

Eskom will take a stance of zero tolerance on these rules

Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline/removal of person from the project site.

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

This is to ensure that every person who works on or visits an Eskom work site returns home safely to his or her family

No person shall damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site, or for the health and safety of persons.

No person under the influence of alcohol, drugs or medication (in a state of intoxication) or any other condition that may render him incapable of controlling himself or of other persons under his charge shall be allowed to enter the site.

All safety and warning signs shall be obeyed at all times.

Entering or leaving the Site will only take place at official access control points and may only be done via the official designated walkways.

All employees shall adhere to the SHE and other site specific rules.

The Principal Contractor must have a process in place to address employees that have contravened Health and Safety Requirements.

- **Smoking**

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (Eskom 32-36 procedure).

- **Cellular Phones**

Do not use Cellular phones in areas where cell phone usage is prohibited.

A contractor shall develop and implement a risk based cell phone policy for a particular construction site.

- **Fire Extinguishers**

All fire extinguishers shall be:

- Clearly labelled
- Conspicuously numbered
- Entered in a register
- Inspected monthly by a competent person
- Tested and serviced at recommended intervals by an accredited supplier
- Results shall be entered in the register and signed by competent person.
- No open or unattended fires are allowed within the construction site.

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A Principal Contractor shall have a layout plan of a site indicating where all his firefighting equipment is located.

- **Vehicles and Traffic Rules**

Ensure that all drivers and passengers wear seatbelts, where fitted, while travelling in a motor vehicle. Vehicles not fitted with seatbelts must be retrofitted according to the vehicle manufacturer's specifications.

Ensure that no employees, including contractor employees, when performing work for Eskom, will be transported in the back of open vehicles

- **Substance and Drug Abuse Management**

The Principal Contractor shall provide a Substance Abuse management policy which is in line with the Eskom Procedure (Eskom Substance Abuse Procedure 32-37)

26. Disciplinary Process

The Principal Contractor shall have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.

27. Hazard Identification and Risk Assessment

The client shall prepare and provide a Baseline Risk Assessment for an intended construction work project to the contractor as part of the contract package.

The Principal Contractor shall develop a Risk Assessment in line with Construction Regulation 9 (1) (a-e), in alignment to Eskom 32-520 procedure.

Emerging risks and hazards must be managed during construction work. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated.

Activity based risk assessments shall be conducted by an appointed and competent person of the Principal Contractor.

Please refer to Annexure F (Risk assessment Template) as a minimum guideline.

28. High Risk Activities

When the Principal Contractor and/or his contractors are working in an area where a high health and safety hazard exists, the Principal Contractor shall:

- Ensure that permanent and adequate on site supervision is available for the entire duration of the work that is being conducted.
- Ensure the use of safety standbys in areas of high risk activities, and activities that fall within the scope of the permit to work system.

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- Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;
- Maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry ;and
- Provide any temporary protective shielding required for protecting nearby operations from the construction activities, at his own cost.

29. Pre-Task Risk Assessment

The Contractor shall on a daily basis and for every task to be performed, conduct a pre-task risk assessment with all employees involved with the task(s). The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox talks prior to the start of work. This will highlight critical steps from the safe work procedure to ensure that work is performed in a safe manner. Proof of communication as well as confirmation that it was received and understood by all will be noted on a standard form, which will be kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Principal Contractor's safety file.

30. Safe Work Procedures and Practices

There must be approved method statements and written safe work procedures for all the high risk activities as identified in the risk assessment. No work shall be carried out without an approved method statement and written safe work procedure.

The supervisor / team leader shall ensure that all employees are trained on all applicable safe work procedures. Records of training/ awareness shall be kept on site.

Safe work procedures shall be compiled and documented for applicable activities (arising out of the Job Safety Analysis (JSA) and Hazard Identification & Risk Assessment (HIRA.))

31. Planned Task Observations (PTO)

The Principal Contractor shall provide the planned task observation procedure or process covering but not limited to the following:

- Persons responsible for monitoring the task and carrying out the Planned Job Observation must be the supervisor;
- Planned job observations should be conducted in such a way that the employee is observed against the actual steps (of the written safe work procedure) to be followed when performing a task and be marked against compliance with each step. This will assist in determining employee competence and compliance. Record should be kept at all times.
- The supervisor who conducts the PTO must have a copy of the PTO to ensure that the employee is following the steps.
- Where the employee did not comply or did not follow the required steps, this should be indicated on the report and actions be taken to correct the deviation.

Please refer to Annexure E (Safe Work Procedure and Job Observation Template) as a guideline.

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32. Work at Elevated Positions and Roof Work

- All employees working above ground level shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.
- Whenever there is any potential of falling either from or into, a fall protection plan and risk assessment (which includes fall prevention) shall be compiled, implemented and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards.
- The Principal Contractor shall ensure that all work performed at elevated positions shall conform to the requirements of the OHS Act, the relevant SANS standards and Eskom Procedure 32-418 (Working at Height Procedure).
- A fall protection Plan will be compiled, implemented and reviewed, and shall include but not limited to the following:
 - A site and task specific risk assessment covering all work at elevated heights shall be carried out and appropriate mitigation measures to be put in place and communicated to all relevant employees.
 - Appropriate training programme (according to the relevant SAQA NQF unit standards) of all employees working at height and records thereof
 - Legal appointments
 - The process of evaluation of the employees' medical fitness for each employee working at height.
 - The procedure addressing the inspection, testing and maintenance of all fall protection equipment, the withdrawal process of damaged PPE and up to date inspection records.
 - A rescue plan detailing the necessary procedure, personnel, and suitable equipment required to affect a rescue of a person in the event of a fall.
- The Principal contractor shall review their risk assessment and fall protection plan at least every 3 months.
- The Contractors shall stop all persons working in elevated positions during periods of inclement weather.
- Safety belts are not allowed to be used in Eskom. An appropriate full body safety harness shall be worn when working at an elevated position, refer to SANS 50361.
- Working in elevated positions shall only be carried out under the supervision of a competent person in accordance with SANS 229995.
- Fall arrest/protection plan and equipment shall be implemented where fall prevention is not possible.
- All fall protection equipment shall comply with SANS Standards and other recognised international standards.
- The Principal Contractor and/or his contractor shall compile a fall protection equipment, inspection, testing and maintenance procedure (Refer to SANS 50365 and manufactures requirements for safe use and for inspections).

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Provision must be made to prevent objects and or material from falling from elevated areas and the protection of persons working below. A drop zone shall be established with barricading and necessary signs.

Ladders (Portable)

- All ladders used on the site shall comply with the OHS Act and Regulations.
- All ladders shall conform to the relevant SANS standards or other recognised international standards.
- Damaged ladders shall be marked as "DAMAGED" and removed from the project site.
- Prior to work being performed, an adequate risk assessment shall be conducted, and work shall be conducted in accordance with General Safety Regulation 6 and 13A and Construction Regulation 10 of the OHS Act

33. Occupational Health, Rehabilitation and Hygiene

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.

33.1 Compensation of Occupational Injuries and Diseases Act (COIDA)

The Principal Contractor shall submit proof of registration and letter of good standing with the compensation fund or with a licensed compensation insurer for his company and each of his contractors'. This must remain valid for the duration of the contract. The Letter of Good Standing shall reflect the name of the Principal Contractor and/or Contractor Company.

33.2 Occupational Hygiene Management Program

Principal Contractors and contractors shall develop, implement and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene should include, but not be limited to the following elements:

- Occupational health risk assessment as a background.
- Occupational health risk exposure profiles
- Occupational hygiene monitoring program and ensure that monitoring is performed by an approved Inspection Authority.
- Communication of occupational hygiene results and requirements
- Proof of awareness training.
- Documentation and control of records (Records to be kept for 40 years)

Where there are occupational hygiene stressors, Principal Contractors and contractors shall ensure that programs are developed and in place to address the said stressors. These programs may include but not be limited to:

- Hearing Conservation Program;

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- Respiratory Protective Program
- Hazardous Chemical Substances Program
- Procedure for the use and management of radioactive sources
- Heat Stress Management Program

Copies of all occupational hygiene surveys conducted by the Principal Contractor and contractor must be submitted to SHE manager and practitioners. The SHE Manager / Practitioner shall establish a database of contractor occupational hygiene surveys and corrective plans

33.3 Employee Health and Wellness Programme

Principal Contractor shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include a Medical Surveillance Program and an Employee Assistance Program as detailed below.

33.4 Medical Surveillance Programme

The Principal Contractor shall ensure that his employees and contractor employees are registered on a medical surveillance programme and are in possession of a valid medical fitness certificate. The certificate of fitness should be relevant to the type of work (risk based) that the employee will be exposed to. This will require each employee to have a risk based person job specification that will be used as a basis for medical examination.

The Principal Contractor must ensure that his employees and contractor employees have undergone pre-entry medical examination before starting work on site, ***no employee will access site without a valid medical fitness certificate.***

The fitness certificate and a copy of the risk based person job specification shall be issued before commencement of work and shall be presented at induction. If the Principal Contractor does not provide proof of valid certificates of fitness and person job specifications for his employees and contractor employees, then Eskom will not give those employees site induction which will result in refusal to site access.

The certificate shall be renewed as required by the risk profile. On completion of the project an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.

All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.

The Principal Contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

In instances where sick leave is taken for a period of one week or more, the contractor shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries which occurred in the period of absence, which may affect their ability to work on site.

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

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33.5 Emergency Care

A list of emergency numbers must be posted at phones and in every office. The Principal Contractor shall ensure that his employees and contractor employees are familiar with the emergency numbers and also are provided with stickers, with the emergency numbers printed on, to place outside their hardhats.

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.

More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it should be available and accessible for the treatment of injured persons at that workplace).

Minimum contents of a first aid box: (Refer to GSR 3 Annexure of the OHS Act)

A prominent notice or sign shall be erected in a conspicuous place at a workplace (SANS1186 approved signs to indicate location of first aid boxes), 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.

The Principal Contractor and contractor shall ensure that alternative arrangements shall be made for possible incidents occurring after normal working hours.

Where services are not available from the medical centre or where there is no medical centre, the Principal Contractor shall make alternative arrangements for any medical assistance. Proof of this must be made available in the Principal contractors SHE Plan.

33.6 Employee Assistance Programs (EAP)

Where Principal Contractors and contractors do not have EAP service providers, then Eskom's EAP service provider is available to provide assistance. All costs shall be borne by the Principal Contractor. Details are: ICAS – Tel. No.: 0800 611 059

33.7 Rehabilitation

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

34. Emergency Preparedness and Response

The Principal Contractor shall provide a site specific emergency response plan.

Using the Eskom site specific emergency plan, the Principal Contractor, together with his contractors, shall develop their own emergency response plan (as a guideline) for both site and offices and submit this plan to the Eskom Project Manager for review. It may be decided that one site specific emergency response plan be used for all contractors. The Principal Contractor will ensure that his employees and his contractor employees are trained on this plan.

Periodic emergency drills shall be undertaken by Eskom; however, the Principal Contractor shall initiate his own emergency drills with permission from the Eskom Project Manager. This must be recorded and provided on request.

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35. Site plans

When preparing worksite Emergency Preparedness plans, cognisance must be made as to the locality of the site and the response time for the emergency services. Where sites are remote, contractor management shall ensure that a sufficient number of employees are trained in the various disciplines to be able to afford prompt response attention.

36. Fire hazard

The Contractor shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire. No area is to be denuded of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor shall ensure that operations are in compliance with statutory requirements at all times. The Contractor Environmental Officer shall ensure that in areas with a high fire danger rating, staff are made aware thereof. Smoking shall be restricted to designated areas or shall not be allowed, particularly in areas that have a high fire danger rating.

37. Waste

All waste generated shall be disposed of at a registered landfill site. A register of both hazardous and general waste shall be kept. A waste management plan shall be compiled before commencement of work. Records of waste disposal shall be kept and updated all the time. No waste, be it biodegradable or not, shall be left on site once work has ended.

Domestic and hazardous waste generated shall not be burned, buried, or disposed of on Eskom or Landowner property, but will be controlled and removed to a registered waste site on a regular basis (Daily / Weekly). The Principal Contractor and contractor working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the construction period. These materials shall be stored in a banded area with adequate containment for potential spills and leaks.

Waste may be collected by the relevant Municipality or alternatively taken by the Contractor to a registered landfill site. Where the Municipality does not have a weighbridge, the Contractor is responsible for obtaining a formal notification to this effect.

Contractors shall ensure that sufficient waste bins / containers, with lids are made available for waste control. The contractor shall comply with the requirements of NEM: Waste Act 59 of 2008.

Quantities of disposed waste shall be recorded and reported on a monthly basis.

38. Material requirement

The use of any material or property belonging to any landowner shall not be permitted prior to arrangements with the relevant landowner. Written proof of such agreement shall be handed to project leader / co-coordinator for record keeping (as per OHS Act section 10(4))

39. Dust and Noise

The Contractor shall monitor dust and noise caused by mobile equipment, generators and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced.

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To ensure that noise does not constitute a disturbance during construction activities, all construction works shall occur between specific working hours. This shall be stipulated in the contract.

Mitigation measures to be implemented as required / agreed upon with the project leader / environmental advisor.

Dust suppression measures shall be in place to reduce the dust caused by the movement of heavy vehicles or construction activities.

40. Signing off of the contract

No project shall be signed off before Business Unit or Department has given assurance that no environmental liabilities exist. The responsible person, project leader or environmental advisor shall carry out a physical inspection before acceptance of work done.

No invoice shall be processed before work done is accepted.

The Contractor shall be conversant and in the course of carrying out the Works. The Contractor shall comply with the provisions of all Acts, regulations, ordinances, by-laws, Standards, Codes, Rules and requirements of public, municipal and other authorities.

The Project Team may, at any time, without notice to the Contractor, examine and investigate the Contractors' compliance with all Applicable Legislation and the environmental management conditions.

At all times during the execution of the Works, the Contractor shall preserve and protect the natural environment in the general area of the site and the external areas that may be affected by his operations.

NOTE: *These meetings do not replace or act as a substitute for the required SHE statutory meetings.*

Statutory SHE Committees in terms of Section 19 and 20 and General Administrative Regulations 5 of the OHS Act and Eskom requirements shall be established.

41. Construction Vehicles and Employee Transportation

All construction vehicles and equipment shall meet the legislative requirements pertaining to the OHS Act Construction Regulations 23, the National Road Traffic Act, National Environmental Act and Eskom Vehicle Safety Specification Procedure 240-62946386.

The following requirements are applicable to the use and operation of construction vehicles:

- A Principal Contractor/ contractor shall ensure that all construction vehicles are operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles.
- Designated drivers shall be in possession of an appropriate valid driver's licence, valid for the class of vehicle and authorised in writing to operate the Construction vehicles. The driver's license shall be kept by the person so authorised and shall produce such card on request.
- A vehicle and pedestrian management plan must be developed by the contractor to be in line with the clients plan.
- Ensure that all traffic signs are displayed.

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- All drivers shall adhere to site traffic management.
- All drivers of construction vehicles and mobile plant shall have medical certificates of fitness to operate that construction vehicle, issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- The access will be managed between Security and the project management team on site.
- The speed limit within the bounds of the construction site is 20 km/h. (To be completed by the project team).
- No drivers or operator may text, talk on cell phones or two way radios whilst driving.

It is the responsibility of the driver to ensure that:

- He/she and their passengers wear seat belts whilst the vehicle is in motion.
- Comply with all traffic road rules, safety, direction and speed signs.
- Ensure that vehicle loads are properly secured and loaded onto vehicles; and
- Ensure that vehicles are not overloaded.

The Principal Contractor shall ensure that his employees and those of his contractors do not:

- Ride on back of bakkie (transportation of employees).
 - Leave vehicles unattended with the engine running.
 - All vehicles shall be locked chock blocks fitted and keys removed; and
 - Park vehicles in unauthorised zones/areas.
- Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises.
 - The Contractor shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises.
 - The Contractor shall maintain his vehicles in roadworthy condition and a valid license. These vehicles shall be subject to inspection by the Client representative. Vehicles which are not roadworthy will not be allowed onto the site.
 - In the event where the Principal Contractor and his contractor do not own the equipment, the Principal Contractor is still responsible for ensuring all conditions are complied with by all of his contractors or hire companies.
 - Ensure that all construction vehicles are maintained according to the manufactures specifications. All servicing and repairs must be carried out by the Contractor in a designated area.
 - Records of maintenance must be kept on site
 - All waste from servicing must be disposed of in accordance with the environmental legislation.

42. Housekeeping

The Principal Contractor and his contractor shall maintain a high standard of housekeeping within the site. Prompt disposal of waste materials, scrap and rubbish is essential.

Waste separation and removal will be as per the terms stipulated in the contract.

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The Principal Contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The Principal Contractor shall document the results of each inspection and shall maintain records for viewing.

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

43. Signage

All symbolic safety signs that the Principal Contractor or his /her Contractors are to use/display shall comply with the requirements of SANS 1186.

The display of the following signage is mandatory:

- For Contractors with Site Establishment: The Contractor Company sign must be posted at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
- The Contractors shall provide the signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers
- The Contractors shall provide the signage in accordance with the scope and work area.

44. Personal Protective Equipment (PPE)

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

Principal Contractor's employees and his contractor employees at the construction site, including visitors, shall use the relevant internationally recognised authority approved risk based PPE at all times, as a minimum:

- Head protection hard hat (with chin straps)
- Steel toe capped safety boots.
- Eye protection. Wearing of impact Safety Spectacles with side shields. Prescription glasses must comply with the same standard or cover impact safety spectacles must be worn over them.
- Long sleeved and long pants protective clothing.
- High visibility vests.
- Refer to General Safety Regulation 2 of the OHS Act.

The Contractor shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly.

Strict non-compliance measures must be administered to any employee not complying with the use of PPE and that employee shall be removed from the Site.

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44.1 Issue, Replacement and Control of PPE

The Principal Contractor must provide a detailed procedure with a matrix on the issuing, maintenance and replacement of PPE for all his employees and contractors on site.

The Principal Contractor is required to keep an updated register of all PPE issued, including that of his employees and contractors.

45. Machinery, Tools and Equipment

- The Contractor shall ensure that all machinery, tools and equipment are identified, safe to be used and are maintained in a good condition.
- All machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded. A machine is guarded when persons cannot gain inadvertent access to the moving parts.
- The Principal Contractor shall ensure that all machinery, tools and equipment shall be listed on an inventory list and handed to security with a copy kept on site.
- All machinery, tools and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- All machinery, tools and equipment shall have the necessary approved test or calibration documentation where applicable prior to being brought onto the premises and the records shall form part of the SHE plan.
- All fuel driven equipment shall be inspected by the Eskom SHE Practitioners prior to mobilizing it onto site.
- All fuel driven equipment shall be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- The Client reserves the right to inspect items of plant or equipment brought to site by the Contractor for use on this Contract. Should the Client find that any item 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 Client/Agent shall advise the Principal Contractor in writing and the Principal Contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the Principal Contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by the Client's instructions.
- The Principal Contractor/contractor shall ensure that he has all the necessary registers to record all tools and equipment.
- All employees operating or using machines and tools shall:
 - Be competent.
 - Have a valid certificate.
 - Have proof of any form of task related training.

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46. Machine Guarding

An assessment should be conducted in writing to ensure that all machines and tools are fitted with a guard and the assessment should be kept in the safety file.

Machine guards shall be painted on the outside in the same colour as the machine or tool.

Inside of guards and moving or rotating parts shall be painted orange.

All guards shall be inspected by a competent person on a monthly basis as well as by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.

Record keeping

- A register shall be used which indicate the name, number of the machine or tool and the number of guards.
- The register shall be kept in the safety file.

47. Hand Tools and Pneumatic Tools

All pneumatic tools shall be numbered, recorded and inspected at least monthly as well as by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications.

All hand tools should be inspected at least weekly as well as by users prior to use.

Tools with sharp points in tool boxes must be protected with a cover.

All files and similar tools must be fitted with handles.

The Principal Contractor shall have a policy on makeshift tools on site.

Records

- Check list for hand tools
- Check list for air tools including records of the measurement of revolutions on grinders
- Gas cylinder trolley checklist Register

(a) Construction Sites

- **Fire Safety Plan:** Prior to the commencement of construction or building alterations, a fire safety plan and risk assessment shall be prepared for the construction site.
- **Fire Warning:** A suitable means of alerting site personnel to a fire shall be provided, and capable of being heard in all areas of the building.
- **Portable Extinguishers:** suitable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
- **Combustible Liquid and Flammable Liquid Storage:** storage of combustible and flammable liquid on the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
- **Smoking Restrictions:** Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with Eskom Policy and legislation requirements.

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48. Offices sites

- Contractors must develop a fire safety procedure for the office site buildings, which must meet the requirements of the local authority fire department and the OHS Act Environmental regulations for workplaces, regulation 9.
- The fire plan must include emergency escape routes, supply of appropriate fire extinguishing equipment, appropriate signage, maintenance of the extinguishing equipment, location of the equipment, appointments of fire officials.
- The storage of flammable substances within offices site is prohibited. Such storage shall be done in the appropriate flammable liquid storage facilities located away from buildings.
- A suitable fire warning system for alerting office personnel to a fire shall be provided, and capable of being heard in all areas of the building.
- Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with the Tobacco Control Act and Eskom Policy and legislation requirements.

49. Electrical Installations and Machinery on Construction sites

The Principal Contractor shall ensure that electrical installations and machinery on construction sites conform to the requirements of the OHS Act and the relevant SANS standards.

Before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of, and guard against, danger to workers from any electrical cable or apparatus which is under, over or on the site;

The Principal Contractor shall ensure that all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;

The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;

All temporary electrical installations used by the contractor are inspected at least once a week. This must be done by a competent person and the inspection findings must be recorded in a register that's kept on the construction site; and

All electrical machinery is inspected by the authorised operator or user on a daily basis.

The person inspecting the electrical machinery must use the relevant checklist when conducting the inspection. He must also record the findings and keep the register on the construction site.

50. Work Stoppage

The aim of the section is to outline the conditions under which work will be stopped and the process to be followed to ensure that the worksite is rendered safe.

The temporary stoppage of an activity/activities or task(s) may be due to SHE concerns, including the following circumstances which shall not warrant any financial compensation:

- Ad hoc safety intervention by Eskom management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant supplier shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack.

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- Ad hoc safety intervention by any person, especially SHE functionaries, may be due to unsafe work or unsafe behaviour by the contractor. The conditions that gave rise to the work stoppage will determine the corrective measures to be taken urgently to protect the health and safety of employees and protect the environment and plant or equipment, etc.

The process to be followed is:

- The relevant activity must be stopped;
- The Eskom Site/Project Manager and/or Principal Contractor and his contractors shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area that are competent to make the area safe.
- The Principal Contractor and his contractors shall ensure that no other work is being performed during this time. Should the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area will be barricaded and a sign placed with the wording "Unsafe Area – Authorized Access Only".
- The Eskom Site/Project Manager shall review the affected parts/sections of the SHE specification with the purpose of providing sufficient SHE information to the Principal Contractor.
- The Principal Contractor shall then revise the relevant sections in the SHE plan to accommodate the changes.
- The Eskom Site/project manager must ensure that the revised provisions in the SHE plan are adequate and must approve it before the work activity commences.
- Before the workforce is allowed back in the area, Principal Contractor and his subcontractors shall ensure:
 - The area is re-inspected by Contractor Safety Practitioner and supervisor and note corrective actions taken;
 - Declare the area safe for work by signing off on the "work stoppage" notice issued by the Eskom Site/Project Manager.

Refer to requirements of Construction Regulation 4(q) of the OHS Act.

NOTE: Work stoppages that are initiated due to SHE related incidents shall not warrant any financial compensation claim lodged against Eskom.

51. SHE Audits

Eskom reserves the right to conduct unannounced audits on contractors

52. Compliance and Approval of Contractor SHE Plan

The Contractor's SHE Plan will be audited against a compliance checklist so as to confirm compliance to the requirements in the Eskom SHE specifications. Once compliance is confirmed, only then will the contractors SHE Plan be approved by the Client.

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53. Contractor SHE Performance Evaluation

Eskom shall evaluate contractor SHE performance on an ongoing basis against the Eskom requirements.

54. Internal Audits

Contractors are required to conduct internal audits on both their employees and their contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to the Eskom Project/Site Manager on the last day of the audit. The report shall be submitted within one week after completion of the audit

55. SHE Plan Audits

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

56. Investigation of Fatalities / Injuries / Diseases / Near Misses (Principal Contractor and Contractors)

- The Principal Contractor shall report all incidents/accidents as required in terms of legislation including near miss incidents, first aid, medical treatment, lost time incidents (lost time injuries and fatalities); Section 24 and 25 incidents; electrical contact; major equipment damage; chemical spillage and other environmental incidents within 24 hours or before the end of the work shift.
- All incident reporting, recording, classification and investigation will be done according to the requirements set out in the Eskom document 32-95 (latest revision-Rev 6). The Chairperson of AME SHE Committee shall determine which employee and contractor Loss Time Incidents, Environmental Sustainability Index Incidents, Repeat Incidents and Near-miss Incidents must be presented by the relevant Business Unit Manager or the Managing Director of the contracting company. If the relevant Business Unit Manager or the Managing Director of the contracting company is not in attendance the incident presentation will not be allowed. The purpose of these presentations are to confirm that all the root causes were identified, addressed and closed out and furthermore it serves as an opportunity for sharing the lessons that were learnt from each of those incidents.
- All fatal incidents, employee and contractor incidents, shall be reviewed by the committee within one week after the incident. Preliminary investigation information shall be shared.
- All employee and contractor incidents that were in contravention of any one of the Eskom Lifesaving Rules must be presented by the relevant Business Unit Manager or the Managing Director of the contracting company.
- If it is found that the Principal Contractor or his contractor are hiding/not reporting incidents then steps (which may include disciplinary action) shall be taken against the Line Management of the Principal Contractor and contractor.
- A comprehensive and detailed investigation report shall be submitted to the Eskom project manager within 7 -14 days after the incident.

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- The Principal Contractor shall ensure that all accidents/incidents are investigated by him/her and are discussed at the Project Executive SHE committee meeting held on site.
- Accidents/incidents shall be investigated and recorded in terms of the requirements of the Occupational Health and Safety Act, the Mine Health and Safety Act, the National Environmental Management Act and National Water Act as applicable.
- The Client/Agent shall be allowed to participate in any accident/incident investigation if the accident/incident is directly linked to any activity within the scope of the construction project.
- Case studies will be compiled for all near misses, lost time incidents and fatalities.
- The Principal Contractor shall keep on site/workplace a record of all accidents and incidents reported in the form of the OHS Act Annexure 1 investigation form as referenced in the OHS Act. (Incident Investigation Report)
- The Principal Contractor shall provide SHE related statistics to the Client at the end of each month.
- Eskom reserves the right to conduct an independent investigation in any incident.
- In addition to the Principal Contractor and his contractor investigations, Eskom will also, separately, conduct its own separate investigation. The Principal Contractor and contractor would be required to co-operate with the Eskom investigation committee. No joint investigations would be held, i.e.: with Eskom and Principal Contractor. Eskom Project team shall define Parties to be involved in the investigations.
- All investigation teams must include at least 1 person (from both the Eskom and Principal Contractor) that is competent in Root Cause Analysis Technique.
- Contractors shall ensure the incident/accident scene is not disturbed to preserve evidence for investigation purposes unless it is done to prevent further injury or for rescue purposes (OHS Act, Section. 24(2) applies). Investigation shall begin promptly after the incident/accident. Where applicable and with proper authorization, photographs may be taken of the scene of the incident as well as any equipment involved in the incident. The results of the investigation together with the Root Cause Analysis of the incident and the committee's recommendations for preventative action(s) shall be submitted to Eskom Project Manager, within 3 days after the incident occurred unless proof can be given that due to technical or other difficulties, more time is needed.
- Contractors shall also review and analyse all incidents; to establish trends that may indicate deviations from established work standards and safe working procedures/practices. The Contractor shall take appropriate corrective action and submit report to Eskom Project Manager.
- The Contractor shall investigate all incidents immediately and give the Eskom Project Manager a report within the specified time frame, which shall include:
 - Date, time and place of incident;
 - Description of incident;
 - Root cause of incident/accident;
 - Type of injury (if any);
 - Medical treatment provided (if any);

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- Persons involved;
- Names of witness/s;
- It is required that all corrective actions are closed out within 3 months. If this is not practicable within the time frame, then it is to be submitted at a later date agreed to by the Eskom Project Manager).
- Please note that providing the Accident/incident investigation report does not exempt the Principal Contractor from providing accident reports required by Statutory Authorities, in particular, the Contractors' responsibility for reporting accidents in accordance with the requirements of the OHS Act and COIDA Act.
- It is essential that the Principal Contractor demonstrate that corrective action has been taken and that correction action is communicated by a predetermined means to all Contractors staff affected. All corrective actions must be closed within 3 months from the date of issuing of investigation report.
- Feedback on the status of close out of corrective actions must be communicated at the relevant forums.
- The Contractor shall compile and implement procedure for:
 - Reporting and investigation of incidents – This document sets out the procedures to be followed when reporting, recording and investigating incidents that occur on a construction site.
 - Workplace Injury and Disease Recording – The purpose of this document should be a guide to the Principal Contractor on how to accurately evaluate, define and categorise fatalities, injuries and occupational diseases in a data format for the calculation of performance indicators for health and safety.

57. Health and Safety Behaviour Observations and Inspections

The objective of behavioural safety observations is to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, contractors or their supervisors. (Refer to Eskom Behavioural Safety Observations procedure 32-407)

58. Monthly SHE Statistical and Non-Statistical Reports

The aim of this section is to outline all the incidents the Contractors must report to Eskom. Reporting must not be later than the 2nd of every month. Incidents: Lost time, medical; first aid, near misses reported

- Manpower numbers per Principal Contractor and Contractor Company
- Actual man-hours worked
- Status on incidents investigated and recommendations closed out
- Status on audits conducted and findings closed out.
- Eskom project team shall define and provide a reporting template.

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59. Contractors SHE Plan

All Contractors must use the applicable SHE information herein to develop a suitable and sufficient SHE plan, submitted with tender documents, which will indicate to the Client/Agent the level of compliance to the SHE requirements. The safety, health and environment plan shall identify each construction activity to be undertaken by the Contractor, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the works proceeds safely and without risks to health or adjacent operations.

Upon discussions with the Principal Contractor, a final accepted SHE plan would be signed and approved. The Principal Contractor is thereafter required to do the same when procuring other contractors. The Principal Contractor will not be allowed to commence work on site until the SHE plan has been approved.

When a Principal Contractor intends appointing a contractor, the Principal Contractor shall ensure that his SHE Plan is based on the Eskom SHE Specification that was issued for the project and he shall further more ensure that the activities of the contractor are included in the SHE Plan to be submitted for approval.

The plan shall demonstrate management's commitment to SHE and shall, as a minimum include the following elements: The safety plan shall be reviewed to ensure that it fully addresses all the issues and complies with the requirements of the SHE Specifications and contract. If necessary the Contractor shall amend the SHE Plan as required by the Client.

60. Omissions of this SHE Specification

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

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

61. SHE File

The Contractor must have a SHE file in which records of this specification and the SHE plan are kept. All information required in the specification and plan, for the duration of the Principal Contractor and contractors contract, is to be recorded in the file.

- The SHE file that will be maintained will be per construction site.
- The Principal Contractor must also record on the file:
 - As-built drawings

The file must be kept on site and must be available on request for audit and inspection purposes.

The SHE file shall be handed over to the Client at the end of the Principal Contractor's contract.

62. Hours of Work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act.

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The Principal Contractor will notify their Eskom Project Manager/Supervisor 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 Labour and /or the letter of approval from the Department of Labour

63. Employees' right of refusal to work in an unsafe situation

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

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

64. Contract Sign Off

On completion of the project, all appointed contractors shall close out their project documentation and SHE Files and submit such to the Principal Contractor. The Principal Contractor shall likewise close out his/her project documentation and SHE files and handover it to the Eskom Project Manager.

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