compiled by the principal contractor and appointed contractor, and must be approved by the client/agent prior to the commencement of any construction activities on a project.

2. The principle contractor shall prepare a SHE plan to address and manage all applicable sources of risk as well as any other sources of risk that are identified during the execution of the project. The plan shall incorporate the requirements as listed in this SHE specification. A copy of all the project plans shall be kept in the site SHE file and be available at all times.

The appointed contractor will comply with the Eskom Environmental Management Plan. If there are Environmental Authorisation or Environmental permits the appointed contractor needs to comply with the conditions of the EA or environmental permits.

4.12 CONTRACT RULES .

The principal contractor shall compile a set of contract/site and general rules for the contract. These rules are a quick reference for all employees and for appointed contractors. Similarly, appointed contractors must compile a set of contract rules for their own organisations, which must complement the principal contractors rules.

The principal contractor is fully responsible for the health and safety of his/her workers and his/her appointed contractor's in accordance with the contract.

4.13 RECORD KEEPING

1.All records required in terms of legislative and Eskom requirements shall be kept and filed in the contractor's SHE files. These records shall be kept for the duration of the project. They shall be open to audit/inspection by any party who is entitled to audit/inspect the project.

2. Where there are activities at the work sites, then the required records for that work site must be filed at that work site. If records are required to kept at the head / main offices, then the work site must have up to date / valid copies of such documentation.

3. Where a contractor is unsure as to which records are required to be kept, then advice must be obtained from the project SHE functionary at the earliest.

4.14 SHE FILES

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during the contract and all information relating to the post-contract phase after handover to the client, so that the client can maintain the works in a healthy and safe way.

4.15 UNLAWFUL ORDERS

1. Section 14 of the OHS Act stipulates that employees shall carry out any lawful order given to them. That is to say, they have the right to refuse to obey an unlawful order or work instruction.
2. In terms of the Legal and Eskom requirements, if an employee has a reasonable belief that the work to be undertaken is likely to endanger themselves or any other person/s due to at risk behaviour or working in unsafe conditions, or a lack of protective equipment or clothing, he/she has the right to refuse to work.

3. An employee may also in terms of Section 29 of the NEMA, refuse to work if the work would result in an imminent and serious threat to the environment.
4. All contractors shall ensure that their employees are conversant with the hazards to his/her health, safety and the environment, that are part of any work that he/she has to perform, as well as the precautionary measures required in respect of those hazards.
5. Contractor managers shall as soon as reasonably practicable, investigate and resolve an employee's refusal to work based on health, safety and environmental management related issues or concerns, in terms of the Incident management segment of this SHE specification.

4.16 HOURS OF WORK

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

4.17 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

1. By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor in adequately providing for the health and safety of employees on site.
2. Should Eskom not have addressed all SHE aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan, EMP and inform Eskom of such issues when submitting the tender.

4.18 CONTRACT SIGN OFF

On completion of the contract, all appointed contractors shall close out their contract documentation and SHE files and forwards such to the principal contractor. The principal contractor shall likewise close out his/her contract documentation and SHE files and forwards such to the Eskom responsible manager.