

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

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

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

<p>1. The supplier/contractor/tenderer is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following:</p> <ul style="list-style-type: none"> a. Eskom contractor Health and Safety requirements standards 32-136 b. OHS specification/requirements provided c. Occupational Health and Safety Act 85 of 1993 d. Compensation for Occupational Diseases and Illnesses Act 130 of 1993 <p>Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's OHS requirements (policies, procedures, standards etc).</p>
<p>2. Penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its contractor and/or supplier) pertaining to Eskom and/or Statutory OHS requirement/s.</p>
<p>4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and the company's</p>
<p>5. Management of Contractors/ Suppliers</p> <p>The main contractor/supplier:</p> <ul style="list-style-type: none"> a) Has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers. b) Has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work. c) Has to ensure that contractors/ suppliers have adequate resources and competencies. d) Is accountable for the management of its contractors/ suppliers in order to ensure that the applicable legal and Eskom requirements (that are applicable to the main supplier during contract execution) are complied with by the contractors or suppliers. e) The main supplier shall monitor contractors or suppliers through audits and assessments with regard to OHS compliance during the execution of the work. f) The grounds for the termination of work done by contractors/suppliers shall be provided by the main supplier. g) All non-conformances/non-compliance by the contractors/suppliers (all tiers) to the main supplier shall be dealt with directly with the main contractor/supplier in terms of performance and penalty processes. h) Eskom reserves the right to verify this when deemed necessary. The contractor may be instructed to provide copies of testimonials/references and the contact detail of clients (including Eskom) for whom the Company has done previous work of a similar nature
<p>I, the undersigned, hereby acknowledge that I have obtained copies of the above documents and confirm that I fully understand them and the consequences of non-compliance.</p> <p>Signed at on day of 20.....</p>

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

Company/Supplier Name: -----

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

Signature

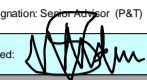
Date


Witness 1

Witness 2

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Occupational Health and Safety Baseline risk assessment template											
Business/Operating unit:	Kendal Power Station		SOW: Provision of routine and Adhoc Conditioning Monitoring and analysis services at Kendal Power Station					Next Review Date (every 2 years):	Template identifier:		
Date:	10/06/202				Authorised by:	Name: Nicholas Mduli	Document identifier:				
						Designation: Senior Advisor (P&T)	Revision number:	5			
						Signed: 	Revision date:	30-Apr-27			
Refer to Occupational Health and Safety Risk assessment procedure 32-520											
List activity	Hazard identification	Associated risk	Risk type	What are the possible consequences?	Existing Controls	Consequence	Likelihood	Risk Priority Rating	RCE Risk Control Effectiveness	Control Owner	Legal and Other Requirements
List specific activities to be performed taking into consideration the equipment to be used, the personnel involved in the task.	Anything with potential to cause of harm. Note: A hazard can pose more than one risk.	A chance that injury, ill health or damage could occur as a result of uncontrolled hazard.	Safety or health	Consider the worse case scenario without controls?	Include: - Preventative Controls (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and - Reactive Controls (controls implemented to reduce the immediate impact of the risk occurring) Elimination Substitution Engineering controls Administrative controls Personal protective equipment (PPE)					Person allocated the responsibility for implementing the agreed controls	Where relevant, list the relevant legislative and/or Eskom requirements that prescribe the control.
Condition Monitoring (Vibration, Oil sampling, Thermography, Ultrasound, Partial discharge, and Steel cord belts inspection)	Noise	Exposure to extremely loud noise levels	Health	Noise-induced hearing loss	PPE is suggested; avoid areas with excessive noise levels.	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	PF Dust	Dust inhalation	Health	Infections of the respiratory system and lungs	PPE is suggested; avoid areas with excessive dust.	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Ash Dust	Dust inhalation	Health	Infections of the respiratory system and lungs	PPE is suggested; avoid areas with excessive dust.	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Use of lifts	Power failure while in lift	Safety	stuck in lifts	Awareness on how to be safe in stuck lift	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Moving machinery	Stricked/hit by moving machinery	Safety	Severe injuries/Fatality	Awareness about how to be safe on and around the site	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Slippery surfaces	Slip, trip, falling	Safety	Body injuries	Toolbox talks and awareness	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Hot surfaces	Contact with hot surfaces	Safety	Body injuries	Toolbox talks and awareness	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Compressed Air	Exposure to pressurized air	Safety	Skin infection, body injuries, eyes injuries	Personal safety equipment is encouraged, and knowledge	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Covid19	Making contact with the sick individual	Health	Sickness and Fatalities	PPE is recommended; raise awareness and encourage personnel to be vaccinated.	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Climbing on steps	Slip, trip, falling	Safety	Severe injuries/Fatality	Training on the inspection and use of Scaffolding	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Working at heights	Slip, trip, falling	Safety	Severe injuries/Fatality	Training on the inspection and use of fall arrest PPE	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Insufficient lighting	Slip, trip, falling	Safety	Severe injuries/Fatality	Toolbox talks and awareness	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Use of tools	Stricked/hit, cut by tools	Health	Body injuries	Toolbox talks and awareness	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
	Harmful gases	Exposure to chemical	Health	Suffocation, lung infection, burn, and death.	Personal safety equipment is encouraged, and knowledge	1	A	IV	Fully effective	Contractor	OHSAct, Regulations for HCS and ISO 45001:2018
Driving and transporting staff to and from the workplace	Road conditions, construction, bends, steep slopes, and railroad crossings	Unfavourable road conditions that may result in the loss of vehicle control	Safety	Loss of vehicle control, particularly at high speeds	Awareness during SHEQ meetings, toolbox presentations, defensive and advanced driving, trip risk assessment.	1	A	IV	Fully effective	Contractor	Road traffic act, OHS act, vehicle safety 240-69946, LAR
	Weather conditions, rain, fog/mist	Unfavourable road conditions that may lead to the loss of vehicle control.	Safety	Loss of vehicle control, particularly at high speeds	Awareness during SHEQ meetings, toolbox presentations, defensive and advanced driving, trip risk assessment.	1	A	IV	Fully effective	Contractor	Road traffic act, OHS act, vehicle safety 240-69946, LAR
	Road users, pedestrians, and stray animals.	Unfit road users, automobiles colliding with pedestrians or stray animals	Safety	Loss of vehicle control, particularly at high speeds, and lack of training	Awareness during SHEQ meetings, toolbox presentations, defensive and advanced driving, trip risk assessment.	1	A	IV	Fully effective	Contractor	Road traffic act, OHS act, vehicle safety 240-69946, LAR
	Driving the automobile when fatigued.	Fatigue	Safety	Fatigue-induced loss of vehicle control	Awareness during SHEQ meetings, toolbox presentations, defensive and advanced driving, trip risk assessment.	1	A	IV	Fully effective	Contractor	Road traffic act, OHS act, vehicle safety 240-69946, LAR

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

Project Name: Condition Monitoring at Kendal Power Station

Enquiry number:

Project Address: Kendal Power Station



Eskom's Contract's Manager
 Name: Nicholas Mdluli



Eskom's Safety Officer
 Name: Wesley Adam

Eskom's Procurement Manager
 Name: Mandla Mkhwanazi (Acting)

Eskom's OHS Manager
 Name: Nompilo Dlamini (Acting)

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		


Table of Contents

2. SUPPORTING CLAUSES	4
2.1 SCOPE.....	4
2.1.1 Purpose.....	4
2.1.2 Applicability	4
2.2 NORMATIVE/INFORMATIVE REFERENCES	4
2.2.1 Normative.....	4
2.2.2 Informative	5
2.3 DEFINITIONS	6
2.4 ABBREVIATIONS.....	10
2.5 RELATED/SUPPORTING DOCUMENTS	10
3. DOCUMENT CONTENT	10
3.1 SCOPE OF WORK	10
CONDITION MONITORING FOR KENDAL POWER STATION	10
3.2 LEGAL COMPLIANCE.....	11
3.2.1 Section 37(2) (Legal) Agreement.....	11
3.2.2 Hazardous Work by Children (Child Labour).....	11
3.2.3 OHS Act	11
3.2.4 Legislative Compliance	11
3.3 ESKOM REQUIREMENTS	12
3.4 SHEQ POLICY.....	12
3.5 Covid -19 Requirements	12
3.6 COID	12
3.7 COSTING FOR OHS WITHIN THE PROJECT	12
3.8 STATUTORY APPOINTMENTS.....	13
3.8.1 Non statutory appointments.....	13
3.9 ESKOM LIFE-SAVING RULES.....	13
3.10 SUBSTANCE ABUSE	14
3.11 CONTRACTOR ORGANISATIONAL STRUCTURE	15
3.11.1 Main Contractor Organogram	15
3.11.2 Appointed Contractor/s Organogram.....	15
3.12 ROLES AND RESPONSIBILITIES	15
Commitment	15
3.12.1 Main contractors and appointed contractors	15
3.12.2 Contractor site supervisor	17
3.13 RISK ASSESSMENT (REFER TO 32-520).....	18
3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS.....	19
3.15 FIRE EQUIPMENT AND MAINTENANCE	19
3.16 FIRST AID AND EQUIPMENT.....	20
3.16.1 Boxes and equipment	20
3.17 OHS COMMUNICATION SYSTEMS.....	21
3.17.1 Statutory Health and Safety Committees	21
3.17.2 Non-statutory health and safety committees	22
3.18 TOOL BOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS.....	23
3.19 OHS TRAINING	23

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

3.20 GENERAL TRAINING.....	25
3.21 SITE ROADS	25
3.22 VEHICLE MANAGEMENT	25
3.23 HOUSEKEEPING AND ORDER.....	26
3.24 TOOLS AND EQUIPMENT	27
3.25 LADDERS	27
3.26 AUDITING	28
3.26.1 Approval and compliance of Main contractor OHS plan.....	28
3.26.2 Eskom OHS audits	28
3.26.3 Contractor audits.....	28
3.27 SMOKING	28
3.28 CELLULAR PHONES	29
3.29 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION.....	29
3.29.1 Medical Assessments	29
3.30 ROLES AND RESPONSIBILITIES	29
3.31 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS.....	29
3.32 INCIDENT INVESTIGATION	30
3.33 EMERGENCY MANAGEMENT	30
3.34 NON-CONFORMANCE AND COMPLIANCE.....	31
3.35 OHS FILES	31
3.36 WORK STOPPAGE	32
3.37 HOURS OF WORK.....	32
3.37.1 Normal work.....	32
3.37.2 Night work.....	32
3.37.3 Overtime	32
3.38 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION	33
3.39 CONTRACTOR PERFORMANCE MONITORING	33
3.40 CONTRACT SIGN OFF	33
3.41 ESKOM'S RIGHT TO TERMINATE THE CONTRACT	33
4. AUTHORIZATION	33
5. REVISIONS.....	34
6. DEVELOPMENT TEAM.....	34


1. INTRODUCTION

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy and applicable legislative obligations. This OHS specification is Eskom Generation's minimum requirements which are required to be met for the duration of the contract period by contractors/suppliers and, where required, the delivery organisation. The contractor is expected to develop an OHS plan that meets these requirements as well as all the relevant applicable legislation that they conform to. Eskom in no way assumes the contractor's legal responsibilities and liabilities. The contractor is and remains accountable for the quality and

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

execution of their health and safety programme for their employees and appointed contractor employees. This OHS 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 OHS requirements.

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

2. SUPPORTING CLAUSES

2.1 SCOPE

This OHS specification lists the legislative and Eskom requirements and, where applicable, any requirements pertaining to local authorities, municipal by-laws, or environmental legislation that must be met by the contractor.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of OHS specifications throughout Eskom Generation business for contracts, standards, and NEC 3.

2.1.2 Applicability

This OHS specification is applicable to any contracting organisation that intends to respond to Eskom Generation's tender/enquiry with the intention of entering into a 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

- Basic Conditions of Employment Act No 75 of 1997.
- Occupational Health and Safety Act and Regulations No 85 of 1993.
- OHS Act "Regulations on Hazardous Work by Children in South Africa"
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- 32-37 Eskom Substance Abuse Procedure.
- 32-136 Contractor Health and Safety Requirements
- 240-62196227 Life- saving Rules
- 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- 32-727 SHEQ Policy

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

- 32- 418 Working at Heights Procedure
- 240-62946386 Vehicle and Driver Safety Management Procedure
- 32-520 Risk Assessment procedure
- Plant Safety Regulations
- ISO 45001
- Eskom Covid-19 policy
- National Disaster Management Act 57 of 2002


2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

2.3 DEFINITIONS

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

Definition	Explanation
Appointed contractor	Means a contractor appointed by the Main contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes Main contractors
Contract's Manager/End User	Contract's Manager/End User
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

Definition	Explanation
Environment	(32-94) means: a) the land, water, and atmosphere of the earth; b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Occupational Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Occupational Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Occupational Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
National Enquiries/contracts	sourcing of services providers/contractors at the divisional level and not at BU level through tendering, request for price etc

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

Definition	Explanation
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Main contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, Main contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DEL	Department of Employment and 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
HCA	Hazardous Chemical Agents
LDV	Light Delivery Vehicle
SDS	Safety Data Sheets
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
O&M	Operating and Maintenance
LoG	(COID) Letter of Good Standing
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 RELATED/SUPPORTING DOCUMENTS

Section 37(2) of the OHS Act requires Eskom to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to the project manager/end user who will facilitate the signing of the document by Eskom and contractor representatives.

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

CONDITION MONITORING FOR KENDAL POWER STATION


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

Note: Contractor shall refer to NEC for detailed scope of works.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

Note: The contractor who will be awarded this contract will be known as the “**Main contractor**” and any contractor appointed by the Main 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 main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main contractor and all their appointed contractors for the contract. The original copy of the section 37(2) agreement must be retained by the contractor, and a copy must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor’s OHS file.

3.2.2 Hazardous Work by Children (Child Labour)

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

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

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

3.2.3 OHS Act

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


3.2.4 Legislative Compliance

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

- 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).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

3.3 ESKOM REQUIREMENTS

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

3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities. The policy must be signed by the organisation's 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's OHS files and attached as an annexure to the OHS Plan.

3.5 Covid -19 Requirements

Not applicable, however the appointed contractor must ensure that the Covid-19 is identified as a hazard in the Contractor Baseline Risk Assessment with control measures are implemented and that measures to manage Covid-19 are noted in the Contractor SHE Plan.

3.6 COID

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


3.7 COSTING FOR OHS WITHIN THE PROJECT

The costing for OHS must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

3.8 STATUTORY APPOINTMENTS

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

- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Hazardous Chemical Substances Regulation 3(3) Hazardous Chemical Substances Co-coordinator
- OHS Act General Safety Regulations 3(4) – First Aider/s
- OHS act 8 (2) Person to Compile Risk Assessments
- GAR9(2) - Incident/accident investigator
- CR 8(5) - Construction Health and Safety Officer (Part-time)
- CR 8(7) - Construction Supervisor
- CR 8(1) - Construction Manager
- OHS Act Section 16(2) employer

3.8.1 Non statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator

3.9 ESKOM LIFE-SAVING RULES

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


The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	ENSURE SAFE LIVE WORKING Ensure all live work basic principles are adhered to,

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

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

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


3.10 SUBSTANCE ABUSE

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

3.11 CONTRACTOR ORGANISATIONAL STRUCTURE

3.11.1 Main Contractor Organogram

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

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

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

3.11.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project on the company's letter head, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held, any appointments made and must be signed off by the company's 16(1) or 16 (2).
2. This diagram must be kept up to date, a copy of which must be given to the Main contractor and a copy filed in the relevant project OHS files.
3. This diagram must be kept up to date and filed in the project OHS files.

3.12 ROLES AND RESPONSIBILITIES

Commitment

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

3.12.1 Main contractors and appointed contractors


Note 1: Most of the roles and responsibilities listed apply to both Main contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Eskom OHS requirements are complied with on all work sites.
6. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a OHS (Occupational health and safety) file where all relevant health and safety records must be kept for each work site.
8. The Main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the Main contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.
9. Contractors must provide the Main contractor with a certified copy of the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
10. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
11. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
12. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
13. Ensure that their contractors (whom they intend appointing) have made detailed provision for the cost of safety and health measures throughout the project.
14. Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
15. Take reasonable steps to ensure cooperation between all their appointed contractors.
16. Ensure that Eskom OHS requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors OHS files. Only appoint contractors who are competent to do work, have satisfied the OHS compliance requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely.
17. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
18. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
19. 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.
20. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
21. Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
22. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

23. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
24. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
25. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
Note: should the Main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
26. Must have a substance abuse program which must be in line with Eskom requirements.
27. Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.
28. Be involved in all of their appointed contractor's incident investigations.
29. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

3.12.2 Contractor site supervisor

The contractor site supervisor must be trained in the following:

- HIRA, Incident investigation training, Supervisor training, Legal liability


Must:

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

17. Issue site instructions on behalf of the Main contractor where and when the appointed contractors deviate from safety requirements.

3.12.3 Contractor Health and Safety officer Part time

- Due to the nature and size of the project, the contractor must appoint a Part-time safety officer for this scope

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

- SAMTRAC, HIRA, Incident investigation training, Legal liability, Training, knowledge and understanding of ISO 45001, Minimum work experience 2yrs, OHS Diploma (applicable to 3-5 years contract)

3.13 RISK ASSESSMENT (REFER TO 32-520)

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

It is essentially a three-stage process:

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

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example if a job / task is extended over a day or halted due to inclement weather.


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

- Each activity is listed.
- Specific hazards are identified and listed against each activity.
- The magnitude of each risk is rated as Low. Medium or High.
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders.
- The relevance, effectiveness and sufficiency of these controls are assessed.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

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

3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when: -

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

The safe working procedure should identify:

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


3.15 FIRE EQUIPMENT AND MAINTENANCE

- All firefighting equipment's that have been provided shall:
 - Be clearly labelled
 - Conspicuously numbered
 - Entered in a register
 - Inspected monthly by a competent person

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

2. Tested and serviced every 12 months.
3. Results entered in the register and signed by competent person.

3.16 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 legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008. 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. Main Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, 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.
9. The Main Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.16.1 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

- 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.

3.17 OHS COMMUNICATION SYSTEMS

1. Main Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate OHS issues to their staff, the mediums they will employ and how they will measure the effectiveness of their OHS communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, OHS shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant OHS files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.


3.17.1 Statutory Health and Safety Committees

1. The Main contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the Main contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and OHS requirements, incidents and lessons learned specific OHS problems, safety performance, action plans and other relevant OHS issues. Listed below is a preferred agenda.
4. OHS representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the Main contractor and the project manager and the Inspector at DEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The Main contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.17.2 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


3.17.2.1 Agenda

1. The following serves as the guideline for the OHS Committee meeting agenda.
 - List of agenda items:
 - Matters arising from previous minutes
 - Matters arising from Contractor's OHS meetings.
 - Covid-19 compliance
 - Audit results and feedback
 - Review Health and Safety Representative Inspection Reports
 - Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)
 - Follow up on recommendations made by the employer in incident investigation reports
 - Accident Prevention – Safety Promotion
 - Planned Job Observations
 - OHS Training
 - Protective clothing and equipment
 - Incident Announcements / Recall
 - Forthcoming High hazard activities.
 - Non-conformances.
 - Housekeeping.
 - Work permits.
 - Work procedures.
 - Hazardous materials / substances.
 - Fire Prevention
 - Occupational Hygiene Assessments, Health Risks and Actions
 - Security
 - Rules, Instructions
 - Public Safety

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

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

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.
5. All other meeting minutes where OHS is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant project manager and Main 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.

3.18 TOOL BOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based on OHS issues pertaining to the project site. The topic and the contents shall be in writing. Attendance registers with the topic listed shall be kept.


3.19 OHS TRAINING

1. The Main contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the Main contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the Main contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, OHS specification and OHS plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the OHS file.

3.19.1 Main Contractor Induction training

The contractor is required to make arrangements with the Business Unit for its employees to attend induction in order to be granted permission to access site.

1. The Main contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom OHS induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the OHS file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.
5. It is the contractors responsibility to keep records of induction training.

3.19.2 Appointed Contractor induction training

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


3.19.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the Eskom site-specific safety induction prior to being allowed access to site.
2. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

3.20 GENERAL TRAINING

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

3.21 SITE ROADS

1. When planning, sufficient areas must be allocated for parking of vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.
2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.


3.22 VEHICLE MANAGEMENT

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No persons maybe transported at the back of the bakkie.
3. Drivers are required to conduct the route risk assessment prior to travelling/driving.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving.
5. All drivers shall have a valid medical fitness certificate.
6. The First aid box with valid contents and fire extinguishers must be included in the vehicle, be services annually and inspected monthly. Drivers must be trained on how to use the First aid box and fire extinguishers.
7. Two triangles must be included in the vehicle and the emergency number be displayed at the back of the vehicle.
8. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
9. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times and this is applicable to yellow plant.
10. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine.
11. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on site.
12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting materials.

13. The vehicle inspection checklist must include but not limited to:

- Reverse alarm / beeper
- Yellow reflective tape
- Mud flaps
- Fire Extinguisher
- 2 Triangles
- First Aid Box
- Safety belts for every seat
- No fold-up or jockey seat
- Tyres
- License disc
- Yellow reflective tape that must be fitted at a height of between 250mm and 1.5 metres
- Speed warning sign (100km/h) at the back of the minibus
- Driver have a Public Driving Permit


3.23 HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project/contract.
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.
3. Materials/objects shall not be left unsecured in elevated areas – falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Main contractor in the first instance and the Eskom project/contract manager in the second instance.
8. The Eskom project/contract manager has the right to instruct the Main contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the Main contractor.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

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 OHS 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 reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.
Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom's instructions.
7. Where defective tools and equipment's are identified, such 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 used on the project. Such tools and equipment's shall be subjected to regular inspections.


3.25 LADDERS

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
6. Non-slip devices must be in good condition and no paint to be on wooden ladders
7. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
8. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

9. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
10. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
11. The appropriate head protection, with chin strap shall be worn by employees working from a ladder (risk based) or with climbing irons.
12. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site OHS files

3.26 AUDITING

3.26.1 Approval and compliance of Main contractor OHS plan

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

3.26.2 Eskom OHS audits

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

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

There will be monthly audits conducted by Eskom on the Main contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative.

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

3.26.3 Contractor audits

Main Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their OHS Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the audit. Where appointed contractors are audited by the Main contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.


3.27 SMOKING

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

3.28 CELLULAR PHONES

The National Road Traffic Act requirements regarding the use of cellular phones must be observed, when driving and or operating mobile equipment and or machinery. The personal use of cell phones in the plant is prohibited unless it is an emergency or for work purpose. The use of cell phone camera in the plant must be in line with the national key point Act and the Plant safety regulation.

3.29 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.

3.29.1 Medical Assessments

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

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

3.30 ROLES AND RESPONSIBILITIES

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


3.31 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

PPE Specification Standard 240-44175132.

3. 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.
4. If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement (as per risk assessment), then high visibility vests shall be worn.
9. Monthly inspection records of PPE must be kept in the Safety file
10. The contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.

3.32 INCIDENT INVESTIGATION

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

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


3.33 EMERGENCY MANAGEMENT

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as possible. The contractor must develop and align their own Emergency response plan with Eskom's to address any emergency which might arise at any given point in time. The contractor to familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of their plan. This must be recorded and provided on request.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

3.34 NON-CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Eskom Procurement and Supply Chain Management Procedure.
2. Main contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE (as per PPE standards) to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.


3.35 OHS FILES

1. OHS file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. All contractors are required to keep the OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

7. In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.36 WORK STOPPAGE

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
2. Work stoppages that are initiated due to OHS concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.37 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.

3.37.1 Normal work

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

3.37.2 Night work

When night work is to be performed, the baseline risk assessment must be reviewed to include the management of night work. Contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

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


3.37.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the Main contractor of such action. The Main contractor shall inform the Eskom project manager of such function and

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

provide proof of exemption from the Department of Employment and labour. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.38 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

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

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

3.39 CONTRACTOR PERFORMANCE MONITORING

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

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

3.40 CONTRACT SIGN OFF

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

3.41 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

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


4. AUTHORIZATION

1. Nompilo Dlamini
2. Mandla Mkhwanazi
3. Nicholas Mdluli

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	GENERATION COAL FIRED STATIONS OHS SPECIFICATION FOR Condition Monitoring for Kendal Power Station	Template Identifier	32-726-03T	Rev	1
		Document Identifier	*1015696	Rev	3
		Effective Date	April 2022		

5. REVISIONS

Date	Rev.	Compiler	Remarks
June 2025	2	Wesley Adam	Project SHE specification minimum requirements that must be met by the relevant contractor who have been awarded with the provision of Condition Monitoring at Kendal Power Station
May 2022	1	F Poee	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom Generation.
August 2015	0	F Poee	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

6. DEVELOPMENT TEAM

1. Beular Falakahla
2. Beauty Sibiyi
3. Bheki Ramushu
4. Cate Mokwena
5. Cebisile Zulu
6. Erick Ramadie
7. Fanyana Zwane
8. Florah Somo
9. Francina Rantsho
10. Fundisa Dangazele
11. Girly Mathebula
12. Johan Botha
13. Lameck Nyakane
14. Mapule Mogashoa
15. Mbazima Chabalala
16. Melusi Ntanzu
17. Njabulo Ndlovu
18. Noluthando Dondodolo
19. Sichaba Molefe
20. Tebogo Matlakala
21. Thabitha Mpoyi
22. Thandeka Mathonsi
23. Thobile Mkhonza

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Regulation Gazette

No. 11128

Regulasiekoerant

Vol. 660

4 June
Junie 2020

No. 43400

N.B. The Government Printing Works
will not be held responsible for the
quality of
"Hard Copies" or "Electronic Files"
submitted for publication purposes

ISSN 1682-5843



9 771682 584003

43400



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

IMPORTANT NOTICE:

The Government Printing Works Will not be held responsible for any errors That might occur due To The submission of incomplete / incorrect / illegible copy.

no future queries Will be handled in connection With The above.

Contents

No.		Gazette No.	Page No.
<i>Government Notices • GoewermentskennisGewinGs</i>			
Employment and Labour, Department of/ Indiensneming en Arbeid, Departement van			
R. 639	Disaster Management Act (57/2002): Direction by the Minister of Employment and Labour in terms of Regulation 4 (10) of the Regulations R480 of 29 April 2020 issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Act.....	43400	3

Government Notices • GoewermentskennisGewinGs

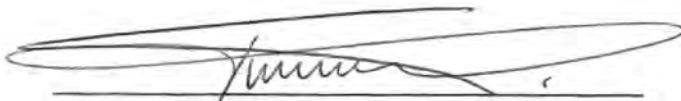
DEPARTMENT OF EMPLOYMENT AND LABOUR

NO. R. 639

04 JUNE 2020

DIRECTION BY THE MINISTER OF EMPLOYMENT AND LABOUR IN TERMS OF REGULATION 4(10) OF THE REGULATIONS R480 OF 29 APRIL 2020 ISSUED BY THE MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS IN TERMS OF SECTION 27 (2) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)

I, Thembelani Waltermade Nxesi, the Minister of Employment and Labour, acting in terms of Regulation 4(10) of the Regulations made by the Minister of Cooperative Governance and Traditional Affairs in terms of section 27 (2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) on 29 April 2020 and to prevent the escalation of COVID-19 infections in the workplace, issues a Consolidated Direction on Occupational Health and Safety Measures in Certain Workplaces as set out in the Schedule to replace the Direction on Occupational Health and Safety Measures in Certain Workplaces issued on 29 April 2020.

**MR TW NXESI, MP****MINISTER OF EMPLOYMENT AND LABOUR****DATE:** 03/06/2020

SCHEDULE

Consolidated COVID-19 Direction on Health and Safety in the Workplace Issued by the Minister in terms of Regulation 4(10) of the National Disaster Regulations

Preamble

1. On 17 March 2020, the Department of Employment and Labour issued guidelines for employers to deal with COVID-19 at workplaces.¹ The Department of Employment and Labour appealed to employers to use the prescriptions of the OHS Act in particular the Hazardous Biological Agents Regulations governing workplaces in relation to Coronavirus Disease 2019 caused by the SARS-CoV-2 virus.
2. In the period since the issuing of the guidelines, a clearer picture has emerged about COVID-19 and the nature of the hazard and risk in the workplace and the precautions that should be taken to minimise the risk. The purpose of these directions is to stipulate measures that must be taken by employers in order to protect the health and safety of workers and members of the public who enter their workplaces or are exposed to their working activities.
3. On 29 April 2020 the Minister of Cooperative Government and Traditional Affairs published Regulations in terms of section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) as amended by the Regulations published on 28 May 2020 in terms of which every employer permitted to commence operations must adopt the measures contained in the Regulations.
4. These directions give effect to those Regulations and seek to ensure that the measures taken by employers under OHS Act are consistent with the overall national strategies and policies to minimise the spread of COVID-19.
5. The OHS Act, read with its regulations and incorporated standards, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of workers and to take such steps as may be reasonably practicable to eliminate or mitigate the hazard or potential hazard.
6. The OHS Act further requires employers, to ensure, as far as is reasonably practicable, that all persons who may be directly affected by their activities (such as customers, clients or contractors and their workers who enter their workplace or come into contact with their employees) are not exposed to hazards to their health

¹<http://www.labour.gov.za/DocumentCenter/Publications/Occupational%20Health%20and%20Safety/COVID-19%20Guideline%20Mar2020.pdf>

or safety. This obligation also applies to self-employed persons (for example, plumbers or electricians) whose working activities bring them into contact with members of the public.

7. For the purposes of OHSA in the workplaces to which this Direction applies, the identifiable hazard relating to COVID-19 is that workers face is the virus transmission by an infected person to workers in the workplace. In workplaces to which the public has access, the hazard includes transmission of the virus by members of the public. Each situation requires special measures to be implemented by employers in order to prevent the transmission of the virus.
8. Although OHSA requires employers to review and update risk assessments on a regular basis, the new hazard posed by COVID-19 is clearly identifiable and the basic measures to eliminate or minimise the risk are now well known². The object of conducting or updating a risk assessment in respect of COVID-19 is to provide specific focus on COVID-19 and adapt the measures required by this Direction to specific working environments taking into account the Risk Assessment Guides published online by the National Department of Health.
9. This Direction is based on infection transmission prevention and specific occupational hygiene practices that focus on the need for employers to implement measures to mitigate or eliminate the transmission of the virus in the workplace.
10. This Direction recognises that there are sector specific measures that need to be taken into account and accordingly provides for sector guidelines to supplement this Direction.
11. This Direction does not reduce the existing obligations of the employer in terms of OHSA nor prevent an employer from implementing measures that are more stringent in order to prevent the spread of the virus.

Definitions

12. In this Direction, unless the context indicates otherwise –

“**BCEA**” means the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);

“**COVID-19**” means Coronavirus Disease 2019;

“**Disaster Management Act**” means the Disaster Management Act, 2002 (Act No. 57 of 2002);

“**inspector**” means a person designated as an inspector in terms of section 28 of OHSA;

“**OHSA**” means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

² These basic measures may be further refined in the sector guidelines or in amendments to the direction as the science on the transmission of the disease progresses.

“**PPE**” means personal protective equipment;

“**Regulations**” means the Regulations published by in terms of section 27(2) of the Disaster Management Act by the Minister of Cooperative Governance and Traditional Affairs;

“**virus**” means the SARS-CoV-2 virus;

“**vulnerable employee**” means any employee, as contemplated in the Department of Health Guidelines³ -

- (a) with known or disclosed health issues or comorbidities or any other condition that may place the employee at a higher risk of complications or death than other employees if infected with COVID-19; or
- (b) above the age of 60 years who is at a higher risk of complications or death if infected;

“**worker**” means any person who works in an employer's workplace including an employee of the employer or contractor, a self-employed person or volunteer⁴;

“**workplace**” means any premises or place where a person performs work.

Application

13. Subject to clause 14, this Direction applies to employers and workers in workplaces permitted to continue or commence operations under the Regulations.
14. This Direction does not apply to a workplace-
 - 14.1 excluded from the OHSA in terms of section 1(3) of the OHSA⁵;
 - 14.2 in respect of which another Minister has issued a direction under those Regulations dealing with health and safety.
15. Subject to the employer's obligations under OHSA to conduct a risk assessment, employers with less than 10 employees need only apply the measures set out in clause 46 of this Direction.

Period of application

³ *Guidance on vulnerable employees and workplace accommodation in relation to COVID-19* – see the link in Annexure A.

⁴ The distinction between 'worker' and 'employee' in the Direction is used to ensure that all persons who in work in a workplace are protected and to locate the responsibility in respect of certain obligations imposed on the employer in respect of its employees such as an application for illness benefits or worker's compensation.

⁵ Section 1(3) of OHSA excludes mines, mining areas or works in terms the Minerals Act, 1991 (Act No. 50 of 1991) and ships, boats or cranes in terms of the Merchant Shipping Act, 1951 (Act No. 57 of 1951).

16. This Direction remains in force for as long as the declaration of a national disaster published in *Government Gazette* 43096 on 15 March 2020 remains in force.

Plan for re-opening workplaces

17. As and when any regulations made in terms of section 27(2) of the Disaster Management Act permit industries, businesses, entities both private and in the public sector to commence operating, every employer commencing operations must-
- 17.1 undertake a risk assessment in terms of clause 20.1 to 20.3;
 - 17.2 on the basis of that risk assessment, develop a plan outlining the protective measures in place for the phased return of its employees before opening;
 - 17.3 consult on the risk assessment and plan with-
 - 17.3.1 any representative trade union as contemplated by section 14(1) of the Labour Relations Act, 1995 (Act No. 66 of 1995); and
 - 17.3.2 any health and safety committee established in terms of section 19 of OHSA; or
 - 17.3.3 in the absence of such a committee, a health and safety representative designated in terms of section 17(1) of OHSA or employee representative; and
 - 17.4 make that plan available for inspection by an inspector and a person contemplated in clause 17.3.
18. The plan referred to in clause 17 must include-
- 18.1 the date that the workplace will open and the hours of opening;
 - 18.2 a list of employees permitted to return to work and those who are required to work from home;
 - 18.3 the plan and timetable for the phased-in return of employees to the workplace;
 - 18.4 identify vulnerable employees for the purposes of clause 20.3;
 - 18.5 ways of minimizing the number of workers at the workplace at any one time contemplated in clause 20.8;
 - 18.6 the workplace protective measures required to be taken in terms of this Direction and any sectoral guideline to get the workplace COVID-19 ready;

- 18.7 the measures for the daily screening of employees and the screening of clients, contractors and visitors to the workplace; and
 - 18.8 the details of the COVID-19 compliance officer appointed in terms of clause 20.6 of this Direction.
19. The employer contemplated in clause 17 must phase the return of their employees to work in accordance with the plan.

Administrative measures

20. Every employer must establish the following administrative measures:
- 20.1 It must undertake a risk assessment to give effect to the minimum measures required by this Direction taking into account the specific circumstances of the workplace;
 - 20.2 if the employer employs more than 500 employees⁶, that employer must submit a record of its risk assessment together with a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of OHSA to-
 - 20.2.1 its health and safety committee established in terms of section 19 of OHSA; and
 - 20.2.2 the Department of Employment and Labour within 21 days of the commencement of this Direction;⁷
 - 20.3 it must take special measures to mitigate the risk of COVID-19 for vulnerable employees in accordance with the Department of Health's Guidelines⁸ to facilitate their safe return to work or their working from home;
 - 20.4 it must notify all workers of the contents of this Direction and the manner in which it intends to implement it;
 - 20.5 it must notify its employees that if they are sick or have symptoms associated with COVID-19 that they must not come to work and to take paid sick leave in terms of section 22 of the BCEA;
 - 20.6 it must appoint a manager as a COVID-19 compliance officer to-

⁶ For employers with more than 500 employees in the construction, manufacturing, business or financial sectors regulation 46(6) of the Regulations requires appropriate sector or workplace arrangements or compacts to address an additional number of matters.

⁷ Submission must be made to the Provincial Chief Inspector at <http://www.labour.gov.za/About-Us/Ministry/Pages/IES0320-7398.aspx>

⁸ *Guidance on vulnerable employees and workplace accommodation in relation to COVID-19* – see the link in Annexure A.

- 20.6.1 oversee the implementation of the plan contemplated in clause 17.2;
 - 20.6.2 oversee the adherence to the health and safety measures established in the workplace to give effect to requirements of this Direction including appointing employees to perform this function if the employer has more than one workplace;
 - 20.6.3 address employee or workplace representative concerns and to keep them informed and, in any workplace in which an health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken;
- 20.7 it must ensure that the measures required by this Direction and its risk assessment plan are strictly complied with through monitoring and supervision;
- 20.8 it must, as far as practicable, minimize the number of workers at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve social distancing as contemplated in clause 21 and to limit congestion in public transport and at the workplace;
- 20.9 it must take measures to minimize contact between workers as well as between workers and members of the public;
- 20.10 it must provide workers with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in conspicuous places in the workplace informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting with COVID-19 related symptoms;
- 20.11 if a worker has been diagnosed with COVID-19, an employer must-
- 20.11.1 inform the Department of Health⁹ and the Department of Employment and Labour; and
 - 20.11.2 investigate the mode of exposure including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place;
 - 20.11.3 determine the need to temporarily close the affected work area for decontamination using an incident-based risk assessment with due regard to the Department of Health's Guidelines¹⁰; and

⁹ Report must be made to the COVID-19 hotline: 0800 02 9999.

¹⁰ *Guidance note for workplaces in the event of identification of a COVID-19 positive employee* – see link in Annexure A.

20.11.4 it must give administrative support to any contact-tracing measures implemented by the Department of Health.

Social distancing measures

21. Every employer must arrange the workplace to ensure minimal contact between workers and as far as practicable ensure that there is a minimum of one and a half metres between workers while they are working, for example, at their workstations. Depending on the circumstances of the workplace or the nature of the sector, the minimum distance may need to be greater. Reducing the number of workers present in the workplace at any time in terms of clause 20.8 may assist in achieving the required social distancing.
22. If it is not practicable to arrange work stations to be spaced at least one and a half metres apart, the employer must-
 - 22.1 arrange physical barriers to be placed between work stations or erected on work stations to form a solid physical barrier between workers while they are working; or
 - 22.2 when required, supply the employee free of charge with appropriate PPE based on a risk assessment of the working place.
23. Every employer must ensure that social distancing measures are implemented through supervision both in the workplace and in the common areas outside the immediate workplace through queue control or within the workplace such as canteens and lavatories. These measures may include dividing the workforce into groups or staggering break-times to avoid the concentration of workers in common areas.

Health and safety measures

24. Every employer must implement the following health and safety measures.

Symptom screening

25. Every employer must take measures to-
 - 25.1 screen any worker when they report for work in order to-
 - 25.1.1 ascertain whether they have any of the symptoms associated with COVID-19 as per the current NICD definition¹¹, namely a cough, sore throat, shortness of breath (or difficulty in breathing), or loss of smell or taste;
 - 25.1.2 determine whether they suffer from any of the following additional symptoms: fever, body aches, redness of eyes, nausea, vomiting, diarrhea, fatigue, weakness or tiredness; and
 - 25.2 require workers to immediately inform the employer if they experience any of the symptoms in sub-clause 25.1 while at work.

¹¹ *Clinical management of suspected or confirmed COVID-19 disease* – see the link in Annexure

26. Employers must comply with any guidelines issued by the National Department of Health in consultation with the Department in respect of –
- 26.1 symptom screening;¹² and
 - 26.2 if required to do so, medical surveillance and testing.
27. If a worker presents with COVID-19-related symptoms, or advises the employer of these symptoms, the employer must –
- 27.1 not permit the worker to enter the workplace or report for work; or
 - 27.2 if the worker is already at work immediately-
 - 27.2.1 isolate the worker, provide the worker with a surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or to be referred for a medical examination or testing; and
 - 27.2.2 assess the risk of transmission, disinfect the area and the worker's workstation, undertake contact tracing and refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;
 - 27.3 place its employee on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;
 - 27.4 ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
 - 27.5 if there is evidence that the worker contracted COVID-19 arising out of and in the course of employment, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.¹³

¹² For more specific guidelines see *Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection* – see the link in Annexure A.

¹³ GG 43126 GN193 of 23 March 2020.

28. If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines,¹⁴ an employer may only allow a worker to return to work on the following conditions:
- 28.1 The worker has completed the mandatory 14 days of self-isolation;
 - 28.2 the worker has undergone a medical evaluation confirming fitness to work if the worker had moderate or severe illness;
 - 28.3 the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker;
 - 28.4 the employer closely monitors the worker for symptoms on return to work; and
 - 28.5 the worker wears a surgical mask for 21 days from the date of diagnosis.
29. If a worker has been in contact in the workplace with another worker who has been diagnosed with COVID-19, the employer must assess that worker's exposure in accordance with the Department of Health's Guidelines¹⁵ to ascertain whether the exposure carries a high or low risk of transmission between the workers.
30. If there is a low risk of exposure, the employer –
- 30.1 may permit the worker to continue working using a cloth mask complying with standard precautions; and
 - 30.2 must monitor the worker's symptoms for 14 days from the first contact.
31. If there is a high risk of exposure–
- 31.1 the worker must remain in quarantine for 14 days; and
 - 31.2 the employer of that worker must place the worker on sick leave in accordance with clause 27.3 for that period.

Sanitizers, disinfectants and other measures

¹⁴ *Clinical management of suspected or confirmed COVID-19 disease* – see the link in Annexure A

¹⁵ *The Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection* and the guideline: *Clinical management of suspected or confirmed COVID-19 disease* – see the links in Annexure A.

32. For the purposes of these clauses, a hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.
33. Every employer must, free of charge, ensure that –
 - 33.1 there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance of, and in, the workplace which the workers or other persons are required to use; and
 - 33.2 every employee who works away from the workplace, other than at home, must be provided with an adequate supply of hand sanitizer.
34. If a worker interacts with the public, the employer must provide the worker with sufficient supplies of hand-sanitizer at that worker's workstation for both the worker and the person with whom the worker is interacting.
35. Every employer must take measures to ensure that-
 - 35.1 all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends;
 - 35.2 all areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected; and
 - 35.3 disable biometric systems or make them COVID-19-proof.
36. The employer must ensure that-
 - 36.1 there are adequate facilities for the washing of hands with soap and clean water;
 - 36.2 only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited;
 - 36.3 the workers are required to wash their hands and sanitize their hands regularly while at work;
 - 36.4 the workers interacting with the public are instructed to sanitize their hands between each interaction with a member of the public; and
 - 36.5 surfaces that workers and members of the public come into contact with are routinely cleaned and disinfected.

Cloth masks

37. The main benefit of everyone wearing a cloth mask is to reduce the amount of virus containing droplets being coughed up by those with the infection and transmitted to others and to surfaces that others may touch. Since some infected persons may not have symptoms or may not know they are infected, the Department of Health requires that all persons wear cloth masks when in a public place.

38. For the reasons underlying the Department of Health's requirement, every employer must –
 - 38.1 provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirements set out in the Department of Health's recommendations¹⁶, for the employee to wear while at work and while commuting to and from work; and
 - 38.2 require any other worker to wear masks in the workplace.
39. The number and replaceability of cloth masks that must be provided to an employee or required of other workers must be determined in accordance with any sectoral guideline and in the light of the employee or worker's conditions of work, in particular, where these may result in the mask becoming wet or soiled.
40. Every employer must ensure that workers are informed, trained, instructed and supervise as to the correct use of cloth masks.
41. The general requirement for workers to wear masks does not derogate from the fact that, where a risk assessment indicates that specific personal protective equipment is required, those categories of workers must be provided with the accredited personal protective equipment in accordance with Department of Health guidelines.

Measures in respect of workplaces to which public have access

42. The principal purpose of the measures contained in the following clause is to protect workers from being exposed to the virus through their interaction with the public and to protect members of the public from being exposed to virus through their interaction with workers or other persons present in such a workplace.
43. Depending on what is reasonably practicable given the nature of the workplace contemplated in clause 42, every employer must-
 - 43.1 determine the floor area of the workplace in square metres in order to determine the number of customers and workers that may be inside the workplace at any one time with adequate space available;
 - 43.2 arrange the workplace to ensure that there is a distance at least one and a half metres between workers and members of the public or between members of the public; or
 - 43.3 put in place physical barriers at counters or provide workers with face shields or visors;
 - 43.4 if appropriate, undertake symptom screening measures of persons other than its employees entering the workplace with due regard to available technology and any guidelines issued by the Department of Health;

¹⁶ Department of Health: *How to use mask cloth* – see the link in Annexure A.

- 43.5 if appropriate, display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace;
- 43.6 require members of the public, including suppliers, to wear masks when inside their premises;
- 43.7 take steps to ensure that customers queuing inside or outside the workplace are able to maintain a distance of one and half metres from each other;
- 43.8 provide hand sanitizer for use by the public at the entrance to the workplace;
- 43.9 assign an employee as a compliance officer to ensure that these measures are complied with and that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID-19 are adhered to.

Ventilation

44. Every employer must –

- 44.1 keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load;
- 44.2 where reasonably practicable, have an effective local extraction ventilation system with high-efficiency particulate air HEPA filters, which is regularly cleaned and maintained, and its vents do not feed back in through open windows;
- 44.3 ensure that filters are cleaned and replaced in accordance with the manufacturer's instructions by a competent person.

Specific Personal Protective Equipment

- 45. Every employer must check regularly on the websites of the National Department of Health¹⁷, National Institute of Communicable Diseases¹⁸ and the National Institute for Occupational Health¹⁹ whether any specialised personal protective equipment for COVID-19 is required or recommended in any guidelines given the nature of the workplace or the nature of a worker's duties and the associated level of risk.

Small businesses

¹⁷ <http://www.health.gov.za/>

¹⁸ <https://www.nicd.ac.za/>

¹⁹ <http://www.nioh.ac.za/>

46. Employers with 10 employees or less must take the following measures:
- 46.1 if the employer is permitted to recommence operations under the Regulations, it must develop a basic plan for the phasing in the return of its employees taking into account those that are able to work remotely and those over the age of 60 years or who have comorbidities;
 - 46.2 arrange the workplace to ensure that employees are at least one and half metres apart or, if not practicable, place physical barriers between them to prevent the possible transmission of the virus;
 - 46.3 ensure that employees that present with the symptoms set out in clause 25.1 are not permitted to work;
 - 46.4 immediately contact the COVID-19 hotline: 0800 02 9999 for instruction and direct the employee to act in accordance with those instructions;
 - 46.5 provide cloth masks or require an employee to wear some form of cloth covering over their mouth and nose while at work;
 - 46.6 provide each employee with hand sanitizers, soap and clean water to wash their hands and disinfectants to sanitize their workstations;
 - 46.7 ensure that each employee while at work washes with soap and sanitizes their hands; and
 - 46.8 ensure that their workstations are disinfected regularly; and
 - 46.9 take any other measures indicated by a risk assessment of the workplace including the such measures as are appropriate in clause 43 if the public have access to the workplace.

Worker obligations

47. In addition to the obligations of employees under the OHSA, every worker is obliged to comply with measures introduced by their employer as required by this Direction.

Refusal to work due to exposure to COVID-19

48. An employee may refuse to perform any work if circumstances arise which with reasonable justification appear to that employee or to a health and safety representative to pose an imminent and serious risk of their exposure to COVID-19.
49. An employee who has refused to perform work in terms of clause 48 must as soon as is reasonably practicable notify the employer either personally or through a health and safety representative of the refusal and the the reason for the refusal. Every employer must, after consultation with the compliance officer and

any health and safety committee, endeavour to resolve any issue that may arise from the exercise of the right in terms of clause 48.

50. Clause 48 applies whether or not the person refusing to work has used or exhausted any other applicable external or internal procedure.
51. No person may advantage or promise to advantage any person for not exercising his or her right in terms of clause 48.
52. No employer may make any deduction from an employee's remuneration, or require or permit an employee to make any payment to the employer or any other person, in respect of anything which the employer is obliged to provide or to do in terms of this Direction.
53. No person may threaten to take any action against a person because that person has exercised or intends to exercise the right in terms of clause 48.
54. No employee may be dismissed, disciplined, prejudiced or harassed for refusing to perform any work as contemplated in clause 48.
55. If there is a dispute as to whether clause 49 has been contravened, the employee may refer the dispute to the Commission for Conciliation, Mediation and Arbitration or an accredited bargaining council for conciliation and arbitration in accordance with the procedures contained in section 191 of the Labour Relations Act, 1995 (Act No. 66 of 1995).
56. If the arbitrator appointed in terms of section 191 of that Act to determine a dispute referred in terms of clause 56 finds that the employer has contravened clause 55, the arbitrator may make any appropriate order contemplated in section 193 read with 194(3) or (4) of that Act.

Monitoring and enforcing the Direction

57. If a person fails to comply with this direction, an inspector may perform any of the functions in section 29 of OHSA and exercise any of the powers listed in section 30 of OHSA in order to monitor compliance with this Direction.
58. In so far as any contravention of this Direction constitutes a contravention of an obligation or prohibition under OHSA, the offences and penalties provided for in section 38 of OHSA apply.
59. An inspector may for the purpose of promoting, monitoring and enforcing compliance with the OHSA, advise employees and employers of their rights and obligations in terms of this Direction in accordance with section 64 of the BCEA.

Sectoral protocols and guidelines

60. Sectoral or industry associations must, in the event of high health risks, develop sector-specific health protocols in consultation with the Department of Health to limit the spread of COVID-19 in the sector including providing for those circumstances where a firm within the sector cannot stagger working hours or provide transport for its employees.
61. The Chief Inspector appointed in terms of section 27 the OHS Act must facilitate the development of sector specific guidelines to supplement this Direction by engaging with the social partners through the offices of the National Economic Development and Labour Council.
62. The sector specific guidelines should include the matters referred to in Annexure B.

Changes to Annexure A

63. The Minister may from time to time amend Annexure A and publish it online without issuing an amended direction in order to update the links to any new applicable guideline or recommendation.

Commencement of this Direction

64. This Direction comes into effect on the date of its publication on the Department's website or the *Gazette*, whichever is the earlier.
-

Annexure A
DEPARTMENT OF HEALTH LINKS

Guidance on vulnerable employees and workplace accommodation in relation to COVID-19 (V4: 25 May 2020)

http://www.nioh.ac.za/wp-content/uploads/2020/05/20_2020-V4.-Guidance-on-vulnerable-employees-and-workplace-accommodation....pdf

Guidance note for workplaces in the event of identification of a COVID-19 positive employee

http://www.nioh.ac.za/wp-content/uploads/2020/05/guidelines_positive_worker_19_May_20.pdf

Clinical management of suspected or confirmed COVID-19 disease Version 4 (18th May 2020)

<https://www.nicd.ac.za/wp-content/uploads/2020/05/Clinical-management-of-suspected-or-confirmed-COVID-19-Version-4.pdf>

Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection

http://www.nioh.ac.za/wp-content/uploads/2020/05/guidelines_positive_worker_19_May_20.pdf

How to use mask cloth

<http://www.health.gov.za/index.php/component/phocadownload/category/631#>

Annexure B
SECTORAL GUIDELINES

1. Workplace Risk assessment

- 1.1 Identify high-risk exposure work processes
- 1.2 Identify high-risk work practices

2. Engineering controls

- 2.1. Ventilation
- 2.2. Physical barriers
- 2.3. Adaptation of workstations to increase social distance

3. Administrative controls

- 3.1. Screening/ reporting of symptoms/ sick leave
- 3.2. Minimizing contact
- 3.3. Rotation and shift work
- 3.4. Work-at-home strategies
- 3.5. Communication and information strategies
- 3.6. Role of health and safety committees and representatives
- 3.7. Education and training
- 3.8. Reporting of incidents for regulatory purposes
- 3.9. Reporting for purposes of public health, contact tracing, screening, testing and surveillance
- 3.10. Management of COVID-19 positive employees and workplace contacts (symptomatic and asymptomatic)
- 3.11. Management of vulnerable employees and special measures for their protection, including protection against unfair discrimination or victimization

4. Healthy and safe work practices

- 4.1. Disinfectants, sanitisers and personal hygiene
- 4.2. Other

5. PPE

- 5.1. Masks
- 5.2. Gloves
- 5.3. Facial shields
- 5.4. Other

6. Provision of safe transport for employees

- 6.1. Personal hygiene
- 6.2. Social distancing
- 6.3. Arrangements to minimise exposure associated with commuting

- 6.4. Cloth masks (if commuter)
- 6.5. Employer provided transport
- 6.6. PPE (driver/conductor of employer-provided transport)

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za
Publications: Tel: (012) 748 6053, 748 6061, 748 6065

 Eskom	Standard	
--	-----------------	--

Title: **Contractor Health and Safety Requirements**

Document Identifier: **32-136**

Alternative Reference Number: **N/A**

Area of Applicability: **Eskom Holdings SOC Ltd**

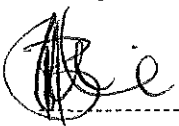
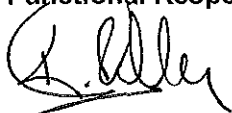
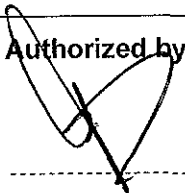
Functional Area: **Sustainability and Risk Division**

Revision: **3**

Total Pages: **33**

Next Review Date: **November 2021**

Disclosure Classification: **Controlled Disclosure**

<p>Compiled by</p>  <p>-----</p> <p>B Matsie Senior Advisor Contractor OHS Management</p> <p>Date: <u>19/12/2016</u></p> <p>-----</p>	<p>Functional Responsibility</p>  <p>-----</p> <p>R Pillay Middle Manager Contractor OHS Management</p> <p>Date: <u>19/12/2016</u></p> <p>-----</p>	<p>Authorized by</p>  <p>-----</p> <p>J Naidoo Senior Manager OHS Sustainability</p> <p>Date: <u>19/12/2016</u></p> <p>-----</p>
--	--	--

Content

	Page
1 Introduction	4
2 Supporting Clauses	4
2.1 Scope	4
2.1.1 Purpose	4
2.1.2 Applicability	5
2.1.3 Effective date	5
2.2 Normative/Informative References	5
2.2.1 Normative	5
2.2.2 Informative	6
2.3 Definitions	6
2.4 Abbreviations	11
2.5 Roles and Responsibilities	12
2.6 Process for Monitoring	14
2.7 Related/Supporting Documents	14
2.8 Statutory/Non-statutory Appointment	15
3. Document Content	15
3.1 Material and Equipment	15
3.2 Risk Assessments	15
3.3 Record Keeping	16
3.4 Disciplinary Process	16
3.5 Life-Saving Rules	16
3.6 Health and Safety Behaviour Observations	17
3.7 Incident Investigation	17
3.8 Training	17
3.9 Health and Safety Representative	18
3.10 Health and Safety Communication	18
3.11 Contractor's Site Facilities	19
3.12 Public Safety	19
3.13 Emergency Preparedness	19
3.14 Occupational Health and Hygiene	20
3.15 Auditing	21
3.16 Inspections	21
3.17 Transport/Mobile Plant Equipment	22
3.18 Hazardous Materials/Chemicals Management	22
3.19 Machinery, Tools and Equipment	23
3.20 Explosive-Powered Tools	23
3.21 Lifting Equipment	23
3.22 Boilers, Pressurised Systems and Vessels under Pressure	23
3.23 Working at Heights	24

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3.24	Excavations and Tunnelling..	24
3.25	Confined Spaces	25
3.26	Danger of Engulfment ..	25
3.27	Barricading	25
3.28	Explosives	26
3.29	Demolition Work	26
3.30	Permit to Work	26
3.31	Radiography, Ultrasonic or Non-destructive Testing (NDT)	27
3.32	Work in Close Proximity to/on Public Roads.	27
3.33	Work Stoppage	27
3.34	Substance Abuse	27
3.35	Statistical Reporting	27
3.36	Housekeeping	28
3.37	Workplace Signage and Colour Coding	29
3.38	Personal Protective Equipment (PPE)..	29
3.39	Safety, Health and Environment (SHE) Specification	29
3.40	Safety, Health and Environment (SHE) Plan	30
3.41	Safety, Health and Environment (SHE) File	30
3.42	Hours of Work	31
3.43	SHE Recognition and Reward System.	31
3.44	Environmental Care.	31
3.45	Unlawful Orders	32
3.46	Section 37(2) Agreement	32
3.47	Security	32
4	Acceptance	32
5	Revisions	33
6	Development Team	33
7	Acknowledgements	33

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

1. Introduction

Eskom is committed to safeguarding contractors (principal contractors, appointed contractors, suppliers, vendors, service providers and consultants) and the environment against undesired operating exposures, which is in line with its Safety, Health, Environmental and Quality Policy. Therefore, as an organisation, processes need to be in place to identify all possible practical occupational health and safety risks to which contractors are exposed and to implement appropriate measures that need to be taken in order to prevent any incidents or injuries or environmental damage resulting from accidental exposure

The term "contractor requirements" means a comprehensive documented prerequisite of imperative safety, health and environmental requirements for a contract or project

Contractors have the crucial responsibility for executing work safely on-site/project, including measures for contractor health, safety and environment for their activities/services to prevent any injury to employees and/or other people and members of the public or damage to the environment. Each contractor is responsible for ensuring that its employees and the employees of any appointed contractors comply with all applicable occupational health and safety legislative requirements and the policies and procedures of Eskom

2. Supporting Clauses

2.1 Scope

The aim of this standard is to standardise the health and safety requirements applicable to activities of contractors throughout Eskom Holdings SOC Limited and its subsidiaries, with a view to achieving a common goal, namely Zero Harm.

This standard sets out the minimum legislative and organisational requirements.

Each project and situation may contain additional unique activities, challenges, needs, and requirements that must be considered and incorporated, over and above the minimum requirements already contained in this standard

This standard may not thoroughly address all hazards and aspects associated with any specialised activity or operation. In this situation, contractors shall be responsible for developing their safety, health and environmental plans/procedures/manuals/work instructions to adequately address these specialised activities and scope of operation

2.1.1 Purpose

The purpose of this document is to stipulate essential information on significant safety and health aspects for purposes of contractor health and safety conformity and standardisation

Eskom's contractors have the fundamental accountability and responsibility for executing on-site safety, health, and environment issues for their activities, services, products, and work. Each contractor is responsible for ensuring that its employees and the employees of all appointed contractors comply with all occupational safety, health, and environmental (SHE) statutory requirements and the policies and procedures of Eskom Holdings SOC Limited

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

The contractor's SHE management system must demonstrate compliance with the level appropriate to the service provided and with the applicable legal requirements. The contractor and its employees must be able to carry out their work in a safe manner, using correct procedures for safe plant, equipment and substances, employing systems of work that are safe, and providing adequate instruction, training, and supervision for all employees.

In addition to the legislative requirements governing health, safety and environment, contractors shall comply with all Eskom Holdings SOC Limited policies, procedures, and standards.

NOTE: This standard (or any project-specific version of it) does not replace legislative requirements.

2.1.2 Applicability

This standard is applicable to Eskom Holdings SOC Limited's divisions, subsidiaries, and entities in which Eskom has a controlling interest.

This standard shall apply to all Eskom and Eskom subsidiary employees carrying out any form of contract work for or on behalf of Eskom, that is, agents, clients, and contractors.

NOTE: It will be the responsibility of the client or agent to ensure that the contractors are informed of any revisions to any documents listed which they are required to adhere to while performing work for Eskom Holdings SOC Limited.

2.1.3 Effective date

This document will be effective from the day of signature. Implementation of this standard shall be monitored after a period six months from the authorisation date.

2.2 Normative/Informative References

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

NOTE: Where the date for revision of a document on the Eskom Document Centre website has passed, the document is still current, irrespective of its revision date having passed.

2.2.1 Normative

- [1] ISO 9001 Quality Management Systems
- [2] 32-296: Integrated SHE Organisation, Roles and Responsibilities, and Statutory Appointments Procedure
- [3] 32-727. Safety, Health, Environment, and Quality Policy
- [4] 32-726 SHE Requirements for the Eskom Commercial Process
- [5] 240-62196227. Life-saving Rules Standard
- [6] 32-245: Waste Management Procedure
- [7] 32-477. Safety, Health, and Environment Training and Development
- [8] 32-524 Developing Health & Safety Specifications
- [9] 32-529 Occupational Health and Safety Risk Management Process
- [10] 32-407: Behavioural Safety Observations

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

- [11]32-124 Eskom Fire Risk Management
- [12]32-108. Firefighting Organisation
- [13]32-37 Substance Abuse Procedure
- [14]32-95: Environmental, Occupational Health and Safety Incident Management Procedure
- [15]32-418. Working at Heights Standard
- [16]32-520: Occupational Health & Safety Risk Assessment Procedure
- [17]32-345 Eskom Vehicle Safety Specification
- [18]32-1112 Eskom Disciplinary Code (Standard)
- [19]32-1113 Eskom Disciplinary Procedure
- [20]32-1034 Eskom Procurement and Supply Chain Management Procedure
- [21]240-62946386 Vehicle and Driver Safety Management Procedure
- [22]240-44175038. Control of Non-conforming Product or Service Procedure
- [23]240-46569633: Professional and Statutory registration for Construction Project Managers and Supervisors with SACPCMP
- [24]Project and Construction Management Professions Act, 2000 (Act No 48 of 2000)
- [25]National Environmental Management Act, 1998 (Act No. 107 of 1998)
- [26]National Environmental Management Waste Act, 2008 (Act No 59 of 2008)
- [27]All relevant South African legislation (at national, provincial, and municipal level)
- [28]Occupational Health and Safety Act, 1993 (Act No 85 of 1993), and regulations.

2.2.2 Informative

NOTE. The following is a list of documents that can be used as a guide in order to meet legal and Eskom requirements

- [1] 240-84520108. Public Safety Standard
- [2] 32-726: SHE Requirements for the Eskom Commercial Process
- [3] 32-303: Requirements for the Safe Processing, Storage, Removing, and Handling of Asbestos-containing Materials, Equipment, and Articles Procedure
- [4] 240-46569633 Professional and Statutory Registration for Construction Project Managers and Supervisors with SACPCMP

2.3 Definitions

NOTE: Where there are no listed Eskom definitions, the definitions listed in the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) (OHS Act), or its regulations should be referred to

2.3.1 Agent: (OHS Act) means any person who acts as a representative for a client.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

- 2.3.2 Baseline risk assessment:** Baseline risk assessment refers to the OHS hazards and risks that are identified and assessed before the inception of a new project and commencement of operations. The baseline risk assessment shall include both routine and non-routine tasks.
- 2.3.3 Client:** 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 construction works.
- 2.3.4 Competent person:** 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).
- 2.3.5 Contractor:** A contractor is a current or potential supplier, vendor, contractor, consultant, or service provider. A supplier may be a natural or legal person. Definition is per 32-726 SHE Requirements for the Eskom Commercial Process
- 2.3.6 Contract custodian:** The person defined in a contract as the Eskom representative, for example, the project manager/end-user, that is, the person responsible for managing the contract and ensuring that the works or services are executed in terms of the contract
- 2.3.7 Construction work:** means any work in connection with:
- a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure,
 - b) the construction, erection, maintenance, demolition, or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system, or any similar civil engineering structure; or type of work
- 2.3.8 Construction vehicle:** means a vehicle used for means of conveyance for transporting persons or material or both such persons and material, as the case may be, both on and off the construction site for the purpose of performing construction work
- 2.3.9 Consultant:** means a person providing professional advice
- 2.3.10 Controlled disclosure:** controlled disclosure to external parties (either enforced by law or discretionary)
- 2.3.11 Design:** in relation to any structure, includes drawings, calculations, design details, and specifications
- 2.3.12 Designer:** means:
- a) a competent person who –
 - I. prepares a design,
 - II. checks and approves a design;

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

III. arranges for a person at work under his or her control to prepare a design, including an employee of that person where she or he is the employer, or

IV designs temporary work, including its components,

- b) an architect or engineer contributing to, or having overall responsibility for a design,
- c) a building services engineer designing details for fixed plant,
- d) a surveyor specifying articles or drawing up specifications;
- e) a contractor carrying out design work as part of a design and building project; or
- f) an interior designer, shop-fitter or landscape architect

2.3.13 Duty of care to the environment: 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

2.3.14 Employee: 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

2.3.15 Employer: 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. 66 of 1995)

2.3.16 Environment: means:

- a) the land, water, and atmosphere of the earth,
- b) micro-organisms and plant and animal life, and
- c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being

2.3.17 Eskom requirements: Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals

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

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

2.3.19 Hazard: means a source of, or exposure to, danger

2.3.20 Hazard identification: 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

2.3.21 Health and safety file: means a file or other record in permanent form, containing the information required as contemplated in these (the Construction Regulations)

2.3.22 Health and safety specification: means a document specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons.

2.3.23 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

2.3.24 Internal: means an Eskom department that performs work for another Eskom department

2.3.25 Joint venture: means a strategic alliance between two or more parties to undertake economic activity together. The parties agree to create a new entity (incorporated or unincorporated) together by each party's contribution of equity, and they then share in the profits, losses, and control of the enterprise. The venture may be for one specific project only or a continuing business relationship

2.3.26 Life-Saving Rule: Life-Saving Rules are a set of Eskom safety rules that, if not adhered to, have the potential to cause serious harm to people

2.3.27 Maintenance: (maintenance management) Schemes can be based on a number of techniques to focus on those parts which deteriorate and need to be maintained:

- a) Preventative – planned maintenance involves replacing parts and consumables or making necessary adjustments at pre-set intervals, so there are no hazards created by component deterioration or failure.
- b) Condition-based – this involves monitoring the condition of critical parts and carrying out maintenance whenever necessary to avoid hazards which could otherwise occur.
- c) Breakdown-based – this is carried out when faults or failures have occurred. This is acceptable if the failure does not present an immediate hazard and can be corrected before the risk is increased

2.3.28 Mandatary: includes an agent, a contractor, or an appointed contractor for work, but without derogating from his/her status in his/her own right as an employer or user.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

2.3.29 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, who shall be registered with the Health Professions Council of South Africa

2.3.30 Medical surveillance: (OHS Act) means a planned programme of 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.

2.3.31 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

2.3.32 Mine

a) when used as a noun

- i. any borehole or excavation, in any tailings or in the earth, including the portion of the earth that is under the sea or other water, made for the purpose of searching for or winning a mineral, whether it is being worked or not, or
- ii any other place where a mineral deposit is being exploited, including the mining area and all buildings, structures, machinery, mine dumps, access roads, or objects situated on or in that area that are used or intended to be used in connection with searching, winning, exploiting, or processing of a mineral, or for health and safety purposes. But, if two or more excavations, boreholes, or places are being worked in conjunction with one another, they are deemed to comprise one mine, unless the Chief Inspector of Mines notifies their employer in writing that those excavations, boreholes, or places comprise two or more mines; or
- iii. a works; and

(b) when used as a verb, the making of any excavation or borehole referred to in paragraph (a)(i), or the exploitation of any mineral deposit in any other manner, for the purpose of winning a mineral, including prospecting in connection with the winning of a mineral

2.3.33 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

2.3.34 Project: means an activity or a group of activities that has a defined start and end date, a defined scope, and a defined sum of money allocated to complete the activities.

2.3.35 Project manager/leader: means the person who has the responsibility for the successful planning and execution of a project. The project manager must satisfy the certification requirements set by the South African Council for the Project and Construction Management Professions Note. The project manager is the duly authorised Eskom representative who acts on Eskom's behalf as the administering officer for the purposes of the contract (The term "project manager" in the context of this procedure should be used in its broader sense and should not be restricted to the designation of project manager in any specific work environment)

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

- 2.3.36 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.
- 2.3.37 Service provider:** any private person or legal entity that provides any service(s) to Eskom for compensation
- 2.3.38 Subsidiary:** an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
- 2.3.39 Task:** a segment of work that requires a set of specific and distinct actions for its completion
- 2.3.40 Toolbox talks:** 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)
- 2.3.41 The Act:** (OHS Act) means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), as amended, and the regulations thereto
- 2.3.42 Visitor:** any person visiting a workplace with the knowledge of, or under the supervision of, an employer or who is not providing a specific service to Eskom

2.4 Abbreviations

Abbreviation	Explanation
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act, 1993 (Act No 130 of 1993)
HIRA	Hazard Identification and Risk Assessment
MHS Act	Mine Health and Safety Act, 1996 (Act No 29 of 1996)
NEMA	National Environmental Management Act, 1998 (Act No 107 of 1998)
OHS Act	Occupational Health and Safety Act, 1993 (Act No 85 of 1993)
OHS	Occupational Health and Safety
H&S	Health and Safety
ORHVS	Operating Regulations for High Voltage Systems
SACPCMP	South African Council for the Project and Construction Management Professions
SHE	Safety, health, and environment

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

2.5 Roles and Responsibilities

The Group Chief Executive (Eskom), as the employer in terms of the OHS Act and in general terms, has the overall responsibility and liability for the health and safety of all persons involved at all Eskom sites. Within the framework of the OHS Act, the CE may discharge these duties as far as is reasonably practicable. These duties may be delegated to section 16(2) appointees and to responsible managers within the various Eskom divisions

Eskom and its subsidiaries must take all reasonably practicable steps to prevent construction-related incidents and harm to any person, including members of the public, and damage to property and the environment.

The contractor, being an employer in his/her own right, is still required to abide by Eskom SHE requirements, as well as the relevant safety, health and environmental legislation.

The appointed managers are responsible for health and safety and environment on sites under their control

2.5.1 Project management

Project management is the discipline of planning, organising, motivating, and controlling resources to achieve specific goals. A project is a temporary endeavour with a defined beginning and end (usually time-constrained, and often constrained by funding or deliverables), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. The temporary nature of projects stands in contrast with business as usual (or operations), which are repetitive, permanent, or semi-permanent functional activities to produce products or services. In practice, the management of these two systems is often quite different, and as such requires the development of distinct technical skills and management strategies.

The primary challenge of project management is to achieve all of the project goals and objectives while honouring the preconceived constraints. The primary constraints are scope, time, quality and budget. The secondary and more ambitious challenge is to optimise the allocation of necessary inputs and integrate them to meet pre-defined objectives.

2.5.2 Project managers

Project managers manage activities and resources allocated to projects in a cohesive, efficient manner as well as administer and execute engineering and technology projects (including control plant) within cost, quality and time.

Eskom. Project health and safety manager/practitioner

The responsibility of the health and safety manager/practitioner is to provide assurance, as well as to advise, assist, and support the project manager, supervisor, and project engineer in the management of the health and safety issues on the project, which include ensuring proper coordination among the various contractors. The health and safety manager/practitioner shall also be responsible for assisting in the development of site- and project-specific health and safety specifications and for ensuring that health and safety specifications are issued with enquiry documents and that the contractor's health and safety plans are submitted, evaluated, and approved. He/she shall be responsible for auditing and ensuring compliance with legal requirements

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

2.5.3 Contractor health and safety officer

Where appointed, a contractor health and safety officer shall be competent to perform the required duties as contemplated by the OHS Act and project requirements

2.5.4 MHS Act

In terms of the MHS Act, the appointment of a health and safety officer is required for the duration of the contracted work. The contractor's health and safety officer shall assist and support the contractor's construction manager to ensure that the organisation's health and safety responsibilities are fulfilled and that there is compliance with the health and safety specifications and health and safety plan.

In determining the number of appointed competent health and safety officers, the nature and scope of work being performed shall be taken into consideration.

All contractor health and safety officers must have a close liaison with Eskom's OHS departments for the divisions/BUs within the area where they are working.

2.5.5 OHS Act

In terms of Construction Regulation 8(5) a contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time construction health and safety officer in writing to assist in the control of health and safety related aspects on the site. Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of the inspector is decisive.

The appointed safety officer must have the necessary competencies and resources to be able to carry out his/her tasks efficiently and must be registered with a statutory body approved by the Chief Inspector.

The contractor's health and safety officer shall assist in the control of all safety-related matters at the sites, and have inputs at the design stage.

In determining the number of appointed competent health and safety officers, the nature and scope of work being performed shall be taken into consideration.

All contractor health and safety officers must have a constant liaison with Eskom's divisional health and safety departments and cooperate with the health and safety managers/practitioners responsible for providing them with a health and safety service.

2.5.6 Contractors

All the duties that Eskom has as the client towards the contractor, the contractor, in turn, shall have towards all his/her appointed contractors. It must be noted that the contractor remains accountable and responsible for his/her appointed contractors.

The relationship between the contractor and his/her appointed contractor shall be governed by the contractual arrangements into which they have entered.

Contractors shall carry out the duties as contemplated in sections 8 and 9, the relevant regulations and duties as listed in regulation 7 of the Construction Regulations of the OHS Act.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

All Eskom contractors are to ensure their compliance with the legislative requirements and any further requirements contained in the contractual agreements they enter into with Eskom.

Where subsidiaries of Eskom, such as Rotek Industries, serve in the capacity of an Eskom contractor, they must comply with any further contractual requirements.

Construction supervisors shall be appointed in writing for the duration of the construction project, with the primary responsibility of supervising the construction work. Where required, contractors may appoint additional employees as assistant construction supervisors. Persons appointed must be competent and have extensive knowledge of the type of work they are required to supervise.

Assistant construction supervisors have the same responsibilities as construction supervisors. This appointment does not relieve the construction supervisors of any of their accountabilities and/or responsibilities.

2.5.7 Employees

Section 14 of the OHS Act has reference, contractor employees are responsible for their own health and safety, as well as the health and safety of their colleagues while at work. The client / employer / contract management cannot be expected to be totally responsible if any of their employees do not comply with legislative and Eskom health and safety requirements. Employees will be held jointly responsible where situations so require. In their own interest, contractor employees must be aware of the responsibilities of their contractor management.

2.5.8 Construction professional registration

The legislation and the SACPCMP's publications direct that all persons assuming responsibility for construction project management, construction management and construction health and safety should be registered as professionals in the appropriate category with the SACPCMP in order to comply with legal and statutory requirements within South Africa.

2.5.9 Joint ventures

Where the work is to be managed jointly with a joint venture partner, the requirements imposed on the contractors shall also apply to the joint venture partner, thus each contractor shall be responsible and accountable for their own organisation's health and safety. All organisations shall be signatory to the required section 37(2) agreement of the OHS Act.

Where a joint venture operates as separate entities, the SHE requirements need to be met by each partner. If the joint venture operates as a single entity which has been registered and through mutual agreement, all the SHE requirements must be met by the single business entity.

Each company shall be liable for its own contraventions and could, therefore, be prosecuted in its own right without reference to any of the other companies involved.

2.6 Process for Monitoring

This document will be reviewed five-yearly or if required.

2.7 Related/Supporting Documents

Not applicable

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

2.8 Statutory/Non-statutory Appointment

All statutory appointments shall comply with legislative requirements and any Eskom non-statutory appointments must be made using Eskom Standard 32-296 Integrated SHE Organisation, Roles and Responsibilities, and Statutory Appointments

Where BUs require additional non-statutory appointments to be made by contractors, these are permitted (in terms of the BU's Legal Appointments Manual, where compiled). All appointments/copies made by the contractor shall be included in the health and safety file, and should be available to the client/agent

Where construction work is conducted on sites governed by mining legislation, the appropriate equivalent appointments and assignments shall be made. Depending on the nature of the contract, the assignments shall be expanded

3. Document Content

3.1 Material and Equipment

Material and equipment used or purchased must conform to the health and safety requirements of the manufacturer and legislative requirements. Where reclaimed material is authorised to be used, it shall meet the manufacturer's safety requirements, as if new.

Cognisance of the health and safety factor during work: the health and safety of such material/equipment shall be factored in, to ensure that it remains safe for use by others at a time after completion of the contract. Eskom and/or the designer/agent/client shall determine the acceptability of workmanship.

3.2 Risk Assessments

It is a legal requirement in terms of section 8(2)(d) of the OHS Act and section 9 of the CR 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 produced, processed, used, handled, stored, or transported and any plant or machinery which is used in his/her business and he/she shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons and shall provide the necessary means to apply such precautionary measures

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

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process, activity or operation, should be subjected to a risk assessment and that if new hazards come to light during the work process, 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 or tasks must be performed.

Prior to start of work, risk assessments on every job or task are ideal to allow supervisors 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 or task is extended over a day or halted due to inclement weather.

3.3 Record Keeping

Record keeping is a system where relevant documentation is kept for auditing or inspection purposes and may be referenced to at any stage during or after a project

All records pertaining to the project in terms of legislative and Eskom requirements shall be kept. The SHE files shall be kept for the duration of the project. They shall be open to audit or inspection by any party who is entitled to audit or inspect the project. SHE files should be handed over by the contractor to the asset owners for archiving on completion of the project

3.4 Disciplinary Process

A disciplinary process is an organisational structured procedure to deal with employees who have transgressed organisation requirements. This is a method of changing behaviour. It is essential for an organisation to have such a process

3.5 Life-Saving Rules

Life-saving Rules are a set of Eskom safety rules that, if not adhered to, have the potential to cause serious harm to people.

These rules are generally determined in terms of the consequences of the behaviours they describe, i.e. if a particular set of behaviours or actions have a very high probability of causing disabilities or fatalities when performed.

Rule 1: Open, Isolate, Test, Earth, Bond and/or Insulate before Touch

Rule 2: Hook up at Heights

Rule 3: Buckle Up

Rule 4: Be Sober

Rule 5: Ensure that you have a Permit to Work

These rules are created to enforce "zero tolerance" of serious at risk behaviours

Violation of these rules will be viewed in a serious light and the consequences will be dealt with via the respective disciplinary processes

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

Life-saving Rules apply to all Eskom employees, agents and contractors. Visitors to Eskom should also respect and adhere to these rules as applicable and could be instructed to leave the Eskom premises with immediate effect should they refuse to do so.

3.6 Health and Safety Behaviour Observations

The objective of behaviour safety observations is to assess and address the actual safe and unsafe behaviour of people in the workplace, as well as workplace conditions that are caused by the actions or non-actions of employees and contractors.

3.7 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 as a minimum 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, and 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 recurrences of the same or similar incidents.

3.8 Training

Appropriate training must be given to employees in order for them to be competent to perform the tasks assigned to and expected of them. Training also gives an employee a chance to develop additional skills which will benefit any organisation.

The contractor shall have a training matrix for his/her organisation.

3.8.1 Induction training

All contractors, their employees and visitors are required to attend formal induction training courses. Such training shall be conducted by contractor management, construction safety officers, or construction supervisors.

Induction training is a chance to inform persons of the health and safety organisational requirements, not only in the organisation's offices but also at the workplaces.

3.8.2 Site-specific awareness training

Over and above induction training, contractors are required to ensure, before an employee commences work on the project, that the supervisor in control with responsibility for the employee has informed the employee of his/her scope of authority for that site/workplace.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3.9 Health and Safety Representative

The requirements of sections 17 and 18 of the OHS Act shall be complied with. Where operational work is performed by contractors, they shall appoint health and safety representatives for each workplace.

Contractor managers shall permit their appointed health and safety representatives to carry out their functions as required by legislation and support them in fulfilling these functions.

The client may require a contractor safety representative to be appointed and trained based on the nature and risk level of work through sections 17 and 18 of the OHS Act.

3.10 Health and Safety Communication

Communication is a two-way tool to enhance awareness and knowledge with the main aim of changing behaviour or influencing decision-making. Communication is a process that allows information sharing and exchange using different methods that sometimes require feedback.

3.10.1 SHE committees

Statutory SHE committees in terms of sections 19 and 20 and General Administrative Regulation 5 of the OHS Act and Eskom requirements shall be established.

SHE committees are forums to discuss health and safety related matters, with specifics such as making recommendations to an employer on health and safety matters, incident investigations and any other health and safety related matters as prescribed by such committees.

Project managers shall include safety and health as a standing agenda item for all their project meetings, and minutes of these meetings must be available on site at all times.

NOTE: This meeting does not replace or act as a substitute for the required SHE committee meeting.

3.10.2 Toolbox talks

Toolbox talks are short, targeted meetings and/or awareness sessions to inform and/or educate employees on the hazards and risks they will be exposed to when they perform work. Use toolbox talks to create awareness among the employees to recognise and avoid unsafe conditions.

Use toolbox talks to teach employees to correct or report health and safety hazards so management and other employees can take actions to correct them. Employees will learn to avoid potentially hazardous situations discussed during toolbox talks as well as to be able to identify hazards and correct those hazards prior to starting a task/job if there are hazards present.

Toolbox talks are an effective way to meet your legal requirements.

3.10.3 General SHE communication

Constant communication with employees creates an interest and feeling of being part of the team. Various methods could be in the form of, but not limited to:

- posters
- videos
- competitions

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

- newsletters

Such methods are learning aids and also send a message or act as a reminder of a SHE topic without having to hold specific forums or training sessions

3.11 Contractor's Site Facilities

Where required, contractors, unless otherwise specified in the contract or negotiated with Eskom to use *their facilities*, must ensure that adequate facilities are provided for their employees on the site/project.

When such facilities are provided, they must comply with the Facilities Regulations, SANS 10400 standard A to XA and CR 30

3.12 Public Safety

Eskom upholds the rights of members of the public and maintains an awareness and educational programme to protect the public against the risks that may arise out of, and in the course of, Eskom's activities. Similarly, contractors shall share the same respect for the public. Contractors shall include in their SHE plan how they intend controlling or safeguarding any members of the public against their activities during the project, without damaging Eskom's name and reputation

3.13 Emergency Preparedness

Emergency situations threaten, or may cause harm to, the lives of employees and members of the public, may cause damage to property, infrastructure and equipment as well as degradation to the environment, and may disrupt production and the rendering of services

The contractor shall have an emergency preparedness plan that will address all the identified risks of the organisation to achieve a quick response and recovery to bring the situation back to normal in the shortest possible period of time and most cost-effective way

3.13.1 Fire safety

Fire safety is an integral part of the general safety and protection of an organisation, its employees and members of the public from the effects of fire, heat and smoke. As a minimum, this is ensured by compliance with and the application of legislative and policy requirements.

Fire safety requirements are covered in the Construction Regulations and the National Building Regulations, SANS 10400 (T regulations).

3.13.2 First aid planning and emergency care

Every person at a workplace should be afforded appropriate and prompt medical treatment/assistance.

In the event of an incident and to receive post-incident rehabilitation, organisations are required to meet the first-aid requirements of General Safety Regulation 3.

"An employer shall take all reasonable steps that are necessary under the circumstances, to ensure that persons at work receive prompt first aid treatment in the case of injury or emergency."

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

Eskom has established a contract with Netcare 911 for all their employees, contractors and their employees for emergency medical assistance needed while on duty anywhere in South Africa. The telephone number is 086 1237 566 (0861 2ESKOM)

3.13.3 Emergency escape routes

The SANS 10400 T regulations make provisions for escape routes to be incorporated into buildings

Far too often, when there are fires within building, employees are fatally injured due to the fact that they were unable to evacuate the burning building. This is attributed to the fact that there were no escape routes and/or, if there were routes in the building, egress was impeded by the routes being used as storage areas

3.14 Occupational Health and Hygiene

3.14.1 Medicals

Medical surveillance is based on the occupational risk exposure of employees. It is a statutory requirement according to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and forms an essential component of an Occupational Health and Safety programme.

The purpose of medical surveillance is to comply with statutory requirements to determine fitness for duty by assessing whether or not the prospective candidate or employee is physically/mentally/psychologically fit and able to perform the inherent requirements of the prospective or current job without any ill effects or limitations, and to provide a baseline health status against which future changes can be measured. To be able to measure job-specific fitness, individual person job specifications are required.

The contractor shall have a medical surveillance programme

3.14.2 Occupational hygiene

Occupational hygiene is the identification, evaluation and control of those environmental factors, arising in or from the work place that may cause illness, injury, or discomfort to the employees or the surrounding communities.

Occupational hygiene stressors include chemical, physical, biological and ergonomic stressors.

Where there is a possibility of occupational hygiene stressors (for example noise, dust, illumination, heat and cold stressors, ergonomics, vibration (hand, arm, and whole body) etc.), health risk assessments must be carried out to determine whether there is any possible worker exposure. Records of all these assessments should be documented and kept up to date. Contractors shall monitor the extent to which their employees are exposed to the occupational hygiene stressors. These assessments should be conducted by a SANAS-accredited and DOL-approved inspection authority.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3.14.3 Protection against thermal conditions

The requirements as listed in the OHS Act Environmental Regulations for Workplaces, Regulation 2, are precise. The human body will only survive if its core temperature is within medically accepted limits of WBGT Index of 30 not exceeding for heat, and dry bulb (DB) temperature not less than 6 °C for cold. Any exposure outside these limits can lead to organ damage/failure and death.

3.14.4 Asbestos control management

Exposure of employees to asbestos-containing materials is a serious health risk. The management and disposal of asbestos-containing materials also pose significant environmental impacts and consequent legal and financial risks. Where the handling of asbestos and/or asbestos-related products is required, this shall only be carried out in terms of the Asbestos Regulations of the OHS Act.

3.14.5 Noise

Noise and vibration are both fluctuations in the pressure of air (or other media) which affect the human body. Vibrations that are detected by the human ear are classified as sound. Noise is an unwanted sound.

Where the value of the 8 hour rating level, 85 dBA and above which hearing impairment is likely to result, the contractor shall have an effective hearing conservation programme.

3.15 Auditing

To maintain an organisation's efficiency and statutory observance, regular audits throughout the organisation must be conducted.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

3.16 Inspections

Regular inspections on health and safety matters highlight problem areas and enable action to be taken before an incident occurs. Safety inspections can be either reactive or proactive.

Reactive inspections are those that occur after the fact, i.e. the incident has already occurred, or you respond to reports which highlight that something is not according to plan.

The proactive approach endeavours to identify, evaluate and control hazards and risks before they develop to the stage of causing an incident.

The common method employed to identify potential hazards before they manifest themselves is safety inspections, where the work area is inspected for any hazards and these are recorded, and after the inspection the hazards are assessed and a plan of action is formulated to rectify such hazards.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

A surprise inspection tends to have different results than an announced inspection. Leaders wanting to know how others in their organisation perform can drop in without warning, to see directly what happens. If an inspection is made known in advance, it can give people a chance to cover up or to fix mistakes. This could lead to distorted and inaccurate findings. A surprise inspection, therefore, gives inspectors a better picture of the typical state of the inspected object or process than an announced inspection.

3.17 Transport/Mobile Plant Equipment

Vehicle usage accounts for a large number of injuries and fatalities as a result of vehicle accidents in South Africa. Construction sites account for a number of construction-related accidents involving construction vehicles and mobile equipment.

The National Road Traffic Act regulates vehicle usage, the road worthiness of vehicles and the competency of vehicle drivers.

There is a misconception regarding the carrying of passengers in the back of vehicles. The Act does not permit passengers to be transported in the back of light delivery vehicles. The carrying of passengers at the back of trucks is only permitted if such a truck is fitted by the manufacturer or manufacturer's appointed fitment centre with a specifically designed crew cab and appropriate seating and seat belts per passenger.

Eskom does not approve the conveying of passengers in the back of vehicles designed to carry equipment/loads (any truck/trailer), irrespective of whether crew cabs are fitted and seating with four-point seat belts is fitted.

Construction vehicles and mobile equipment, when driven or towed on a public road, fall within the requirements of the Act.

Construction Regulation 23 "Construction vehicles and mobile plant" lists the requirements for construction work.

Fleet safety is high on Eskom's safety programme, not only in regard to its own vehicle fleet, but it also requires contractors to afford the same importance to their vehicles and mobile equipment fleet.

3.18 Hazardous Materials/Chemicals Management

The handling and the application of hazardous materials have a major impact on the health and wellbeing of all persons and the environment. Various requirements for the handling and storage of hazardous materials and chemicals are listed in the OHS Act.

In the purchasing of hazardous materials and/or chemicals, buying departments can fulfil the legislative requirements by ensuring that purchases are only done from the suppliers and manufacturers who comply with the requirements of section 10 (General duties of manufacturers and others regarding articles and substances for use at work) and section 22 (Sale of certain articles prohibited) of the OHS Act.

Any hazardous materials and chemicals, including gasses, must be stored in compliance with the legislative requirements, local municipal by-laws and SANS building standards.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3.19 Machinery, Tools and Equipment

Machinery is considered as any article or a combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to perform work, or which is used, or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, conforming, transmitting, transferring or controlling any form of energy.

The requirements for the use of machinery are covered in the various regulations of the Occupational Health and Safety Act

There are strict requirements regarding the supervision and use of machinery. Incorrectly used machinery or using unsafe machinery can cause serious harm and/or damage. Therefore it is important to ensure the safeguarding of all mechanical equipment in order to protect the health and safety of persons who may be exposed to such mechanical equipment and that machinery must be operated by competent persons.

3.20 Explosive-Powered Tools

An explosive-powered tool means a tool that is activated by an explosive cartridge and/or air or gas charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing.

Due to the nature of this tool fastening system operating on an explosive force, it is considered a *lethal operating tool*, especially when the manufacturer's and legal requirements are not adhered to, in particular when being operated. These types of tools operate like a loaded gun and must be treated with extreme caution and must be operated by specially trained employees.

The legal operating requirements for explosive-powered tools are set out in the Construction Regulations.

3.21 Lifting Equipment

Due to its versatility, lifting equipment is often abused and/or misused. This nearly always results in damage to and/or failure of equipment, leading to incidents and serious injuries.

All types of lifting equipment are governed by regulation 18 of the OHS Act Driven Machinery Regulations, as follows:

- Construction Regulations – Material hoists and tower cranes
- Driven Machinery Regulations – Goods hoists, lifting machines and lifting tackle (which includes all the lifting machine codes as listed in the regulations and the national code of practice for the training providers of lifting machine operators)

When working in close proximity (with tower cranes) to power lines, the contractor shall apply for a permit. Refer to the Eskom Plant Safety Regulations and/or Operating Regulations for High-voltage Systems and Electrical Machinery Regulations 19(4) and 19(5) of the OHS Act.

3.22 Boilers, Pressurised Systems and Vessels under Pressure

The Pressure Equipment Regulations cover various types of equipment, from boilers, fixed plant compressors, mobile compressors, and pressure vessels to fire extinguishers and all piping associated with such equipment.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

There are strict requirements in terms of the Pressure Equipment Regulations. A poorly maintained and/or operated piece of equipment can have catastrophic consequences.

3.23 Working at Heights

Where there is a risk of a fall causing personal injury, measures should be taken to prevent a fall and injury. Falls occur at any level. The duty is to prevent falls. It is worth noting that there are almost as many low-fall injuries as high-fall injuries. Where it is reasonably practicable to take precautions to prevent falls, steps should be taken to do so.

In an effort to prevent falls, including falling objects and/or materials, fall protection plans and rescue plans are required to be compiled and implemented. The Occupational Health and Safety Act places duties on employers, employees and anyone who controls the way work at height is undertaken.

Where possible, efforts should be made to provide a safe working platform for employees before resorting to the use of a fall arrest system. Where this is not practicable, suitable fall arrest equipment shall be provided.

All equipment used for working at height must conform to the OHS Act and relevant SANS standards.

A working platform can be virtually any surface from which work is carried out, such as a roof, floor, platform on a scaffold, a mobile elevated work platform, the treads of a stepladder, climbing irons, suspended platforms, boatswains chair etc.

3.23.1 Eskom lifesaving rule "Hook up at Height"

When working at height, you must take suitable and sufficient measures to prevent, as far as is reasonably practicable, any person falling a distance liable to cause personal injury. Where a fall from any height could result in harm, an effective means of fall prevention needs to be put in place. You are required to take practicable steps to ensure the safety of yourself and others, as well as not knowingly exposing yourself or others to harm.

3.23.2 Floor and wall openings

Falls through openings in walls, floors, roadways etc. account for a number of fatalities and serious injuries where such openings exist and are not protected. Floor and wall openings must be included in the fall protection plan.

When including fall arrest equipment, cognisance must be taken of the amount of pedestrian and vehicular traffic and that the equipment specified is of such a nature to prevent its dislodgement or unauthorised removal, in other words, adequate barricading.

3.24 Excavations and Tunnelling

3.24.1 Excavations

Almost all construction work involves some form of excavation, for foundations, drains, sewers, etc. These can vary greatly in depth and may be only a few centimetres deep or very deep and very dangerous.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

A relatively small collapse might involve about a cubic metre of soil, but a cubic metre of soil weighs over a tonne. A person at the bottom of a trench who is buried under this volume of material would be unable to breathe, due to the pressure on the chest, and could quickly suffocate and die.

An excavation may also be a 'confined space' within the meaning of the Work in Confined Spaces Regulations, and additional precautions will need to be taken.

The legislative requirements for making excavations are contained in Construction Regulation 13 of the OHS Act.

3.24.2 Tunnelling

No ground material can be considered as stable when excavating or tunnelling is taking place or worked in, due to environmental and seismic factors. Ground collapse is an extremely hazardous reaction, especially where persons are working within the tunnel, normally resulting in serious injuries and fatalities.

Any contractor performing tunnelling activities shall comply with Construction Regulation 15, which then refers to the Tunnelling Regulations as published under the Mine Health and Safety Act, 1996 (Act No. 29 of 1996), as amended, and regulation 15 of the Construction Regulations.

3.25 Confined Spaces

The belief that any confined space is a safe place as far as asphyxiation is concerned, due to ignorance of the air quality within and the risk factors, is dangerous. Most asphyxiates are colourless and odourless. Sometimes the odour asphyxiate is considered a nuisance and temporary. This puts the entering into a confined space as an extremely high risk. If testing is not performed irrespective of the size of space or the duration of entry, then employees' health (short or long term) will be placed at risk.

The requirements as listed in General Safety Regulation 5 shall be adhered to.

3.26 Danger of Engulfment

No person shall be permitted to work in any situation where there is a danger of material, etc. being discharged, unless that person is issued with an appropriate safety belt/harness fitted with a rope, where at least one other person who has been trained in rescue is available and observing. If there is a possibility of gas or other fumes being emitted from the material in question, adequate precautions shall be taken regarding air quality.

3.27 Barricading

Falls through openings in walls, floors, excavations, approaching dangerous equipment and operations continue to pose a threat to persons.

To protect persons against any form of injury through entering unauthorised entrances and/or areas or approaching dangerous and/or operating equipment, stringent precautions have to be taken to prevent such persons approaching. This is done by erecting substantial barriers, fencing or covers to a degree that prevents unauthorised removal.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.28 Explosives

The handling and use of explosives for any form of construction work are controlled by the requirements of the Explosives Regulations of the OHS Act, the Mine, Health and Safety Act, 1996 (Act No. 29 of 1996) and the Explosives Act, 1956 (Act No 26 of 1956)

Requirements for the transporting and storage of explosives are to be in accordance with Explosives Regulation 13(4) of the OHS Act and SANS 100228 Code of Practice for the Identification and Classification of Dangerous Substances and Goods for Transport (published by the South African Bureau of Standards)

Explosives in the wrong hands and used for the wrong application can have devastating consequences

3.29 Demolition Work

Demolition of structures is an extremely hazardous task and can only be performed by competent persons.

All demolition work must be planned, and all role-players must be involved in the planning; this includes conducting thorough risk assessments.

If explosives are to be used, the requirements in terms of the Explosives Regulations shall be adhered to

Where structures (power lines, poles, lattice towers, etc) are required to be demolished, this shall be done in terms of Eskom requirements (task manuals).

All demolition work shall be carried out in accordance with Construction Regulation 14 Demolition Work

3.30 Permit to Work

A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous.

A permit-to-work is a document which specifies the work to be done and the precautions to be taken

Permits-to-work form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered

A permit is needed when maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Examples are entry into vessels, hot work and pipeline breaking.

If the type of work requires working with Eskom power systems/networks (low voltage, medium voltage, or high voltage), then the appropriate permits will be required.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3.31 Radiography, Ultrasonic or Non-destructive Testing (NDT)

During the construction phase and maintenance phase, certain equipment and/or materials require some form of examination to ascertain that the material used is free of any form of defect or welded joints in piping are leak free. Where testing is performed, all actions for that specific type of testing must be done in accordance with the relevant requirements.

3.32 Work in Close Proximity to/on Public Roads

Working next to or in close proximity to any public road has its inherent dangers, not only to the persons carrying out the work but also to the motorists, where the persons working do not take care of their own safety and ignore any rules and regulations. It is imperative that when work is performed, all the requirements in terms of the National Road Traffic Act are complied with. For additional worker safety, organisations should enhance the national requirements.

3.33 Work Stoppage

Section 8(2)(f) and Construction Regulation 5(q) of the OHS Act have clear requirements regarding the non-permitting of an employee to work unless adequate precautionary measures are taken and the stopping of any work which is not in accordance with health and safety plans.

Any person may stop any activity where an unsafe act or unsafe condition exists that poses or may pose an imminent threat to the health and safety 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.

Work stoppages that are initiated due to SHE concerns will be handled in terms of the Eskom standard SHE Requirements for the Eskom Commercial Process (32-726).

Where stoppages are carried out, the required non-conformance report shall be raised.

3.34 Substance Abuse

Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering, or working on, any of Eskom's equipment and premises.

General Safety Regulation 2A is clear on the legal stance regarding intoxication.

Persons are not permitted to enter or remain on or at a workplace whilst under the influence of either or both substances and are not permitted to be under the influence of or consume intoxicating substances whilst at/in the workplace. There is provision regarding the taking of medication.

The alcohol and drug permissible level is 0%.

3.35 Statistical Reporting

There is a legal requirement in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (General Administrative Regulations) that certain serious incidents must be reported to the Department of Labour within a specified time.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

Measuring performance also allows us to entrench a positive safety culture and benchmark against world-class systems

The primary purpose of measuring health and safety performance is to provide information on the progress and current status of the strategies, processes and activities used by Eskom to control risks to health and safety

Measurement information sustains the operation and development of the health and safety management system, and the control of risk, by:

- providing information on how the system operates in practice;
- identifying areas where remedial action is required,
- providing a basis for continual improvement

This report will also enable the organisation to reflect on the impact of the implemented improvement strategies, namely a decrease or an increase of incidents.

3.35.1 From a contractor point of view

There are regulatory requirements in the Construction Regulations which put much emphasis on the relationship between and accountability from the client and contractor point of view. The contractor which is an employer in its own right does not release Eskom from fundamental responsibilities, therefore Eskom will have an interest in their activities.

“We can't manage what we can't measure.”

“What is measured can be monitored and improved.”

3.36 Housekeeping

Good housekeeping fulfils important functions, which are to the advantage not only of the worker but also of the employer:

- It saves time taken up by searching for equipment, tools and articles.
- Injuries are prevented as passages, walk areas and workplaces are free from superfluous material
- Space is saved if equipment and articles are neatly packed and correctly stored
- The risk of fire is diminished when provision is made for the correct placing of the right type of refuse bins, store areas comply with good storage practices and stacking is done in accordance with accepted stacking practices.

Access to emergency and/or safety equipment will be uninterrupted

Housekeeping is “A Place for Everything and Everything in Its Place”

A clean and tidy workplace produces a clean and safe worker

Prompt disposal of waste materials, scrap, and rubbish is essential to prevent unnecessary storage

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3.37 Workplace Signage and Colour Coding

The purpose of symbolic safety signs is to convey a message without the use of a specific language. In this way instant recognition takes place or the employee can receive a message, order or warning

Caution and care need to be taken when positioning mandatory signage. Where these signs "indicate" a requirement that means that it shall be done, irrespective of whether the activity is present or the equipment is a requirement. For example, if the sign indicates that hearing protection is required, which is now no longer the need but the sign is still in place, hearing protection shall be worn.

All signs and notices shall conform to the requirements of SANS 1186 in terms of standard signs, safety colours, geometric forms, and dimensions.

In terms of identification regarding colour marking, ensure that the colours used match the appropriate colours of SANS 10140 and 1091.

3.38 Personal Protective Equipment (PPE)

Personal protective equipment may be described as clothing and/or equipment used in the workplace to protect the worker from risks and hazards and includes but is not limited to equipment and clothing worn on the body as well as equipment used to determine, measure or indicate danger. The objective of protective clothing is to prevent exposure or injury to any body parts exposed to operations.

In the interests of the effective protection of the worker, it is essential that the quality and effectiveness of the items should be of a high standard

It is imperative to realise that PPE, like any other form of protection, does not eliminate danger. It simply serves as a screen between the person and the danger lurking in the machine or process. In most instances, the negative effect of danger to the human body can only be limited to a greater or lesser extent by the PPE. Employees must be trained on the limitations of PPE and on how to fit PPE.

General Safety Regulation 2 of the OHS Act makes provision for employers to make the workplace safe and where required to provide appropriate PPE

3.39 Safety, Health and Environment (SHE) Specification

NOTE: This paragraph is included for information sharing only. The guideline for the compilation of SHE specifications is contained in an Eskom document 32-524 "Developing a Construction Safety, Health, and Environmental Specification"

As a norm, Eskom provides SHE project/service specifications for all types of contracts awarded

Minimum requirements for SHE specifications must be task, project, and site specific. The various project tasks have to be defined, the associated hazards identified, and the associated risks listed.

SHE specifications provide a basis of requirements for contractors to compile their project-specific SHE plans

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

By drawing up SHE specifications, the client has endeavoured to address the identified critical aspects relating to health and safety issues in order to assist the contractor in adequately providing for the health and safety of employees on site. Should additional risks be identified later by Eskom or its agents/clients, these will be included in the contract works information and/or relayed at the clarification or negotiation meeting.

3.40 Safety, Health and Environment (SHE) Plan

A health and safety plan is a documented plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control the hazards identified. It is specific to each project undertaken and site where work is done, is compiled by the contractor and appointed contractor, and must be approved by the client/agent prior to the commencement of any activities on a project. The contractor and the client/agent must both be signatories to the health and safety plan once negotiated, agreed, and accepted. This plan has to be regularly updated to take account of any changes in project scope and unanticipated conditions.

The health and safety plan must cover all aspects of the health and safety procedures to be applied by all contractors for the duration of the contract.

Where any H&S issues have been omitted in the specification, and the contractor is aware of these, the omitted issues must be documented in the plan, and the client/agent must be advised of the omission.

Eskom will evaluate each contractor for their health and safety plan. A health and safety plan will be accepted and signed by an Eskom SHE functionary, and approved and signed by the contract custodian. The main contractor is required to evaluate his/her appointed contractors and proof of compliance shall be included in the main contractor's safety file. The contractor shall not be allowed to commence work on site until the health and safety file has been accepted and approved.

3.41 Safety, Health and Environment (SHE) File

A SHE file means a file or other record in permanent form, containing the information about the project and site's health and safety management system during the project and all information relating to the post-project phase after handover to the client.

The Construction Regulations, regulation 7(1)(a)(7), requires contractors to keep a SHE file which contains all documentation required in terms of legislative and Eskom requirements.

All Eskom contractors and their appointed contractors are required to keep a SHE file on every project worksite. If there is more than one worksite per specific project and scope of work, a file per site shall be kept at that site for that site and scope of work. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.

The main contractor is responsible for ensuring that his/her contractor(s) maintain a SHE file and adhere to the SHE plans at all times during the duration of their appointment. However, this does not take away the authority from Eskom personnel to regularly inspect and audit his/her contractors' SHE file.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3.42 Hours of Work

The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997), stipulates the permissible working hours for individuals to optimally perform their duties

Staff consistently working excessive hours of overtime risk their health and safety and that of their colleagues due to fatigue

Fatigue can have deadly consequences, especially in environments where a loss of alertness can threaten the health and safety of the employee or others.

3.43 SHE Recognition and Reward System

Recognition is a key tool in employee retention programmes, for a reason People need more than constructive feedback and positive affirmation They need recognition of extra effort. Every person has different reasons for working The reasons for working are as individual as the person. But, we all work because we obtain something that we need from work. The something obtained from work impacts on morale, employee motivation, and quality of life To create positive employee motivation, treat employees as if they matter

Prioritise employee recognition and you can ensure a positive, productive, innovative organisational climate. Provide employee recognition to say thank you and to encourage more of the actions and thinking that you believe will make your organisation successful.

Recognition does not always need to be monetary. Rewarding by giving material gifts, time-off certification, and small team functions all mean the same It is the thought and the praise for the achievement that are rewarding.

3.44 Environmental Care

Everyone has the right to an environment that is not harmful to his or her health or wellbeing. Sustainable development requires the integration of social, economic and environmental factors in the planning, implementation and evaluation of decisions to ensure that development serves present and future generations

Everyone has the right to have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that

- prevent pollution and ecological degradation;
- promote conservation; and
- secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

The National Environmental Management Act, 1998 (Act No 107 of 1998), is specific in the requirements that are applicable to all entities and populations within the boundaries of South Africa

Eskom supports and is committed to the environmental legislative requirements as demonstrated by the compilation of the Eskom SHE Policy and the compilation of the Eskom Environmental Management Plan. This plan is applicable to all who provide a service in any form to Eskom with the duty of care to the environment

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3.45 Unlawful Orders

The OHS Act, section 14(c), specifies that an employee shall at work carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorised thereto by his/her employer in the interest of health or safety

3.46 Section 37(2) Agreement

Section 37 of the OHS Act potentially punishes employers (contractors) for the unlawful acts or omissions of mandataries (his/her contractors) except where a written agreement between the parties has been concluded containing arrangements and procedures to ensure compliance with the said act by the mandatory.

The section 37(2) agreement recognises that a contractor/supplier is an employer in its own right with duties as prescribed in the OHS Act and mandates the contractor/supplier to ensure that all work will be performed or machinery and plant used by their employees is in accordance with the provisions of the Act

It further states that a contractor/supplier shall strictly adhere to and ensure that its employees adhere to the prescriptions as contained in the OHS Act and agree to comply with Eskom's safety requirements

This agreement constitutes the sole agreement between the parties and no variation, modification or waiver of any of the provisions of this agreement or consent to any departure therefrom shall in any manner be of any force or effect unless confirmed in writing and signed by both parties, and such variation, modification, waiver or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

Eskom, as an organisation, has drawn up an agreement in terms of section 37(2), which is entered into with contractors/suppliers.

3.47 Security

Eskom throughout its business operations has standards and procedures in place to combat crime and other security issues. Although security operations are initiated from a corporate level, individual operating units control security within their confines to meet the crime and security for such environment. This means there will be differences in site-specific operations. Contractors shall ultimately be responsible for their assets unless agreed otherwise between themselves and the client.

4. Acceptance

This document has been seen and accepted by:

Name	Designation
Risk and Sustainability OHS Mancom	Risk and Sustainability OHS Mancom
Robin Pillay	Middle Manager Contractor Safety Management
Jace Nardoo	Snr Manager OHS Sustainability

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

5. Revisions

Date	Rev.	Compiler	Remarks
July 2016	3	B Matsie	Document reviewed to align to new legislative requirements and Eskom changes
July 2015	2	FM Pooe	Document under review due to new changes being introduced
August 2013	1	AE Barnard	The document reviewed to ensure incorporation of Specification 32-118

6. Development Team

The following people were involved in the development of this document.

- F Pooe
- K Pillay
- L Motshelanoka
- B de Klerk
- A Qithi
- Kgaogelo Sedibeng
- Diane Maunatlala

7. Acknowledgements

Nil

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30

	Annexure C 1: OHS Tender Evaluation Template (High risk)	Template Identifier	240-43921898	Rev	5
		Document Identifier	240-77471651	Rev	3
		Effective Date	May 2021		

1. Tenderer's / Supplier's name: Tender Ref number:

Scope of work:

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable	
1	Annexure B Is the acknowledgement of Eskom's OHS legal and other requirements form signed and submitted by the tenderer?		
2	Health and Safety Plan (must address the project /scope of work OHS risk(s) and aligned with the health and safety specification or requirements)		
3	Costing for Health and Safety management Has the tenderer submitted detailed costing for OHS (the cost should be broken down not provided as a lump sum).		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Template Identifier	240-43921898	Rev	5
Document Identifier	240-77471651	Rev	3
Effective Date	May 2021		

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable	
	<ul style="list-style-type: none"> The costing must be based on the overall scope of work/service to be performed; The scope of work and the risk assessment may serve as a guideline. 		
4	<p>Baseline OHS Risk Assessment (BRA) Identification, assessment and management of OHS risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA</p>		
5	<p>Valid Letter of Good Standing (COIDA or equivalent)</p>		
6	<p>OHS policy signed by CEO The submitted policy must comply to OHS Act Section 7</p>		
7	<p>OHS Competency (Consider scope of work, risks, OHS plan and applicability) CV,s and qualifications / certificates (List competencies required)</p>		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Annexure C 1: OHS Tender Evaluation Template (High risk)	Template Identifier	240-43921898	Rev	5
		Document Identifier	240-77471651	Rev	3
		Effective Date	May 2021		

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable	
Recommendation			Recommended /Not Recommended

*NOTE: For explanatory notes for the listed items (OHSOHS requirements) please refer to [240 - 77433139 Annexure A: Supplier Risk Category](#)

1. Other requirements

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Annexure C 1: OHS Tender Evaluation Template (High risk)	Template Identifier	240-43921898	Rev	5
		Document Identifier	240-77471651	Rev	3
		Effective Date	May 2021		

Annotation: Populate additional OHS tender returnable(s) that are applicable to the scope of work and need to be evaluated prior to contract award. *This section must be deleted if not applicable.*

<u>Ref.</u>	<u>OHS Tender returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No	
1			
2			
3			
Recommendation			Recommended /Not Recommended

.....
Eskom OHS Representative

.....
Designation

.....
Signature

.....
Date

2. Development Team

- Diane Maunatlala

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system. No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.