


	SHE Specification For Provision of security services at Simmerpan, tower testing station Rosherville and Duvha SOC site	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-429503091	Rev	1
		Effective Date	21 October 2025		
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Project Name: Provision of security services


Project Address: NTCSA Simmerpan
 Cnr Power and Refinery Road
 Germiston
 14001

Scope of the project: Provision of Security Services at Simmerpan, tower testing station Rosherville and Duvha SOC site.


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 Date: 29 / 10 / 2025


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Name: Mahlatse Maphake
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 Date: 28/10/2025

NTCSA's Senior Advisor SHEQ

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 Date: 28/10/2025

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 Date: 29 October 2025

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1. Introduction

Eskom NTCSA’s responsibility and commitment is to ensure that the working environment is safe and it’s in line with its Safety, Health, Environmental and Quality (SHEQ) Policy, along with legislative obligations.

This SHE specification is Eskom’s NTCSA Transmission Real Estate 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 coherent SHE plan that meets these requirements as well as all the relevant applicable legislation they conform to. The SHE plan shall be approved by the client contract manager.

Eskom NTCSA Transmission Real Estate 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 program 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. Where requirements listed are already in place, a list of the in the respective SHE plans must be put in place and taken cognisance of. If there are any additional Eskom and or legislative requirements listed in the SHE specification, then these must be addressed.

2. Supporting Clauses


2.1 Scope

This SHE specification lists the legislative and Eskom’s requirements and where

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applicable, any requirements pertaining to Local Authorities/ Municipal by-laws/ Environmental legislation that must be met by the contractor.

2.1.1 Purpose

This specification sets out the minimum legislative and organisational requirements for the specific scope of work.

2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Eskom NTCSA Transmission, Real Estate

2.2 Normative/Informative References

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Road Traffic Act 93 of 1996.
- [4] 32-37 Eskom Substance Abuse Procedure.
- [5] 32-136 Contractor Health and Safety Requirements
- [6] 240-62196227 Life- saving Rules
- [7] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [8] 32-727 SHEQ Policy
- [9] 240-62946386 Vehicle and Driver Safety Management Procedure
- [10] 32-520 Risk Assessment procedure
- [11] ISO 9001: 2015 Quality management system
- [12] 39-71 Quality Control Plan and contact Quality Control Plan Approval Standard
- [13] ISO 45001: 2018 Occupational health and safety management system
- [14] ISO 14001: 2015 Environmental management system
- [15] 240-133087117 Environmental Incident Management Procedure

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2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] Constitution of the Republic of South Africa No 108 of 199
- [3] National Key Point Act 102 of 1980
- [4] National Water Act, 36 of 1998
- [5] National Health Act 61 of 2003


2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) NTCSA 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.

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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)
Eskom NTCSA requirements	Eskom NTCSA requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Hazard	(OHS Act) means a source of, or exposure to, danger

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Definition	Explanation
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

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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 or 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
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
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.)

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Definition	Explanation
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
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
GAR	General Administrative Regulations
GSR	General Safety Regulations
LoG	(COID) Letter of Good Standing
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
PSIRA	Private Security Industry Regulatory Authority
SABS	South African Bureau Standard
SANS	South African National Standard

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2.5 Roles and Responsibilities

2.5.1 Commitment

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

2.5.2. Principal contractors and appointed contractors

The contractors shall:

1. 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;
2. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the NTCSA Project Manager.
3. 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.
4. Ensure that the minimum legislative, regulatory and Eskom NTCSA SHE requirements are complied with on all work sites.
5. Give the NTCSA project managers and line managers / responsible managers their full participation and cooperation.
6. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.

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7. The 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.
8. Appoint competent staff to perform the 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.
10. 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;
11. Follow a process of disciplinary action if any of their employees or their appointed contractor employees has transgressed any of the requirements of the health and safety specification, health and safety plans, site rules or any other requirements.
12. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work.
13. Before commencement of any work, conduct risk assessments. A competent person appointed in writing should perform the risk assessment, with a view to identifying hazardous and potential hazardous work operations.
14. Ensure that pre-task risk assessments are conducted, documented daily and prior to the starting of a new shift.

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15. Must ensure that all employees have received the medical fitness certificates prior to commencement of work and are declared fit for duty by the occupational health practitioner. Must ensure that Periodical medical surveillance is conducted at intervals stipulated by the Occupational Health practitioner and exit medical surveillance are conducted at the end of the contract. The medical surveillance should include audiometry baseline tests. The contractor must ensure compliance with the noise exposure regulations.
16. Ensure, prior to the commencement of work, that all employees have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
17. Issue risk-based personal protective equipment (PPE) as a measure 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;
18. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
19. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.
20. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
21. 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.
22. Appoint a Part-time safety officer in writing for the duration of the contract. Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;

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2.5.3. The Security Manager shall

1. Assist the safety officer in conducting site induction training for new staff and site visitors;
2. Instruct and train all employees under their control on any hazards and risks related to work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
3. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
4. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
5. Inspect such PPE on a regular basis and record the inspections;
6. Ensure that all incidents are reported to the client and are investigated.
7. Be involved in all investigations that occur within their area of responsibility.
8. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
9. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented;
10. Ensure that daily or pre-task risk assessments are conducted and documented 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;
11. Hold toolbox talks at the start of each shift (parade) to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
12. Ensure that all appropriate precautions are taken to protect persons present at work.
13. 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;

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14. Ensure that all equipment used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
15. 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).
16. Participate in the principal contractors emergency preparedness planning.

2.5.4. Employees shall

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all 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. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
5. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
6. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.

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7. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
8. Maintain the surrounding area of the work site in a neat and tidy condition.
9. Have meaningful participation in regular health and safety meetings.
10. When given instructions, understand the instructions and be permitted to clarify those instructions.


2.5.5 Contractor Health and Safety officer

1. Promote a SHE culture within the organisation.
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 NTCSA'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 contractor.
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 committee meetings.
9. Conduct organisational induction training.
10. 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.
11. 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/NTCSA

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work site by Eskom/NTCSA.

12. Conduct frequent behaviour observations of employees under their control at least monthly.


2.5.6. Contractor site supervisor or Contract Supervisor Must:

1. Be competent to perform the required supervisory tasks; have attended a Supervisory or Legal liability competent training and a 3 years supervision experience.
2. Ensure their employees and all sub-contractors comply with the required statutory and NTCSA Transmission Real Estate requirements.
3. Inspect all work done by the employees and all sub-contractors to ensure adherence to NTCSA Transmission Real Estate's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
6. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the NTCSA Transmission Real Estate project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
7. Ensuring that quality records are maintained in accordance with legislative and NTCSA Transmission Real Estate requirements.
8. Continual liaison between the appointed contractor, sub-contractors and employees.
9. Ensures that employees and sub-contractors are aware of latest standards, procedures, work instructions and safety regulations issued by NTCSA Transmission Real Estate:

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10. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
11. Participate in all sub-contractor incident investigations.
12. Participate in the appointed contractors emergency preparedness planning.
13. Ensure that their own employees and those of any sub-contractor are competent to perform the tasks assigned.
14. Issue site instructions on behalf of the appointed contractor where and when the sub-contractors deviate from safety requirements.
15. Assist the appointed contractor with the handing over process, in particular the SHE file and relevant documentation.

2.6 Related/Supporting Documents

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

3. Specification

3.1 Scope of work

Provision of Security Services for Simmerpan, Tower Testing Station Rosherville and Duvha SOC sites.


3.1.1 Physical Security Services

To ensure the protection of NTCSA's critical infrastructure, personnel, and operations, the appointed service provider must deliver a comprehensive physical security solution tailored to site-specific risk levels and operational requirements.

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3.1.2. Guard Deployment

Deploy trained, PSIRA-registered security personnel of the appropriate grade, aligned to the risk classification of each site (as per Table 1). Staffing levels must ensure uninterrupted coverage, with provisions for shift handovers, relief personnel, and contingency planning. Guards must be equipped with standard PPE, bodyworn cameras, and essential tools (e.g., batons, torches, handcuffs).

Deploy PSIRA-registered security personnel of the appropriate grade, aligned to the risk classification of each site (refer to Table 1). Staffing must ensure uninterrupted 24/7 coverage, including:

- Shift handovers and relief personnel
- Contingency planning for emergencies Guards equipped with:
- Standard PPE (raincoats, warm jackets, reflective gear)
- Body-worn cameras (compliant with Eskom standards)
- Operational tools (batons, torches, handcuffs)
- Site-specific induction and training
- 4x Guard houses and 4x mobile toilets
- K9 services
- Bulletproof vests

3.1.3 Access Control Management


Implement and manage robust access control protocols at all entry and exit points. This includes

- Biometric and card-based authentication systems
- Visitor registration and verification
- Real-time access logs and audit trails
- Integration with License Plate Recognition (LPR) systems for vehicular access
- Anti-pass back and time-based access restrictions for sensitive zones

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3.1.4 Patrol and Perimeter Services

Conduct scheduled and intelligence-driven patrols across all designated zones, including:

- Perimeter fencing, high-value asset areas, and vulnerable locations
- Use of mobile technology for GPS-tracked patrol logging
- Real-time reporting of anomalies or breaches
- Integration with AI analytics to optimize patrol routes and frequency

3.1.5 Incident Response

Provide 24/7 rapid armed response capability to all verified security alerts and emergencies.

Response protocols must include:

- SLA compliance: ≤15 minutes (urban), ≤30 minutes (remote)
- Coordination with control room operators and law enforcement
- Scene preservation and evidence handling procedures
- Real-time incident escalation and reporting via secure digital platforms

3.1.6 Emergency Management

Maintain full operational readiness for a range of emergency scenarios, including:

- Sabotage, fire, land invasion, civil unrest, and infrastructure tampering
- Trained personnel in evacuation, containment, and first-response protocols
- Integration with NTCSA's emergency communication systems
- Post-incident investigation and root cause analysis reporting


3.1.7 Physical Security Services with Technology Roadmap Integration

To ensure the protection of NTCSA's critical infrastructure, personnel, and operations, the appointed service provider must deliver a comprehensive, integrated physical security solution tailored to site-specific risk levels and operational requirements. This solution must combine skilled personnel, advanced security technologies, and a strategic roadmap for continuous improvement.

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3.1.8 Technology Roadmap and Innovation Strategy

The service provider must submit and implement a Technology Roadmap that outlines how innovative solutions will be introduced, scaled, and maintained over the contract period. This roadmap must demonstrate alignment with Eskom’s OBC principles and include:

Phase 1: Baseline Deployment

- Installation of CCTV, access control, alarm systems, and intrusion detection
- Commissioning of centralized monitoring infrastructure
- Integration of legacy systems into a unified platform **Phase 2: Optimization and Automation**

- Deployment of AI-powered analytics for surveillance and threat detection
- Reduction of manual guarding through technology substitution
- Implementation of predictive maintenance and automated fault alerts **Phase 3: Innovation and Scalability**

- Introduction of advanced technologies (e.g., drones, thermal imaging, fibre optic sensors)
- Expansion of systems to additional NTCSA sites or zones
- Continuous improvement through quarterly performance reviews and stakeholder feedback

Phase 4: Knowledge Transfer and Sustainability

- Training NTCSA personnel on system operation and basic maintenance
- Full documentation of system architecture, SOPs, and emergency protocols
- Handover of all data, licenses, and assets at contract conclusion


Expected Outcomes:

- 30–40% reduction in guard force by Year 3 through technology integration
- Improved incident detection and response rates

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- Demonstrable cost savings and operational efficiency
- Full compliance with Eskom’s technical specifications and innovation benchmarks

3.1.9 Community Involvement

- **Community Liaison:** Develop and implement a strategy for effective and positive engagement with local communities surrounding the protected sites. This should include regular communication channels, awareness campaigns about the importance of electricity infrastructure, and mechanisms for receiving community intelligence regarding suspicious activities.
- **Job Creation/Local Procurement:** Where feasible and in line with NTCSA's procurement policies, outline strategies for local job creation, skills transfer, and procurement from local businesses within the Gauteng and Mpumalanga, contributing to community upliftment and fostering positive relationships.
- **Collaborative Safety Initiatives:** Propose and participate in joint safety awareness initiatives with local community structures, emphasizing the dangers of illegal connections and infrastructure tampering.


3.1.10 Liaison with Law Enforcement Agencies

- **Formal Communication Protocols:** Establish and maintain formal, documented communication protocols with the South African Police Service (SAPS) units operating in Gauteng and Mpumalanga, including relevant specialized units (e.g., Non-Ferrous Metals Combating Unit, Public Order Policing).
- **Intelligence Sharing:** Develop mechanisms for secure and timely sharing of intelligence regarding criminal activities, modus operandi, and identified hotspots with SAPS and other relevant law enforcement agencies.
- **Joint Operations and Response:** Demonstrate a proven capability and willingness to participate in planned joint operations with SAPS and other security forces.
- **Evidence Collection and Preservation:** Ensure all security personnel are trained in proper scene preservation and evidence collection techniques to support SAPS investigations and improve the chances of successful arrests and prosecutions. Provide

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detailed incident reports that meet legal evidentiary standards.

- **Reporting and Compliance:** Adhere strictly to all legal requirements for reporting criminal incidents and cooperates fully with law enforcement in their investigations.

The contractor must retain a Signed copy of the scope of work.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between NTCSA and the 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) Agreement must be retained by the contractor and a copy retained by the responsible project manager.

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

3.2.2 Hazardous work by children (Child Labour)


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

1. Being protected from exploitative labour practices;
2. Not to be required or permitted to perform work or provide services that
 - 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".

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

3.2.4 Legislative compliance

The contractor shall comply with all the legislation pertaining to this project 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 Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- Private Security Industry Regulatory Authority (PSIRA)


3.3 Eskom Requirements

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

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3.4 SHE Policy

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 contractor 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 the contractor SHE files and attached as an annexure in the SHE Plan.

3.5 COID

The contractor shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. A copy of the LoG must be filed in the contractor SHE files.

3.6 Requirements Specific to the issued Scope of Work


The Provision of security services for NTCSA at Simmerpan, Tower testing Station Rosherville and Duvha SOC Sites falls under high risk in terms of supplier category, therefore:

- The Contractor must ensure that all personnel involved in this activity are trained and competent.
- The Contractor must ensure the provision of qualified supervisor to ensure the safe execution of the work.
- Contractor to report to the relevant NTCSA appointed Supervisor before proceeding with planned activities.

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- Before the commencement of the activities the appointed contractor to ensure that all Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates.
- A relevant risk assessment and method statement to be developed and applied.
- A detailed Risk Assessment to be submitted for review before the start of any activities.
- The SHE Plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE Plan as well as include how deviations/non-conformances shall be managed.
- The SHE Plan must be approved by the Tx Real Estate project manager/contract manager in writing before it is submitted to OHS department.
- The contractor must identify suitable PPE required for the scope activities including the identification of appropriate tools as per the completed Risk Assessment and applicable legal and other requirements.
- Attached proof of driver's license and PDP for the appointed vehicle drivers.
- First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.
- Applicable legal appointments must form part of the safety file with competency certificates per appointment.
- All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.
- The principal 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.


The SHE Plan shall contain the following as a minimum:

- Relevant applicable legal and other requirements as per issued scope of work
- Roles and responsibilities

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- Process for hazard identification and risk assessment including monitoring and review plans, a further identification of opportunities must be part of the process. Interested and affected parties must be clearly outlined.
- Process for change management
- Process for employee training, competency, communication, awareness and participation
- Process for incident management and investigation
- Process for setting objectives and programmes
- Process in place to review the SHE Plan
- Process for performance management and monitoring
- Process for internal audits
- Process for document and records management
- The sub-contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the client) to ensure that it fully addresses all the issues and complies with these requirements to the satisfaction of the client.
- The cause of the non-conformance/incident;
- The proposed actions to correct and prevent recurrence.

3.7. Costing for SHE within the Project

The SHE costing must be itemised and must take into consideration the scope of work. The appointed contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process. The SHE cost must exclude the tools of the trade and PPE.

3.8. Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. These Life-saving rules have been developed and will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of an Appointed 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 any product), then the rules **shall be obeyed** by any contractor and their employees.

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The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<p>OPEN, ISOLATE, TEST, EARTH AND CREATE AN EQUIPOTENTIAL ZONE BEFORE TOUCH</p> <p>With the aim to ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged.</p>
Rule 2	<p>HOOK UP AT HEIGHTS</p> <p>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.</p>
Rule 3	<p>BUCKLE UP</p> <p>No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.</p>
Rule 4	<p>BE SOBER</p> <p>No person is allowed to be under the influence of intoxicating liquor or drugs while on duty</p>
Rule 5	<p>PERMIT TO WORK</p> <p>Where an authorisation limitation exists, no person shall work without the required permit to work.</p>
Rule 6	<p>ENSURE SAFE LIVE WORKING</p> <p>To ensure safe live work, each live worker shall: Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division.</p>

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


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

This is to ensure that **every person** who works on or visits Eskom premises returns **home safely to his or her family**.

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3.9. Substance Abuse

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

3.10. Contractor organisational Structure

3.10.1. Contractor Organogram

The 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. List the relevant positions held, names of appointees and legal appointments.


The contractor is responsible for keeping copies of all the organograms’ as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.

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

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3.11.Risk assessment (refer to 32-520)

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

It is essentially a three-stage process:

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the change of shift (parade) to allow supervisors and employees to assess any inherent risks that could have been overlooked during the initial risk assessment.

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;

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- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed baseline risk assessment shall be handed to the Eskom NTCSA security responsible person 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.

3.12. Safe work procedures / method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the work. A written safe work procedure/ method statements provide guidance how to execute the task safely.


3.13. Fire Equipment and maintenance

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

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- 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.

3.14. First Aid and Equipment

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

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9. The Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.14.1. Boxes and equipment

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

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

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

3.15. SHE Communication Systems

The Contractor 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.

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Below is a brief on how communication should take place. Where site meetings are conducted on site, SHE 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 SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.15.1. Statutory Health and Safety Committees

1. The contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues.
3. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
4. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
5. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
6. Statutory health and safety committees may make recommendations to the contractor and the project manager and the Inspector at DoL.
7. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.

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8. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
9. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
10. The contractor shall ensure that statutory and non-statutory health and safety committees carry out their duties.
11. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.15.2. Non-statutory health and safety committees

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

3.15.2.1. Recommended Agenda


The following serves as the guideline for the SHE Committee meeting agenda.

- List of agenda items:
- Matters arising from previous minutes
- Matters arising from Contractor's SHE meetings.
- Inspection results and feedback
- Review Health and Safety Representative Inspection Reports
- Review
 - Incident investigation reports

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- Non-Conformances
- Announcements (near miss/injury/damage)
- Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
 - Planned Job Observations
 - SHE Training
 - Emerging risks and Near miss
 - Incident Announcements / Recall
- Hotspots
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Announcements from the client
- Rules, Instructions
- Emergency Preparedness
- Statistics report
- Closure

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

Minutes and record of action items shall be kept of all health and safety committee meetings.

Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.

Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the contract or a minimum period of three years.

Non–statutory health and safety committee meeting minutes shall be kept for the duration of the contract or a minimum period of 12 months.

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All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.

The original copy of the minutes and record of the action items must be signed by the chairperson.

The relevant Security manager and contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

3.15.3. Toolbox talks / Daily team talks / pre job meetings/Parade

A meeting must be held prior to the commencement of the new shift 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.


3.15.4. Induction training

1. The principal contractor shall ensure that all his / her employees have undergone the NTCSA Transmission Real Estate Safety Contractor Management induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.

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3.16. SHE training

The appointed contractor must submit a training matrix for the workforce indicating all met training requirements in relation to the scope of work.

Records of all training and qualifications of all contractor employees must be kept in the SHE File.

3.17. Contractor site establishment

1. Contractor's site facilities (guard house) shall be managed at all times.
2. Should the contractor be required to provide water for drinking on site, only portable drinking water shall be supplied as per SABS 241-2001.
3. The ablution facilities should be serviced and kept hygienically clean free from smell.

3.18. Security Vehicle Safety

No employees shall be transported at the back of the bakkie.

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 drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
3. All drivers of the vehicles are to have valid medical fitness certificates.
4. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.

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3.19. Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the contract.
2. Prompt disposal of waste materials and rubbish is essential.
3. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

3.20. Incident Investigation

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

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

3.21. Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must familiarise themselves with the Eskom NTCSA emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

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3.22. Non-Conformance and Compliance

1. 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. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
3. 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 Security manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non- conformance. All non-conformances shall be closed out within 60 Callander days.
4. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

3.23. SHE File

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during contract.
2. All contractors are required to keep a SHE file on every site. If there is more than one site per contract, a file per site shall be kept at that site. Contractors may keep additional file at their head office as additional records. The SHE file shall be maintained by the contractor on their sites and shall be available on request for audit and inspection purposes.
3. The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed

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in this SHE specification and the SHE plan.

5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

3.24. Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Eskom NTCSA Transmission Real Estate reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom NTCSA Transmission Real Estate 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 NTCSA's instructions.

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

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used on the project. Such tools and equipment's shall be subjected to regular inspections.

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3.25 Auditing

3.25.1 Approval and compliance of appointed contractor SHE Plan

The Contractor's SHE Plan will be audited against the issued Eskom NTCSA Transmission Real Estate SHE specification. Once there is compliance only then will the appointed contractors, SHE Plan be approved by an appointed NTCSA Transmission Real Estate contract custodian. The implementation of the SHE Plan shall be assessed/audited by Eskom NTCSA Transmission Real Estate personnel as and when required. This will include physical conditions evaluation.

3.25.2 Eskom SHE audits

Eskom NTCSA Transmission Real Estate shall evaluate all contractors' SHE performance on a Monthly basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans as per the Eskom Supplier category.

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

If there are any findings/non-compliance identified as serious in these audits, an activity will be stopped for that specific Appointed contractor and sub-contractor.

3.25.3 Contractor audits

The appointed contractors are required to audit their sub-contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to NTCSA Transmission Real Estate OHS department within one week after completion of the audit and a copy of the audit report shall be submitted to the sub-contractor within 7 days of the audit.


3.26 Smoking

Eskom has a smoking Procedure (Eskom Smoking Procedure 32-36) which all employees, appointed contractors and sub-contractors are required to comply with. The

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national smoking policy must be adhered to. Smoking is permitted in designated smoking areas only.

3.27 Personal Protective Equipment Requirements

1. The Appointed contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and sub-contractors on site.
2. The contractor shall provide PPE training on the use, maintenance, replacement, limitations etc to all his/her employees and sub-contractors.
3. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
4. 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.
5. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.
6. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
7. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
8. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.


3.28. 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.

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2. Work stoppages that are initiated due to SHE 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.

3.29. 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.

3.29.1. 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 NTCSA Security or Contract Service Manager of any Security employees who needs to work double shifts. (The application needs to be submitted timeously).

3.29.2 Night work

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

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


3.29.3 Overtime

When overtime is required to be performed, the sub-contractors shall inform the appointed contractor of such action. The appointed contractor shall inform the NTCSA Transmission Real

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Estate project manager of such function. 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.

3.30. Omissions from Safety and Health Requirements Specification

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

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

3.31 Contract Sign-Off

On completion of the project, the appointed contractor is required to submit a copy of the SHE File to the contract managers, including drawings, designs, materials used and other similar information concerning the completion of the project.

4. ENVIRONMENTAL MANAGEMENT REQUIREMENTS

4.1. National Environmental Management Act 107 of 1998 (NEMA) principles

a) Duty of care and remediation of environmental damage

Every person who causes, 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, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.


b) Polluter Pays Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health

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effects must be paid for by those responsible for harming the environment

4.2. Zero Liquid Effluent Discharge Policy (ZLED)

All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

4.3. Waste Management

a) All waste generated during the execution of the scope of work shall be managed in accordance with Tx Waste Management Work Instruction (240-98818649) and in compliance with applicable environmental legislation and bylaws.

4.4. Other rules

All spills/emergency incidents should be reported to NTCSA Transmission Real Estate Contract Supervisor and Environmental Officer(s) immediately on occurrence. Incidents should be investigated to prevent reoccurrence.

All contractors should be aware of Eskom SHEQ Policy.

All contractors must take into account environmental consideration when carrying out Risk Assessments.

All equipment used on site must be in good working condition and no fuel and/or oil leaks on any equipment will be tolerated.

Non-conformance, incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:

The cause of the non-conformance/incident;


The proposed actions to correct and prevent recurrence.

Eskom Transmission Real Estate shall issue non-conformances where there are deviations from

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environmental requirements.

4.5 Records to be kept onsite For Environmental Management

The following minimum records shall be kept on sites:

- a) Contractor site specific Environmental Management Plan and Environmental aspect and impact register;

Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available

- b) Environmental Incident registers and investigation reports;

Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.

- c) Non-conformance register;

When non-conformances are closed, they should be investigated and close-out within the agreed timeframes.

- d) Complaints register;

Where complaints are raised, they should be reported to TRE Environmental management Department, be investigated and closed out.

- e) Records of audit reports and audit findings close-out, where applicable;

Records of audit and how findings where closed should be maintained.

Waste manifesto and waste disposal certificate are submitted to TRE Environmental management department on the last day of each month.


4.6 Environmental Costing

- Environmental Representative

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- Environmental Law Course for Environmental Rep

4.7 Contract Award Documentation

The following documentation should be submitted upon awarding of the contract:

- a) The Aspects/Impacts register or an environmental management plan;
- b) Appointment letter of the contractor's environmental or SHE officer who will be responsible for the implementation of the environmental requirements for the contract;
- c) Proof of training (certificates) of persons performing activities that could have significant impact on the environment;
- d) Waste management plan

5. QUALITY REQUIREMENTS

It is important that all the contractors or service providers at Eskom NTCSA Transmission Real Estate meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system that complies with the requirements of ISO 9001 standard.

This type of work falls under category 4 of the quality requirements.

The supplier shall submit the evidence of the developed and implemented QMS which complies with ISO 9001.


The following documented information needs to be submitted:

- Quality Method statement based on scope (Method Statement Template-Ref 240- 126469599).
- Quality policy approved by the top management.

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- Quality Objectives Approved by the top management.
- Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015).
- Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).
- Form A is completed and signed.
- Proof of similar and/ or previous work done as per the scope of work and/ or specification.

6. Acceptance

Nil.

7. Revisions

Date	Rev.	Compiler	Remarks
19 June 2024	01	M. Magaoga	New OHS SHE Specification for NTCSA Transmission Real Estate

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