

	<b>RWM Resources Data Capturers</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier	*1015696	Rev	3
		Effective Date	20 February 2016		

**Project Name:** Provision of RWM Resources for Data Capturers

**Project Address:** Kendal power Station

**Scope of the project:** Provision of RWM Resources for Data Capturers Scope at Kendal Power Station for a period of 5 years



-----  
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## 1. INTRODUCTION

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

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

**The 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 Occupational health and safety act and Regulations.

Although there are requirements listed in this specification that do not pertain directly to Environmental Management Consulting, the requirements are expect of an Environmental Management Consulting 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.

## 2. SUPPORTING CLAUSES

### 2.1 SCOPE

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

#### 2.1.1 Purpose

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

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### 2.1.2 Applicability

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

## 2.2 NORMATIVE/INFORMATIVE REFERENCES

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

### 2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Eskom Contractor Health and Safety Requirements
- [7] 240-62196227 Eskom Life- saving Rules
- [8] 32-95 Eskom Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 Eskom SHEQ Policy
- [10] 240-62946386 Eskom Vehicle and Driver Safety Management Procedure
- [11] 32-520 Eskom Risk assessment procedure
- [12] \*1015696 Kendal Power Station Contractors SHE specification
- [13] Regulation no. R827 (National Dust control regulations).

### 2.2.2 Informative

- [1] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [2] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [3] SANS 1186 Symbolic Safety Signs
- [4] Constitution of the Republic of South Africa No 108 of 1996
- [5] \*1024102 Kendal Waste Management Procedure

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## 2.3 Definitions

Definition	Explanation
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline assessment risk</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Client</b>	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.
<b>Competent person</b>	(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)
<b>Contractor – includes appointed contractor</b>	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
<b>Consultant</b>	means a person providing professional advice
<b>Duty of care to the environment</b>	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
<b>Employee</b>	(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
<b>Employer</b>	(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)
<b>Eskom requirements</b>	a) Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(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
<b>Health and safety file</b>	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
<b>Health and safety plan</b>	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.

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Definition	Explanation
<b>Health and safety specification</b>	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
<b>Health and safety requirements</b>	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
<b>Medical certificate of fitness</b>	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
<b>Medical surveillance</b>	(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
<b>Method statement</b>	(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
<b>Organisation</b>	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
<b>Pre-job meetings</b>	(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
<b>Principal contractor</b>	(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.
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
<b>Responsible Manager</b>	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
<b>Risk assessment</b>	(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.
<b>Site</b>	(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
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion

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Definition	Explanation
<b>Toolbox talks</b>	(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.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	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
CR	Construction Regulations
DoL	Department of Labour ( Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act 85 of 1993 and Regulations
SABS	South African Bureau Standard
SANS	South African National Standard

## 2.5 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)

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agreement is signed and a copy be kept in the contractor file at procurement. Copy of this agreement shall be kept in the contractor project safety file.

### 3. RWM Resources Data Capturers

#### 3.1 Scope of work

Providing all administrative support within the maintenance department at Kendal Power Station for a period of 5 years

##### 3.1.1 Summary of the scope

- Provide administrative services within maintenance department.
- Control documents for maintenance
- Support maintenance staff with office needs
- Support maintenance line managers with administrative function

##### 3.1.2 Detailed Scope of work

- Capture maintenance records on SAP system i.e. duration worked, work completed and cause of equipment failure.
- Create a systematic way to file all maintenance records (scanning and linking on SAP) i.e. Plant maintenance related documents.
- Printing, preparing maintenance records and work packages for planners.
- Support with retrieval of maintenance records when necessary and during audits.
- Support maintenance performance index i.e. schedule & PM compliance, resource utilization etc.
- Ensure that employees attend mandatory trainings as deemed by the station or section.
- Capture all correspondences i.e. minutes, presentations, spreadsheets, telephonic messages.
- Ensure that staff timesheet's for all overtime worked are capture on SAP system timeously.
- Create a systematic way to file all sectional records i.e. Plant maintenance related documents, sectional meeting minutes, and staff' timesheets & time and attendance related documents etc.

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- Support with retrieval of files when necessary and during audits
- Manage manager's diary, emails and telephone.
- Make arrangements for meetings i.e. all logistics and minutes etc.
- Make arrangements for visitors and manager's travelling.
- Make arrangements for sectional functions and training for staff
- Support in maintaining stock level of section's stationery, PPE and consumables (load reservations and Purchase requisitions when necessary).
- Ensure that employees attend mandatory trainings as deemed by the station or section.

Note: A detailed copy of the scope of works provided with NEC must be retained by the Contractors.

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

## 3.2 LEGAL COMPLIANCE

### 3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between 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.

### 3.2.2 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;

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

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

### 3.2.3 OHS Act

The principal contractor and appointed contractors shall have an up to date copy of the OHS Act no 85 of 1993 and regulations which will be available to all employees.

### 3.2.4 Legislative Compliance

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

- The 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).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- Regulation no. R827 (National Dust control regulations).
- SANS Standards –Contractor shall use the relative standards applicable to the project including SANS 1929:2011

## 3.3 ESKOM REQUIREMENTS

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

### 3.3.1 Appointment of a Contractor

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

### 3.3.2 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

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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.

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

### 3.3.3 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 in the SHE Plans

### 3.3.4 COID

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

### 3.3.5 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. Include roles and responsibilities relating to the implementation of the document.

## 3.4 PERSONNEL HEALTH / HYGIENE FACILITIES

### 3.4.1 Ablution facilities

Ablution facilities are available at Kendal Power Station for use by employees visiting site at the set intervals to collect the dust samples; however the contractor shall comply with these requirements at their workplace.

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### 3.4.2 Drinking Water

All contractors shall provide suitable drinking water for all their employees (free of charge) whilst working in the field. Every effort must be made to keep the water as cold as possible during summer seasons.

## 3.5 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.

### 3.5.1 Medicals

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

1. Principle contractors must ensure that he or she and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually including drivers.
4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

### 3.5.2 Dust

1. Where employees are exposed to dust such as ash, coal, silica, asbestos cement, fibreglass and cement etc. Adequate protective clothing and appliances must be provided.
2. All employees must be made aware of the inherent dangers of dust. Employees must take such measures as may be necessary to decrease the generation of dust in the workplaces and to protect themselves from the dust exposure.
3. Any abnormal condition shall be reported to the client.  
Note: The use of compressed air to blow areas or individuals cleaning is strictly prohibited.

### 3.5.3 Thermal Conditions

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- 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.  
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. Suitable drinking water shall be provided.

### 3.5.3 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

### 3.5.4. Rehabilitation

Where any contractor's employee is injured at work to the extent that they require rehabilitation, then this must be given, using the services of an appointed rehabilitation organisation.

### 3.5.5. Covid19

The Contractor and his contractors shall ensure compliance with the requirements of the Disaster Management Act, 2022 (Act No.57 of 2002), COVID-19 Direction on health and safety in the workplace GG 43400. The Contractor shall ensure all COVID related cases are managed in terms of the requirements of this direction and that there is immediate reporting to the client. Retain and maintain COVID 19 related documentation in the SHE file not limited to Risk assessment, Policy, appointment of compliance officer, PPE issue records etc.

### 3.6 Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles.

Minimum legal or non-statutory appointments	Recommended minimum training /proof of competency
OHS Act: section 16(1) employer ( n/a)	OHS act and regulation ,COIDA, Incident investigation,

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	HIRA ,legal liability
OHS act: section 16(2) employer/ Project manager	OHS act and regulations, COIDA, Incident investigation, HIRA, legal liability
GAR 9(2) Incident/accident investigator	RCAT / incident investigation
OHS act 8 (2) Person to Compile Risk Assessments	Hazard Identification and Risk assessment
Vehicle inspector	Driver's license

### 3.7 ESKOM LIFE SAVING RULES

#### 3.7.1 Eskom Life-saving Rules

- 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 appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
- 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.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<b>Open, isolate, test, earth, bond, and/or insulate before touch</b> ( That is plant, any plant operating above 1000 V)
Rule 2	<b>Hook up at heights</b> 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	<b>Buckle up</b> No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.

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Rule 4	<b>Be sober</b>  No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>Permit to work</b>  Where an authorisation limitation exists, no person shall work without the required permit to work.

- 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 an Eskom returns home safely to his or her family

### 3.8 Risk Assessments (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 what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, 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. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence, in particular, if a job /task is extended over a day or halted due to inclement weather.

### 3.9 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.

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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, not only being a legal requirement, is to establish why and how the incident occurred, but to find out the real causes of the incident and to decide on precautionary measures that are required to address the causes to prevent any further recurrences of the same or similar incidents. The contractor shall in writing appoint a competent person to investigate the incident occurring during the duration for this contract.

### 3.10 Induction Training

- All contractors shall attend Kendal Power Station induction training annually before commencing any work.
- Contractors are required to develop their own induction training manual and should include the environment, health and safety aspects of the project.
- Every contractor shall keep records to prove that employees were inducted.

Note: contractor employees are inducted once the SHE file is approved. It is however the responsibility of the contractor to ensure that the induction training is done.

### 3.11 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 supplier must develop their own emergency response in their work premises. The Contractor shall take into consideration the Kendal site emergency plans when developing his or her emergency plans for the project. The Contractor employees working in the project must be made aware of the emergency process and the assembly points of Kendal Power Station. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement.

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

### 3.12 First Aid

- In line with the requirements of general safety regulation 2, principal contractors or contractor shall ensure persons at work receive prompt first aid treatment in a case of injury or emergency.
- Contractors shall ensure a trained and appointment personnel for rendering first aid treatment are available at their work place.
- Contractors shall ensure a first aid box containing suitable first aid equipment listed under this regulation is available at or near the workplace which shall be accessible for the treatment of injured persons at the work place and thereafter ensure the first aid box is maintained.
- Monthly inspections shall be done by the appointed first aider and records kept in the safety file.

Note: For the purpose of this contract, it is not required for a first aider to be appointed for Kendal site, but it is recommended for employer to consider offering first aid training to his or her employees.

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- The contractor shall ensure that all first aid incidents are recorded and reported to the client including Kendal Power Station medical centre and Safety Risk Department in line with the Eskom procedure.

### 3.13 Toolbox Talks / Daily team talks / pre job meetings

- A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance.
- The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed.
- Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required. Where possible, tool box talks can be included in the pre-job brief meetings.
- The ideal is daily tool box talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the worksite and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

Note: It is encouraged for the contractor to observe and comply with above requirements at his or her workplace during the duration of this contract.

### 3.14 Personal Protective Equipment

- The contractor shall assess the dangers involved with the job and shall provide, free of charge, and maintain in good condition:-
  - a. Adequate protective clothing and appliances to persons exposed to wet and dusty processes, to heat or any poisonous, corrosive or other substances, which are liable to cause injury or disease.
  - b. No contractor shall allow any of his workers to wear any clothing, hard hats etc. with an Eskom/Kendal logo.
  - c. Goggles or face shields to persons engaged or assisting in an activity, which may expose such a person to glare or the danger of a foreign body injuring the eye.
  - d. Foot protection for persons engaged in activities where a risk of foot injuries exists such as construction work, steel handling, and where a symbolic safety sign requires it.
  - e. Hearing protection to persons exposed to noise.
  - f. Hardhats to persons engaged in activities, which exposes them to head injuries and where a symbolic safety sign requires it.
  - g. An employer shall instruct his employees in the proper use, maintenance and limitations of the safety equipment provided.
  - h. The employer shall keep a record of the ppe issued to employees in the safety file.

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### 3.15 Vehicle and Road Safety

#### 3.15.1 Vehicles

- All vehicles shall be roadworthy at all times. Un-roadworthy vehicles will be impounded. Contractors shall adhere to the vehicle and driver safety Management procedure 240-62946386.

#### 3.15.2 Licensed

- Each driver on site must be licensed for the class of vehicle that they operate and must be in possession of valid driver's license while operating a vehicle.

#### 3.15.3 Passengers

- No passengers are allowed to be transported in the back of the bakkie, truck or lorry. No passengers will be allowed to sit on the sides of lorries or pick-ups.
- Persons will not be allowed to ride in the bucket of front-end loaders, or as passengers on dumpers, tractors, cranes, etc.

#### 3.15.4 Speed Restriction

- The general speed restriction within the power station is 40 km/hr.
- All traffic signs and markings shall be adhered to.

### 3.16 Smoking policy

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

### 3.17 Audits

#### 3.17.1 Approval and compliance of principal contractor SHE plan

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

#### 3.17.2 Eskom SHE audits

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

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

Audits will be conducted by Kendal safety department on the principal contractor/s and/or appointed contractors on a regular basis. These audits shall be attended by the contractor's site manager or his representative. The contractor shall be notified of interval of the audit.

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

### 3.24.3 Contractor audits

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a regular basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom Kendal Power Station project manager within one week after completion of the audit. The contractor shall ensure full implementation of the SHE file and maintain the project safety file.

### 3.18 Working equipment and tools

- The contractor shall ensure all working tools and equipment are maintained in good working conditions.
- Correct tools and equipment for the job shall be provided to employees.

### 3.19 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.
- 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.
- The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
- Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- Should the contractor fail to provide adequate ppe to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such ppe will be viewed as a transgression of the legislative and Eskom requirements.

### 3.20 SHE file

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

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- All contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
- The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
- The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- On completion of the contracted work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
- In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

### 3.21 Unlawful orders

- 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.
- 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.
- 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.
- 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.
- 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.

### 3.22 Refusal to work on the grounds of health and safety

- If not already in place, it is recommended that contractors compile a refusal to work policy to fall in line with the organisations SHE policy regarding safe work and also to standardise the reporting and investigation of such Instances and the clear employee understanding of their limitations.

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- Eskom procedure (“240-4384327”) employee’s right to refusal to work in unsafe situation.

### 6.23 Incident Management

All incidents must be reported to the client before the end of the shift as stipulated in Eskom procedure 32-95.

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.

### 6.24 Statical Report

1. 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.
2. The principal contractor must report to Eskom project manager and safety department, by the first of every month, their SHE statistics and those of their appointed contractors for the previous month.
3. The statistical information required is:
  - a. Name of contractor company and the project/contract
  - b. Incidents: Lost time, medical; first aid, near misses, mva, property damage etc.
  - c. Manpower numbers per principal contractor and contractor company
  - d. Actual man-hours worked
  - e. Status on incidents investigated and recommendations closed out

### 3.25 Security

- The principal contractor and contractors shall comply with the Kendal Power Station security site requirements.
- Principal contractor shall ensure required safety documents for access application is made available, such as valid medical fitness certificate and safety induction.
- All contractors shall be accountable and responsible for the security of all their equipment, materials etc. on any of their work sites.
- Eskom reserves the right to search any contractor and or Eskom vehicle entering or leaving the site / premises any Eskom site.

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### 3.26 Omissions from safety and health requirements specification

- By drawing up this SHE specification Eskom Kendal Power Station 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 Kendal Power Station 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 Kendal Power Station of such issues when signing the contract.

### 3.27 Contract sign-off

On completion of the project, all appointed contractors shall close out their project documentation; SHE files and forward such to the principal contractor.

The principal contractor shall likewise close out his/her project documentation and SHE files and forwards such to the Eskom Kendal Power Station project manager.

## 4. ACCEPTANCE

- Nomfundo Dlomo
- Buyelwa Basholo
- Andrew Motsuki

## 5. REVISIONS

Date	Rev.	Compiler	Remarks
05 October 2022	01	GK Mathebula	SHE specification minimum requirements that must be met by the relevant contractor who have been awarded with the Provision of RWM Resource for Data Capturers for Kendal Power Station for a period of 5 years

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