

	HEALTH AND SAFETY (H&S) SPECIFICATION	Transmission Projects Delivery
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Title: **GEOTECHNICAL
INVESTIGATIONS SCOPE
& SPECIFICATION FOR
THE PROPOSED
VRYHEID SUBSTATION**

Document Identifier: **TPDMAN-SP-84**

Alternative Reference Number: **FORM 74**

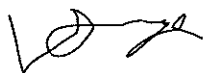
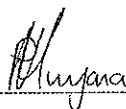
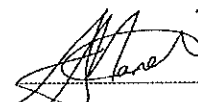
Revision: **5**

Disclosure Classification: **Controlled
Disclosure**

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Date: 07 June 2021

Date: 07-06-21

Date: 07 - 06 - 2021

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NOTE TO PRINCIPAL CONTRACTORS AND THEIR SUB-CONTRACTORS

These specifications are Eskom's minimum Health & Safety (H&S) requirements, should not be construed as all-encompassing or static in terms of this or other amendments made during the project. The contractor must develop a H&S plan responding to these requirements, as well as other applicable legal and other requirements.

The contractor shall comply with relevant legislative requirements as well as recognised code of practice such as:

- *Occupational Health and Safety Act 85 of 1993*
- *All applicable regulations.*
- *All applicable recognised international and national code of practices (South African National Standards – SANS)*
- *Eskom applicable procedures, standards, work instructions.*

The Principal Contractor shall not commence work on site until the H&S plan has been approved.

TPD in no way assumes the Contractors legal responsibilities. The Contractor is and remains accountable for the adequate execution of his H&S requirements, and that of appointed sub-contractors and suppliers.

The Contractor must take into account all information in this specification and ensure that their tenders include adequate resources and competences to deal with matters detailed herein.

This H&S specification forms an integral part of the contract, and contractors shall make it an integral part of their Contracts with sub-contractors and suppliers.

Eskom has endeavoured to address the most critical aspects relating to H&S issues in order to assist the contractor adequately provide for the H&S of employees on site.

Where Eskom has not addressed any H&S aspect pertaining to the construction work tendered for, the contractor shall include it in their H&S plan and inform Eskom of such issues when submitting the tender.

Where the client has submitted the hardcopies and softcopies to the principal contractor, the hardcopies shall be the documents to take preference over the soft copies.

The contractor shall develop the Health & Safety plan as per the client H&S specification.

- *The contractor shall incorporate details in terms of how COVID-19 is going to be practically managed, monitored, controlled, reported in relation to employees, visitors and members of the public.*
- *The contractor shall develop a detailed documented safe work procedure (SWP) to support the H&S Plan in effectively managing the risks of COVID-19 and make reference to the document in the H&S Plan.*

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Eskom TPD Project Team

Eskom Project Manager:

Manages the contract signed with the Principal Contractor and ensures that H&S specifications are developed and issued with tender enquiries, and that the Principal Contractor's H&S plan is approved prior to commencement of work. He must ensure that applicable legal and other requirements are complied with by the Principal Contractor and (if applicable) their contractors.

TBA

Initial and Surname

Eskom Engineering Manager:

Ensures that the designer fulfils his professional and legal obligations with respect to the implementation of his design.

Subhas Maharaj

Initials and Surname

Eskom Project/Site Manager:

Is responsible for the overall management of the project on-site and is accountable to the Project Manager.

TBA

Initials and Surname

Eskom SHEQ Manager/ Health and Safety Practitioner:

Provides assurance, advice, and support to the project in the management of the H&S issues on the project. They will also assist in the development of project's H&S Specifications which will be issued with enquiry documents, and that the Contractors plans are submitted; evaluated and approved. They will be responsible for auditing and ensuring compliance to legal requirements.

Vusi Mthimunye

Initials and Surname

Designer:

Is responsible for the overall management of the project design as well as ensuring the management of the compliance of the completed works to the design during and after construction on site.

Phenyo Mvuyana

Initials and Surname

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1. Introduction

The aim of the Health & Safety (H&S) specification is to provide Contractor/s and suppliers/national contracts with

- The overarching framework within which the Contractor is required to demonstrate compliance with Eskom's H&S requirements;
- Establish the manner in which the Contractor is to manage H&S risks in the execution of the contract, and
- Establish the manner in which the Client's H&S Agent will interact with the contractor.

This also provides the contractor with awareness of the risks relating to the scope of work, the project site as well as the project specific legal and Eskom requirements that they need to adhere to in order to demonstrate their commitment towards the zero harm of the environment and persons working on site and/or visiting the site.

Eskom strives to exceed the minimum standards prevailing in the construction industry and requires full commitment from all parties to be pro-active in order to achieve best H&S business practice.

TPD shall include the H&S Specification with the tender enquiry documentation to ensure that the tenderer is timeously made aware of:

- Eskom's requirements and information / prevalent hazards that can affect the H&S of persons at work directly or indirectly;
- Activities that may have an impact on the direct and surrounding environment.

The Principal Contractor and their contractors shall develop H&S plan to meet the H&S Specification requirements as well as applicable legislation.

This H&S Specification may not address all hazards associated with any specialised activity or operation. The Principal Contractor and contractors shall be responsible for developing their own H&S plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

The Coronavirus contributed to cases of pneumonia resulting in Severe Acute Respiratory Syndrome. The disease caused by coronavirus is called COVID-19. Symptoms are largely respiratory and range from mild upper respiratory tract manifestation to respiratory failure, multi-organ failure and death.

The virus is also contagious between people.

2. Supporting Clauses

2.1 Scope

This H&S specification sets out the minimum legal and organisational requirements for construction work that is specific to the scope of work, site and type of project.

2.2 Purpose

To indicate to contractors the H&S requirements on the project, upon which their planning for the management of H&S will be based on and thus produce their H&S plan.

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2.3 Applicability

This specification is applicable to all Principal Contractors, Contractors, Service Providers, Suppliers and all the activities and processes carried out for and on behalf of TPD where construction work is performed.

For best practice reasons, where the work scope does not fall within the definition of Construction Regulations 2014 this specification shall also apply as a minimum.

2.4 Effective date

This specification shall be implemented from date of approval.

3. Normative/Informative References

Parties using this specification shall apply the most recent edition of the documents listed below.

3.1 Normative

- [1] 32-727: Safety, Health, Environment and Quality Policy
- [2] 240-62196227: Life-saving Rules Standard
- [3] 240-62946386 Vehicle & Driver Safety Management Procedure
- [4] 240-114967625: Operating Regulations for High Voltage Systems
- [5] 32-37 Substance Abuse
- [6] 32-124 Eskom Fire Risk Management
- [7] 32-136 Contractor Health and Safety Requirements
- [8] 32-95 Occupational Health and Safety Incident Management Procedure
- [9] 32-93 Eskom Vehicle and Driver Safety Management
- [10] 240-43848327 Employees' right of refusal to work in an unsafe situation
- [11] 32-418: Working from Heights Procedure
- [12] 32-520: Occupational Health & Safety Risk Assessment Procedure
- [13] 32-123: Emergency Planning
- [14] 32-407 Behaviour Safety Observation Procedure
- [15] Occupational Health and Safety Act and Regulations No 85 of 1993
- [16] Construction Regulations of 2014 or latest edition as per government gazette
- [17] 32-726: Requirements for the Eskom Commercial Process
- [18] 39-98: Safe use of Lifting Machines
- [19] 32-524 Manual, Developing a Specification
- [20] 32-1126 Eskom Smoking Policy
- [21] 32-1134 Physical Access Control at Eskom Premises
- [22] 32-1133 Wearing of Ballistic Body Armour by Security Personnel Policy

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[23] Disaster Management Act, 2002: (Act No.57 of 2002)

[24] All relevant South African legislation-national; provincial, municipal by-laws.

[25] All relevant international/national recognised code of practice (such as South African National Standards – SANS)

3.2 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] ISO 45001:2018, Occupational Health and Safety Management Systems-Requirements
- [2] ISO 9001:2015 Quality Management Systems- Requirements
- [3] Relevant South African National Standards for the task/Project.

4. Definitions

Agent: a competent person who acts as a representative for a client.

Authorised person: a competent person who has been given permission in writing to perform specific duties and responsibilities in terms of the Operating Regulations for High Voltage Systems.

Baseline risk assessment: (32-520) baseline operational risks refer to the H&S risks associated with all standard processes, as well as routine and non-routine activities in the business.

Client: any person for whom construction work is being performed.

Competent Person: a person who has, in respect of the work or task to be performed, the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;

Construction site: a work place where construction work is being performed

Construction Work: any work in connection with:

- The construction, erection, alteration, renovation, repair, demolition or dismantling of, or addition to, building or any similar structure;
- The construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system, or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.

Contractor: an employer as defined in section 1 of the Construction Regulations who performs construction work and includes principal contractors. In relation to this document, where the word "contractor" is used, it will mean all or some of the following: principal contractors, appointed contractors, suppliers, vendors, service providers and consultants

Eskom Requirements: Eskom requirements, which evolve from directives, policies, standards, procedures, specifications, work instructions, guidelines or manuals

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Fall Protection Plan: a documented plan, which includes and provides for:

All risks relating to working from a fall risk position, considering the nature of work undertaken, the procedures and methods to be applied in order to eliminate the risk of falling, and a rescue plan and procedures.

Hazard: a source of, or exposure to danger;

Hazard identification: 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;

Medical surveillance: 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: is a written document detailing work procedures and sequences of operations;

On Site/ Site: any workplace where the contractor or his employees perform construction related work as agreed contractually with the client.

Planned Task Observation: an independent observation made during the planned period in which the task is being executed.

Pre-Task Risk Assessment: a meeting held prior to the commencement of the day's work with relevant personnel (client representative included) associated with the task at hand.

Risk: the probability that injury or damage will occur.

Risk Assessment: 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.

H&S File: a file or other record in permanent form, containing the information on the H&S management system during construction including all information relating to construction phase after the handover to Client.

H&S Plan: a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the H&S specification. This would typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the Principal Contractor or contractor and approved by the Client/Agent for which contracting work will be performed.

H&S Specification: a site, activity or project specific document prepared by the client / agent, pertaining to all H&S requirements related to the envisaged construction work.

Safe Work Procedures: a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.

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5. Abbreviations

Abbreviation	Explanation
AIA	Approved Inspection Authority
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
CHSA	Construction Health & Safety Agent
COVID-19	Corona Virus Disease 2019
DSTI	Daily Safety Task Instruction
EA	Environmental Authorization
ECO	Environmental Control Officer
EMP	Environmental Management Plan
FAS	Fall Arrest Systems
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
H&S	Health and Safety
HIRA	Hazard identification and risk assessment
HV	High Voltage
LMI	Lifting Machine Inspector
LME	Lifting Machine Entity
LTIR	Lost Time Incident Rate
LV	Low Voltage
NEMA	National Environmental Management Act
NWA	National Water Act (Act No. 36 of 1996), as amended
NQF	National Qualifications Framework
OHNP	Occupational Health Nursing Practitioner
OHS Act	Occupational Health and Safety Act No. 85 of 1993
OHS	Occupational Health and Safety
ORHVS	Operating Regulations for High Voltage Systems
PPE	Personal Protective Equipment
PTO	Planned Task Observations
SANAS	South African National Accreditation System
SANS	South African National Standards
SACPCMP	South African Council for the Project & Construction Management Professions
SAQA	South African Qualifications Authority.
SHE	Safety, health, and environment
SHE/Q	Safety, Health, Environment / Quality
SETA	Skills Education Training Authorities
SWP	Safe Work Procedure
TPD	Transmission Projects Delivery

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6. Roles and Responsibilities

6.1 Commitment

Visible commitment is essential in 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 H&S aspects of the project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management to ordinary employee.

6.2 Designers

Designers shall ensure that the designs for construction work consider foreseeable constructability health and safety risks during construction and eventual maintenance and cleaning of the structure, together with other design considerations like aesthetics and cost.

Designers should apply the hierarchy of risk control. This means designers must identify the hazards inherent. If the hazards cannot be removed by design changes, the designer should minimize the risks and provide information about the risks that remain.

The designer should describe any matters that require particular attention by a contractor in the form of Constructability Risk Assessments and Method Statements.

Construction Life Cycle					
SACPCMP	SACAP	SACAPR	SACOSP	ECSA	SACNVP
PM/CMP/Pr	Architects	Landscape Architects	Quantity Surveyors	Engineers	Property Valuers
CHSA/PrCHS					
M/CHSO					
• Stage 1 – Project Initiation and Briefing • Stage 2 – Concept and Feasibility • Stage 3 – Design Development • Stage 4 – Tender Documentation and Procurement • Stage 5 – Construction Documentation and Management • Stage 6 – Project Close – Out					
Section 30 of the CSE Act (4 of 2002) – Identification of Work					

Duties of Designer under the Construction Regulations 6 (1)(a-j)
CR 6: client/designer
(a) applicable standards obligation
(b) take into consideration, clients H&S specs
(c) tender: H&S Info; geotechnical aspects, loading on structure
(d) inform the client in writing
(e) refrain from dangerous procedures
(f) maintenance of design considerations
(g) carry out inspections
(h) stop any contractor
(i) completion certificate
(j) ergonomic design principles

6.3 Principal Contractor's accountabilities for their Contractors

- Where a Principal Contractor procures the services of a contractor, he shall first inform the Client. Such contractor shall also comply with the Client's H&S requirements.

The Principal Contractor shall have the same roles and responsibilities in relation to the contractors as the roles and responsibilities between Principal contractor and client

- The Principal Contractor is accountable for the actions of his contractors. The Principal Contractor will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- The Principal Contractor shall ensure that appointed contractors have the necessary competencies and resources to perform the work safely.

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- The Principal Contractor shall provide any contractor who is making a bid or appointed to perform construction work, with the relevant sections of the Client H&S specification. The contractor shall then develop a suitable and sufficient H&S Plan, and submit to the Principal Contractor for review and approval.
- The Principal Contractor shall carry out audits on the contractor at least monthly to ensure that their plan is being implemented and maintained.
- The Client/Agent and/or the Principal Contractor shall stop any contractor from executing construction work which poses a threat to the safety and health of persons or the environment or if it does not comply with the approved plan.
- The Principal Contractor shall have a disciplinary process to deal with H&S transgressions on site.
- The Principal contractor's Construction Manager/Supervisor shall provide a list of names and contact telephone numbers of all his employees as well as the contractor employees on site. This list shall be updated as and when new contractors commence on site.
- The Principal Contractor's Construction Manager/Supervisor shall keep a record of all employees including the contractor employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the relevant officials. These records shall be kept in the H&S file on site.
- The Principal Contractor shall ensure that his managers / supervisors give employees clear and unambiguous instructions during the execution of construction works. The instructions shall include:
 - description of the objective/scope of work;
 - sequence of work/method statements;
 - hazard identification and risk assessment (prior to commencement of work);
 - Precautionary/preventative measures that are to be taken; and
 - Identification of sensitive features that may be impacted upon by the project, etc.
- Employees are responsible for their own health and safety and that of their co-workers in their respective areas of work. They must be made aware of their responsibilities during induction and awareness sessions some of which are:
 - Familiarising themselves with their workplaces and health and safety procedures;
 - Working in a manner that does not endanger them or cause harm to others;
 - Keeping their work area tidy;
 - Reporting all incidents/accidents and near misses;
 - Protecting fellow workers from injury;
 - Reporting unsafe acts and unsafe conditions;
 - Reporting any situation that may become dangerous;
 - Carrying out lawful orders and obeying health and safety rules.
 - Declaring to the employer if taking medication, which may have intoxicating effects.

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- Every employee must undergo site induction provided by the Client before commencement of work, and shall, upon completion receive a site access permit.
- Any employee who becomes aware of any person disregarding a health & safety notice, instruction or regulation, shall immediately inform the person concerned. If the person persists, stop the person from working and report the matter to the Eskom Site/Project Manager and the Principal Contractor Supervisor immediately.

7. Management and Supervision of Construction Work

The Principal Contractor shall ensure that the performance of construction work is managed and supervised in accordance with the requirement of the Construction Regulations.

The number of appointed persons shall be determined by the size and the risk of the project.

8. Construction Health and Safety Manager/s and Officer/s

The Principal Contractor shall appoint a Construction Health and Safety Officer considering the nature and scope of work to be performed in accordance with the requirements of CR 8 (5). The Construction Health and Safety Officer shall be in possession of a certificate of registration with the SACPCMP downloaded from www.SACPCMP.org.za.

9. Process for Monitoring

This document is subject to document control procedures and will be updated when due for revision or when conditions dictate.

9.1 Related/Supporting Documents

Annexure A – SHEQ Policy 32-727

Annexure D – Minimum elements of the SHE Plan

Annexure E- Contractor Monthly Statistical Report

Annexure F- Pre-Task Planning Template

Annexure G- National Road Template

Annexure H- Flash Report template

Annexure I – Portable Toilet Specification

Annexure J – Project Handover Record Template

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10. Document Content

10.1 NOTE TO PRINCIPAL CONTRACTOR AND CONTRACTORS

This H&S specification is Eskom's minimum requirements and is not exhaustive. The contractor shall develop a H&S plan in accordance with this specification, as well as the relevant applicable legislation. Eskom in no way assumes the Contractors legal responsibilities. The Contractor is accountable for the quality and the execution of his health and safety program for his employees and contractor employees.

11. H&S Specification

11.1 Project and Scope of Work Details

Location: Swellendam – Western Cape Province

GPS Coordinates: 34° 08' 39.85"S, 20° 20' 17.78"E

11.2 Project description/ scope of work: GeoTech Investigation Scope & Specification for the proposed Vryheid Substation.

11.2 Principal Contractor Organogram

The Principal Contractor shall provide an organisational organogram related to this project, listing all the levels of responsibility from the Chief Executive down to the supervisors responsible for the project. The diagram must list the names of appointees and their roles and responsibilities including the statutory requirements appointees. The Principal Contractor is responsible for keeping copies of all of the organograms as well as submitting those of their appointed contractors, with the plan. All organograms' shall be updated timeously when appointments are changed and filed in the project H&S file.

11.3 Principal Contractors

The Principal Contractor has primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act. None of the additional safety requirements specified by the Client reduces the Principal Contractor's accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

The Principal Contractor shall be appointed and shall be responsible and accountable for all legal and Eskom requirements.

The Principal Contractor may appoint in writing contractors to assist in the contract.

11.4 Compliance and Non-Conformances

Contractors shall comply with relevant legal and other requirements as part of the contract. Expenses to the Contractor, which result from such compliance, as well as any site-specific requirements, will be for the Contractors' account.

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Where the Principal Contractor appoints another contractor, the same roles and responsibilities in relation to the contractor as the Client has in relation to the Principal Contractor.

The Client/Agent's reserves the right to stop work and issue a non-conformance report whenever H&S violations are observed from the Principal Contractors and their contractors, after engaging and making both aware of such. Expenses incurred as a result of such work stoppage and standing time shall be for the Principal Contractors account. Any non-conformances/findings/observations found in these audits/inspections on contractors shall be raised and discussed with the relevant Principal Contractor (with whom the contractor is contracted with).

The requirements within this specification should not be considered exhaustive and the Client reserves the right to add, delete or modify conditions where it is considered to be appropriate.

No claim shall be accepted as a result of any costs or delays being incurred due to the Principal Contractor or his contractors not complying with legislation, applicable Eskom Procedures and Standards.

11.5 Legal and Other Requirements

All Contractors shall comply with the relevant applicable legislation, specifications and standards in accordance with the scope of the project.

As a minimum but not limited to the following:

- 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
- Civil and Building Work Act
- Mine Health and Safety Act, 1996 and its regulations
- Compensation for Occupational Injuries and Diseases Act (Coid Act)
- Any other applicable South African legislation
- Applicable South African National Standards (SANS)
- Applicable international standards
- Eskom Operating Regulations for High Voltage Systems
- Eskom Plant Safety Regulations (Low Voltage Regulations)
- Relevant Eskom Procedures and standards
- ISO 45001: 2018, ISO 9001 and ISO 14001-Contractor shall use as guidelines.
- Disaster Management Act, 2002: (Act No.57 of 2002)
- Provincial and/or Local Authority By Laws

The Principal Contractor and contractor familiarise themselves with the necessary legislation required.

The Principal Contractor shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the construction project. The register shall be updated biannually.

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12. Section 37 (2) (Legal) Agreement

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

The principal contractor shall ensure that a section 37(2) agreement is compiled between himself and his appointed contractors.

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

Copies of all agreements must form part of the respective contractor's H&S file.

13. Hazardous Work by Children (Child Labour)

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

- a) *being protected from exploitative labour practices;*
- b) *not to be required or permitted to perform work or provide services that*
 - are inappropriate for a person of that child's age; or
 - 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 6 Section 43 "Prohibition of employment of children".
 - Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution.

Where the work performed is not prohibited in terms of the constitution, such work shall 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 all efforts must be exercised to avoid it.

14. Notification of Construction Work

A Contractor shall, in the form of Annexure 2, notify the relevant Provincial Director (Local Service Centre) of the Department of Employment and Labour of the intention to carry out construction work as defined in the Construction Regulations, at least 7 days before construction work is to be carried out.

15. OHS Act

Contractors shall ensure that an up to date copy of the OHS Act and relevant Regulations is readily available on site to all employees.

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16. SHE/Q Policy

The Principal Contractor and contractors shall develop a SHE/Q Policy authorised by their Chief Executives [OHS Act Section 16(1) appointee] that states overall SHE/Q objectives and commitment to improving SHE/Q performance and must be conspicuously displayed and shared with all stakeholders.

Eskom has a SHEQ Policy that states the policy principles by which Eskom operates and the commitment to SHEQ excellence and is authorised by the Chief Executive, see Annexure-A.

17. Costing for H&S

The Principal Contractor and contractor shall ensure that the submitted tender adequately makes provision for the cost of H&S.

Note: the costing for H&S must be itemised based on the overall scope of the project e.g. resources, provision of PPE, occupational hygiene, occupational health, etc.

18. Appointment of a Principal Contractor

The Principal Contractor shall be appointed in writing by Eskom Project Manager on contract award and shall be responsible and accountable for implementing the relevant legal and Eskom requirements for the duration of the contract.

The Contractor shall only commence with the project work upon such appointment, in terms of Construction Regulation 5(1) (k).

No work shall commence until the SHE plan has been approved, and method statements/safe work procedures and risk assessments accepted by the client representative.

19. Appointment of Contractors

In terms of C.R. 7(1)(c)(v), the Principal Contractor may, in writing, appoint contractor(s) to assist in the contract. The baseline risk assessment (HIRA) and Health & Safety Specification by the principal contractor shall be in accordance with the scope of work for the contractor (s).

The Principal Contractor shall before appointing a potential contractor, conduct a selection and vetting process.

The H&S plan of the contractors shall be approved by the principal contractor prior the commencement of any activities by the contractors including the method statements/safe work procedure.

The principal contractor shall ensure that all appointed contractors understand their roles and responsibilities.

20. Appointments and Competencies

The Principal Contractor shall ensure that appointees are made aware of their accountabilities and responsibilities in terms of their appointments, and advise and assist them in the execution of their duties.

The Principal Contractor shall ensure that competent persons are appointed in writing in accordance with the applicable appointments.

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Copies of all the appointments shall be kept on file.

21. Training

The scope of training shall include, but not limited to, the type of work being performed and the relevant procedures. In addition to the requirements, the Principal Contractor and contractor employees would require the appropriate qualifications, certificates, and be under competent supervision. Records of all training and qualifications of employees shall be readily available. The Principal Contractor and contractor shall maintain comprehensive records of employees who have attended induction training.

22. Site Induction

22.1 General construction site induction carried out by the Principal Contractor

The Principal Contractor and contractor(s) shall ensure that all their employees undergo their company's induction with regard to the approved H&S plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects.

22.2 Visitors to Site

The Principal Contractor shall ensure that visitors to a construction site undergo health and safety induction in accordance with Construction Regulations 7 (6) and 7 (7).

Visitors must remain in the care of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work.

23. Access and Security Control

Access and Security control shall be done according to the Eskom Access Control Policy (32-1134).

Employees, contractors and visitors shall be subjected to induction training and substance abuse tests when entering Eskom sites, or as and when required whilst on Eskom sites.

The following are prohibited items and shall not be allowed on Eskom sites unless the necessary authorisation for possession has been obtained:

- Firearms and ammunition (excludes Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces);
- Liquor/ Alcohol;
- Dangerous weapons;
- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription); and
- Any other items that may be declared prohibited.

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24. Contractor's Site Facilities

Site facilities shall be established and maintained by the contractor in accordance with the contractual agreement. The facilities include, but are not limited to the following: (refer to OHS Act Construction Regulations 30).

See also Annexure I for portable toilet specifications. Human excreta (stool) must not be visible while the next person relieves him/herself in the toilet. The design of the toilet should not expose employees to direct splashes of other people's human waste.

Dining facilities shall be of a reasonably practicable nature as per Facilities Regulations requirements:

- Site camp (site offices), such facilities shall comply with the requirements of Part C of the SANS 1-0400

25. Public Safety

The OHS Act requires that employers be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

Contractors shall, in their H&S plan, factor in how they shall safeguard members of the public against their activities during the project.

26. Project and Site Rules (Zero Harm to People and the Environment)

The objective of this section is to define the rules that are over and above the internal regulations and procedures of Eskom and relevant legislation, which will ensure zero harm to persons and the environment. These rules will be specific to the project and site.

Eskom Life Saving Rules

Five Life Saving rules have been developed that apply to Eskom employees, agents, consultants, contractors and visitors. Failure to adhere to these rules will be considered a serious transgression. These rules are implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/ 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:

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	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.

Eskom will take a stance of zero tolerance on these rules

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

No person under the influence of alcohol, drugs or medication or any other condition that may render him incapable of controlling himself or 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.

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 South African Tobacco Products Control Act.

- **Cellular Phones**

Cellular phones shall not be used in areas where their usage is prohibited.

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

- **Fire Extinguishers**

A Principal Contractor shall have a fire-fighting equipment.

- **Vehicles and Traffic Rules**

Principal contractor and contractor shall ensure that drivers and passengers wear seatbelts while travelling in a motor vehicle.

No passengers shall be permitted to be transported at the back of trucks or light delivery vehicles (LDV).

Where a vehicle licence conditions stipulate the number of persons to be transported on the vehicle, such number shall not be exceeded.

- **Substance and Drug Abuse Management**

The Principal Contractor shall have a substance and drug abuse management policy/procedure.

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27. Disciplinary Process

The Principal Contractor shall have a disciplinary process / procedure to deal with employees who transgress organisational and legal requirements.

28. Hazard Identification and Risk Assessment

The client shall prepare and provide a Baseline Risk Assessment for an intended construction work 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).

Detailed Risk Assessment must be conducted to ensure that all the applicable scenarios are covered and documented per site activities including practical controls. This must include Occupational Health and Hygiene Plan.

- Each site must have a detailed Emergency Preparedness & Response Plan
- Detailed Induction must be developed and be aligned to site activities.

29. 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 supervision is available for the duration of the work performed;
- Work within visible earths.
- 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;
- Provide, erect and maintain the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;
- Maintain defined access ways, which are clear of 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 their own cost.
- Principal Contractor shall ensure adequate supervision whenever work is to be carried out within close proximity to live conductors/apparatus as per Electrical Machinery Regulations 19 & 21, Eskom Procedure "Operating Regulations for High Voltage Systems (ORHVS)-32-846" Section 5.03.6.3 (Work in close proximity to live conductors / apparatus). Supervisors shall be trained in the Eskom ORHVS. Thorough risk assessment shall be conducted prior the activities and risk-specific PPE shall be identified and issued to the specific team that will be working in the close-proximity to live line/conductors
- Height restriction barriers/cross-bars must be erected on both sides of the overhead power lines, communication lines or other overhead obstructions. Establish the permitted safe clearances in consultation with the owner of the line.

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30. Operating Regulations for High Voltage Systems

To ensure the safety of workers, visitors and other persons who may be affected, the operating regulations for high voltage systems shall apply during construction of high voltage apparatus or working in live yard inside a substation.

The Principal contractor shall ensure that workers in prohibited areas inside a sub-station shall be under supervision of an authorised person, under a work permit.

The authorised person shall be present throughout the operations.

Reference: ORHVS 240-114967625

31. Pre-Task Risk Assessment

The Contractor shall on a daily basis and for every task to be performed, conduct a daily pre-task risk assessment with employees involved with the task(s), such as DSTI. 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 method statement (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 recorded and 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.

32. Pre-task Planning

Upon receipt of the task for the day, the Principal Contractor site manager or his/her assignee site supervisor, shall perform pre-task planning, along with the Client site manager or his/her assignee the site supervisor in accordance with TPDMAN-WN-59, Annexure F – Pre-Task Planning Template.

33. Method Statements / Safe Work Procedures / Safe Work Method Statements and Practices

The Engineer/Designer contributing to or having overall responsibilities for a design (Substation Engineering Services) shall compile risk assessments and provide them to the Principal Contractor. The Principal Contractor shall then compile project / site-specific work method statements / safe work procedures for all the high-risk activities as identified in the risk assessment and scope of work, which will be reviewed and accepted by the Designer/Client.

Note: The acceptance will be qualified with the statement: "Acceptance does not relieve the contractor of his responsibility for ensuring work method statements / safe working procedures in terms of the Construction Regulations. No work shall be carried out without a Principal Contractor approved method statement, work method statements / safe work procedure and task specific risk assessment."

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34. Planned Task Observations (PTO)

The site manager / supervisor shall conduct Planned Task Observations (PTO). PTOs shall be conducted in such a way that the employee is observed against the actual steps of the safe work procedure (SWP)/ safe work method statements and marked against compliance with each step. This will assist in determining employee competence and compliance. Record shall be kept.

The minimum items that must be in the PTO but not limited to:

- Project name
- Title of the SWP, reference number and revision number
- Specific activity
- Steps
- Safety Steps
- Critical steps
- Follow-up action
- Observation conducted by (full name)
- Designation (e.g. supervisor)
- Individual/Team observed names
- Date of observation
- Signature

Ladders (Portable)

- Ladders used on the site shall comply with the OHS Act and Regulations, the relevant SANS standards or other recognised international standards.
- Damaged ladders shall be clearly marked and Quarantined 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

35. COVID-19

Hierarchy of Controls must be adhered to/ applied

- Avoid close contact with people who are sick or show symptoms that are associated with COVID-19 virus. .
- Washing of hands often with soap and water or alcohol-based sanitiser (70% alcohol).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay at home when you are sick and report to your respective supervisor/manager. Seek medical help

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- Practice safe coughing, sneezing and nose blowing etiquette; e.g. bended elbow/ cover your mouth/cough or sneeze with a tissue. Safely disposed of the tissue in a covered bin or plastic pocket.
- Clean and disinfect frequently touched objects and surfaces.
- Employees to disinfect their workstations including frequently touched equipment (e.g. computers, printers etc.)
- Have a schedule of disinfecting the workstations, adhere to the frequencies and provide a proof in a form of signed check-sheets.
- The Contractor shall develop the COVID-19 Policy and Risk Assessment as per the current promulgated COVID-19 Disaster Management Act. Proof of the COVID – 19 Policy and Risk Assessment submitted to the Department of Employment and Labour shall be kept on site.
- Ensure that the COVID-19 Plan is continuously reviewed as new amendments are promulgated by the COVID-19 Disaster Management Authorities.

Transportation of employees to work (e.g. taxis/staff busses)

- Social distancing must be adhered to at all times
- Daily disinfection of transport modes before and after transportation of employees and keeping of signed and updated disinfection schedule/registers.
- Employees' hands to be sanitized when getting in and out of the taxis.

Eating Area

- Ensure disinfection practices on surfaces and washing of hands with water and soap
- Social distancing must be enforced at all times.

NB! The attached addendum must be read and complied with regarding matters of COVID-19.

36. Medical Surveillance Programme

The Principal Contractor and contractor shall ensure that their employees are registered on a medical surveillance programme and are in possession of a valid medical fitness for duty certificate specific to the construction work to be performed. The Fitness for duty certificate shall be in form of Construction Regulation, Annexure 3, and be relevant to the type of work (risk based) that the employee will be exposed to.

The Principal Contractor and contractor/s shall ensure that employees have undergone pre-entry medical examination before starting work on site. ***No employee shall access site without a valid Medical fitness for duty certificate.***

The Principal Contractor and contractor/s shall ensure that employees undergo a periodic medical examination as and when a need arise.

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The Principal Contractor and contractor/s shall ensure that employees undergo an exit medical examination at the end of the project or when the service of the specific employee has been terminated or has expired.

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

37. Emergency Care

A list of emergency numbers (local emergency numbers and Eskom Netcare numbers) shall be posted where it is visible in the offices places such as information H&S board, eating area etc. The Principal Contractor and contractor shall ensure that all employees are familiar with the emergency numbers.

Where the principal contractor or/and contractor has established their own contract with a specific service provider, those numbers must be part of the induction and be used in conjunction with local or Eskom numbers. It must be made clear to the employees that in any event one of the numbers must be used or the combination to ensure that the life of the individual is preserved.

Emergency numbers shall be part of the induction.

Eskom has established a contract with ER24 (084 124) for employees and its contractor employees for emergency medical assistance incurred whilst on duty anywhere in South Africa. The telephone number is 010 205 3400.

38. Employee Assistance Programs (EAP)

The contractor will engage the local clinics on HIV/AIDS Awareness programme. This will include voluntary counselling and testing (VCT) of individuals, with chronic illnesses such as diabetes; hypertension; HIV/AIDS awareness training. Ensure access to ongoing support for affected individuals. The Contractor shall communicate the programme to all personnel.

39. Rehabilitation

The Principal Contractor/contractor shall ensure rehabilitation of employees injured where rehabilitation is required.

The treating Doctor/Hospital will recommend and refer. The contractor must comply with recommendations, communicate with employee and provide transport according to the planned appointment.

The process shall continue until the rehabilitation of an employee is declared fit by the Doctor/Hospital.

40. Compensation of Occupational Injuries and Diseases Act (COIDA)

The Principal Contractor and contractor shall submit proof of registration and valid letters of good standing with the compensation fund or a licensed compensation insurer. The Letters of Good Standing shall reflect the names of the Principal Contractor/contractor/s and be categorised according to the relevant construction activity.

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41. Emergency Preparedness and Response

The Principal Contractor shall provide a site-specific emergency preparedness and response plan of which it shall include the specific activities being executed for site and offices and submit this plan to the client for review.

The Emergency Preparedness Plans shall include office emergencies such as, fires, work injuries, bomb threats, building evacuation, civil unrest, the communication with the various emergency services etc.

The contractors' shall ensure that all the employees are fully conversant with this plan.

The Principal Contractor shall plan, conduct emergency drills at specific intervals and identify areas for improvement. The report shall be written and action plan where applicable be developed and all the records shall be made available for inspection/audit by the client and/or authorities.

42. Fire Safety

Contractors shall develop a fire safety procedure for the office / campsite, which must meet the requirements of the local authority fire department and Section 9 of the Environmental Regulations for Workplaces.

43. 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.

44. Fire hazard

The Contractor shall develop emergency protocols for dealing with fires, which may include a Fire Management Plan in accordance with the National Veld and Forest Fire Act (No 101 of 1998) and ensure that all staff is trained / informed in fire prevention.

No area shall be denuded of vegetation to create firebreaks. Open fires are not allowed on site. The Contractor Environmental Officer shall ensure that in areas with a high fire danger rating, staff is informed of this. Smoking shall be restricted to designated areas or shall not be allowed, particularly in areas that have a high fire danger rating.

Contractor shall ensure that adequate Fire Fighting equipment is available on site.

Material requirement

The use of any material or property belonging to a landowner shall not be permitted prior to arrangements with that landowner. Written proof of such agreement shall be submitted to the client.

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45. Signing off of the contract

No project shall be signed off before the client has assessed the activities completed in relation to environmental liabilities/requirements and health & safety outstanding issues.

46. Forums for Governance and Communication

Governance and communication structures shall be established on site where project H&S matters shall be discussed. The agenda, minutes and attendance registers of H&S meetings shall be available.

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

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

47. Construction Vehicles and Mobile Plant

Construction vehicles and equipment shall comply with the relevant legal and other requirements like Construction Regulations 23, the National Road Traffic Act, the Mine Health and Safety Act, National Environmental Act and Eskom Vehicle Safety Specification Procedure 240-62946386.

The following requirements are applicable during operation of construction vehicles:

- A Principal Contractor/ contractor shall ensure that construction vehicles and mobile plant are operated by persons with appropriate training, certified competent and in possession of proof of competency, and authorised in writing to operate those construction vehicles and mobile plant;
- Designated drivers shall be in possession of an appropriate valid driver's licence for the class of vehicle operated. The driver's license shall be kept by the person so authorised who shall produce such card on request.
- All construction vehicle operators, flagman/banksman/signalman/pointsman shall wear visible PPE at identified high-risk construction sites, and shall be visible to the operators during the day or night.
- Reverse beepers shall be fitted on construction vehicles.
- Drivers of construction vehicles and mobile plant shall have medical certificates of fitness to operate those construction vehicle and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- The speed limit within the bounds of the construction site shall be clearly stipulated and communicated to everyone and be part of the induction.
- Drivers / operators shall not text or talk on cell phones or two-way radios while driving.

The Principal Contractor/ contractor shall ensure that employees do not:

- Ride on back of light delivery vehicles, cranes or other mobile plant equipment.
- Leave vehicles unattended with the engine running.
- When unattended, vehicles shall be locked, chock blocks fitted and keys removed;
- Vehicle shall be searched on the premises or when entering or leaving the premises.

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- The Principal Contractor/ contractor shall be responsible for the safety and security of his vehicles (including private vehicles) on the premises.
- The Principal Contractor/ contractor shall maintain his vehicles in roadworthy condition with valid licenses. These vehicles shall be subject to inspection by the Client representative. Un-roadworthy vehicles shall not be allowed to site.
- Construction vehicles shall be operated in accordance with the license requirements. Where a vehicle licence stipulates the number of persons to be transported on the vehicle, such number shall not be exceeded.
- Where the Principal Contractor/ contractor do not own the equipment, the Principal Contractor is still responsible for ensuring his contractors comply with requirements or hire companies (service providers).
- Precautions shall be taken to lash loads properly. Loads projecting from vehicles shall be securely loaded and, in daytime, a red flag attached to the load, during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
- Principal Contractor/ contractor shall ensure that construction vehicles and plant are maintained according to the manufactures specifications. Servicing and repairs shall be carried out in a designated area.
- Construction vehicles and mobile plant whose vision is impaired when reversing shall have a beeping siren/hooter when reversing. This includes trucks, cranes, loaders, etc.

48. Housekeeping

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

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

49. Signage

Symbolic safety signs shall comply with the requirements of SANS 1186.

The display of the following signage is mandatory:

- The Contractors shall provide the signage in accordance with the scope and work area.

50. Hazardous Materials/Chemicals Management

Hazardous Chemical Substances (HCS) i.e. **Sanitizers** shall be managed in accordance with HCS Regulations.

Before a HCS is brought to the site, the Principal Contractor/contractor shall supply the Client with:

- Safety Data sheets (SDS) in accordance with the requirements of the OHS Act
- Proposed arrangements for safe storage;
- Proposed methods for handling/usage;
- Proposed method of disposal;

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- Hazard communication / training plan.

51. Flammable and Combustible Liquids

Use and temporary storage of flammable and combustible liquids shall be managed in accordance with Construction Regulations (CR 25) and GSR 4 of the OHS Act 85 OF 1993.

52. Compressed Gas Cylinders

Use and temporary storage of Compressed Gas Cylinders shall be managed in accordance with the General Safety Regulation 9 of the OHS Act 85 of 1993 and SABS 10019:2011 and 10263-2:2015.

53. 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/ contractor shall use the relevant international/national recognised (technique/model) approved risk based PPE at all times, as a minimum:

- Head protection hard hat (with 3 point chin straps);
- Steel toe capped safety boots;
- Eye protection. Where mandatory wearing of impact Safety Spectacles with side shields.
- Long sleeved and long pants protective clothing (with high visibility stripe) applicable mainly to site based employees;
- High visibility vests; (long sleeve vests, unless the arms are covered – the bib can be worn) applicable mainly to site office based personnel and visitors.
- Refer to General Safety Regulation 2 of the OHS Act.

53.1 Issue, Replacement and Control of PPE

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

The Principal Contractor/ contractor shall keep an updated register of all PPE issued.

54. Machinery, Tools and Equipment

- Machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded such that persons cannot gain inadvertent access to the moving parts.
- Machinery, tools and equipment shall be regularly inspected, as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment shall be numbered or tagged so that it can be properly monitored and inspected.
- Machinery, tools and equipment shall have the necessary approved test or calibration documentation, where applicable, prior to being brought onto the premises

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- Employees operating or using machines and tools shall:
 - Be competent.
 - Have a valid competency-training certificate.
 - Have proof of any form of task related training.
 - A legal appointment specific to the machinery he/she is operating
 - Be made aware on the use of inspection checklist

55. Machine Guarding

Machine guards, inside of guards and moving or rotating parts shall be painted as per statutory requirements

A competent person shall inspect machine guards as per statutory requirements and by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.

56. Hand Tools and Pneumatic Tools

Pneumatic tools shall be numbered, recorded and inspected as per statutory requirements, and by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications.

Users prior to use shall inspect hand tools.

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

57. Pressure Equipment

The Principal Contractor shall ensure that an Approved Inspection Authority (AIA) in accordance with the Pressure Equipment Regulations 7 inspects pressure equipment.

Pressure equipment shall be provided with at least one safety valve and such valve shall be kept locked or sealed in accordance with the Pressure Equipment Regulations 10.

The pressure equipment shall be provided with a manufacturer's plate in accordance with the Pressure Equipment Regulations 9.

The pressure equipment shall be fitted with a pressure gauge in Pascal and the maximum permissible operation pressure marked with a red line on the dial.

58. Electrical Installations and Machinery on Construction sites

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

An appointed competent person must inspect temporary electrical installations used by the contractor at least once a week. The inspection findings shall be recorded in a register kept on the construction site.

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59. Permit to Work

Principal Contractor / contractor shall adhere to the approved Eskom Permit to Work System to control identified high-risk activities. There will be only one Permit to Work system (Eskom) on the construction site.

If any type of work requires a permit, Principal Contractor / contractor shall be trained, competence assessed and authorised in writing to perform the duties of an authorised or responsible person as contemplated in the applicable Eskom regulations.

60. Excavations, Trenches and Floor Openings

- Requirements in Construction Regulation 13 of the OHS Act, shall apply.
- Digging, excavation, or driving a peg, pile or spike into the ground operations by the Contractor may not commence without the written authorisation from the Client.
- Prior to commencing with excavation or trench work, a ground penetrating radar survey/scan shall be conducted to determine the location of underground installations; i.e., sewer, telephone, water, fuel, gas, electrical, etc. Where underground services are detected, the affected utility owner(s) must be informed / contacted and advised of the proposed work.
- Overhead hazards shall also be assessed and dealt with prior to commencement of work.

Note: Barricading shall be of the rigid type.

No danger tapes are allowed for barricading purposes.

61. 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.

Two work stand down interventions to be planned each financial year. These engagements will focus on amongst others, the pro-active reviews of programmes/plans and the implementation thereof, audit findings & associated action plans and peer reviews.

The temporary stoppage of an activity/activities or task(s) due to H&S concerns shall not warrant any financial compensation. For example:

- 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 Principal Contractor / contractor shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack.
- Safety intervention by any person, especially functionaries, due to unsafe work or unsafe behaviour by the Principal Contractor / 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.

Work stoppage/Stand down due to Eskom request or/and authorities such as Department of Employment and Labour (Department of Environmental Affairs (DEA) etc., shall not be compensated due to non-compliance with legislative/statutory requirements.

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

62. Audits/Inspection

Eskom reserves the right to conduct unannounced audits/inspection on contractors.

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 the representative.

Principal Contractor shall conduct audits monthly on contractors on the implementation of the contractor's H&S Plan and legal requirements. A summary of the findings and the proposed corrective actions shall be submitted to the client. The report shall be submitted within one week after completion of the audit.

In cases where a Principal Contractor / contractor have a third party legal compliance verification audit that conducted on the site activities, a copy of the summary of the findings and the proposed corrective actions shall be submitted to the client. The written report shall be submitted within one week after the completion of the audit.

The principal contractor shall conduct inspection on all high-risk activities and the report shall be prepared and shared with the respective personnel. The report shall be available on site for information purpose for the client or authorities such as Department of Employment and Labour.

The results of the audit conducted and inspections shall form part of the agenda item on the Health & Safety Committee. This shall include the corrective and preventative action and a register to indicate the closed or open items. This shall be in a form of action item and be traced on a monthly basis.

68. Non-Conformance and Compliance

Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. Similarly, appointed contractors must implement a non-conformance procedure.

The procedure for the issuing and closing-out of non-conformance reports shall be strictly adhered.

Contractor project management must monitor the closeout of non-conformances issued.

Root Cause Analysis shall be carried out on the non-conformity in order to take appropriate action to prevent a recurrence and deal with the consequences

69. Compliance and Approval of Contractor Health & Safety (H&S) Plan

The Principal Contractor shall evaluate Contractor's H&S Plan against a compliance checklist to ensure compliance with the requirements in the Eskom specifications and statutory/legislative requirements. Once satisfied, the Principal Contractor shall approve the Contractor H&S Plan (See Annexure D for the minimum contents of H&S Plan).

Principal Contractor shall monthly conduct audits on contractors on the implementation of the contractor's H&S Plan and compliance with statutory/legislative requirements. The report shall be submitted to the client with the action plan that include the findings, root causes, corrective action actions, preventive actions, responsible person, targeted due date, status of each item (open or closed) and the proof of closure must be available on site.

The above information shall form part of the H&S committee standard items.

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70. Contractor Performance Evaluation

Eskom shall evaluate Principal Contractor performance on an ongoing basis against the Eskom requirements and statutory/legislative requirements.

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

- The Principal Contractor/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).

See Annexure H for Initial Notification Report

72. Behavioural Safety Observations and Inspections

The Principal Contractor must ensure that Behavioural Safety Observations and Inspections are conducted in order 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)

73. Monthly 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 client stipulated date, monthly. The reporting format is indicated on Form 75 : (Refer to Annexure E)

74. Contractors Health & Safety (H&S) Plan

The principal contractor shall use this H&S Specification to develop a suitable and sufficient H&S (SHE) Plan, to be submitted to the client. The H&S (SHE) plan shall be structured in accordance with the items as per this H&S specification.

The Principal Contractor shall not commence work on site until the client has approved the H&S plan.

When a Principal Contractor intends appointing the principal contractor shall develop a contractor, the H&S specification and ensure that it is relevant to the scope of work of the contractor to be appointed.

The contractor shall not commence work on site until the principal contractor has approved the H&S plan.

The Principal Contractor / contractor H&S plan shall demonstrate management's commitment to H&S, and shall, as a minimum include the elements in the attached ANNEXURE D.

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75. H&S File

The H&S file shall be in accordance with the client requirements.

The H&S file shall be kept on site and available on request for audit and inspection purposes, and shall be handed over to the Client at the end of the contract in accordance with client requirements

The contractor shall prepare the records to be handed-over and save them on the USB (the records/documents shall be categorised as per checklist items) in accordance with TPD Handover Checklist, see Annexure J for Project Handover check sheet

Note: Selective hardcopies shall be part of the hand-over where specified.

76. Hours of Work

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

The Principal Contractor shall notify the client of any work that needs to be performed after hours according to the agreed arrangements. (The notification shall be submitted timeously).

Where applicable, the notification shall include proof of application for overtime to The Department of Employment and Labour and/or the letter of approval from the same department.

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

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 that promotes zero harm by empowering employees and contractors to take responsibility for their own safety and that of others.

78. Contract Sign Off

On completion of the project, all appointed contractors shall close out their project documentation and H&S Files and submit such to the Principal Contractor. The Principal Contractor shall likewise close out his/her project documentation and H&S files and handover it to the client.

See Annexure J for Project Handover check sheet

79. Omissions of this H&S (SHE) Specification

Eskom has endeavoured to address the most critical aspects relating to Health & Safety (SHE) specification issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Where Eskom has not addressed some aspects pertaining to the construction work tendered for, the contractor shall include it in the H&S plan and inform Eskom of such issues when submitting the tender.

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Appendix A – Eskom Document Hierarchy

 Annexure A - Eskom SHEQ Policy Poster.p	 Annexure D_Minimum SHE Plan	 Annexure E_Monthly Statistics_Daily head
 Annexure F - Pre-Task Planning Poi	 Annexure G_Extract from the NRTA	 Annexure H - Initial Notification_Flash Rej
 Annexure I_Portable toilet specification	 Annexure J - Contractor OHS File F	

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Hard copy printed on: 7 June 2021

ADDENDUM

Name of Document: Eskom Health and Safety (H&S) Specification Form

Alternative Ref No: 74

Document Identifier: TPDMAN-SP-84

Management of Health risk (Corona Virus Disease-2019)

This serves as an addendum to the above-mentioned document. In light of the outbreak COVID-19 pandemic, Contractors are hereby instructed to compile and develop a document (e.g. plan, procedure, etc.) on the management of COVID-19 on their construction sites. The Management of COVID-19 documents must outline effective preventative and control measures to be employed in order to manage the spread of infection of the virus so that the Zero Harm value is maintained. Safety, health, environment is an important part of all operations within Eskom and exists to prevent harm to both people and the environment. Therefore, all construction sites are required to factor the new risk of COVID-19 in their operations. This shall include amongst other things.

- a) **Screening**-Contractors/Suppliers establish a daily screening protocol for their employees, to ensure that potentially infected staffs do not enter the work site;
- b) **Transportation of employees and Lunch breaks** to consider Social Distancing;
- c) **Use of PPE**- Gloves and protective clothing (e.g., plastic aprons) should be used when cleaning working surfaces. Either utility or single-use gloves can be used. After use, utility gloves should be cleaned with soap and water and decontaminated with 0.5% sodium hypochlorite solution. Single-use gloves (e.g., nitrile or latex) should be discarded after each use;
- d) **Keeping workplace clean**-Regular cleaning and sanitisation of construction vehicles, toilets, and other enclosed spaces;
- e) **COVID-19 communication and awareness**-A Safe Work Procedure (SWP) for sharing of tools and equipment to include decontamination/ cleaning of such tools and equipment (What must happen with them before they exchange hands, When (frequency) and Who must clean them) The SWP must address the minimum number of workers during an activity to ensure compliance of the prevailing regulations on Social Distancing;
- f) **Safety gatherings**-Toolbox talk meeting to include COVID-19 awareness;
- g) **Waste management**- waste generation, separation and disposal- Waste such as Gloves, Masks (including dust masks) and tissue papers generated must be placed into waste bins with a lid and considered to be infectious waste. Thus it must be disposed of as medical hazardous waste. These bins must lined with a red refuse bag and labelled as infectious waste. The infectious waste must be separated at the point of generation, meaning that it must not be handled further until disposed properly. The infectious waste is stored separately from other wastes generated and should be secured to prevent accidental access or tampering. The collection, transportation and disposal must be done by an appointed/appropriate contractor/service provider timeously. Waste water from washing hands must not be left to puddle or accumulate on the ground but should be guided to the sewer system or conservancy tanks. In remote sites borehole water may be used and soak away drains (the amount of water is low) may be the most practical option (Allowable Water uses in terms of Schedule 1 of the National Water Act) no licence required;

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- h) **Incident management and reporting of COVID-19 cases shall be reported to relevant occupational health medical practitioner (OHMP).**”- When an employee, contractor, or visitor showing signs or symptoms of COVID-19 within the workplace:
- i) **Emergency response plan-** The following contact number must be included on all sites emergency numbers For Transmission Division – Dr Sizwe Gazi-083 556 4261, gazis@eskom.co.za as well as External response partners.
- j) **Process for monitoring-** Safety Officers designated in writing shall monitor the implementation of all recommended Health and Safety controls regarding the COVID-19 on site; The Contractor (Supervisor; Safety Officer and the SHE Reps) must monitor and maintain an adequate supply of disinfectants (for hand tools & equipment) and make sure that workers follows their employer's decontamination process, hand washing with soap (minimum of 20 seconds with running water)/ sanitising (sanitiser must have a 70% alcohol base), and observing a safe working distance a per the SWP;
- k) **Consequence management-** measures should be taken where an employee fail to follow both government and site rules on COVID-19. Supervisors (contractor and client) must in consultation with the Safety Officer stop all activities that do not adhere to the COVID-19 SHE control measures put in place.

This is to ensure maximum protection against the virus for every member of the organization including workers, suppliers, visitors, subcontractors, members of public, etc. Contractors shall be audited by the Client on regular basis to ensure and enforce implementation of their management strategies.

Note1. A revised SHE plan must be forwarded to the clients Project Manager for approval.

Note2. A revised SHE plan will not be approved if it's not accompanied by:

- i. Revised baseline risk assessment
- ii. Emergency response plan
- iii. COVID-19 SWP

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Form Header and Footer Portrait Template
(Low risk work)

Template Identifier	240-43921898	Rev	5
Document Identifier	240-106084675	Rev	2
Effective Date	November 2016		
Review Date	December 2021		

Ref	KPIs	Submission Y = Yes N = No	Actual score	Comments
1	Annexure B Is the acknowledgement of Eskom's SHE rules and requirements form (Annexure B) signed and submitted by the tenderer?			
2	Safety, Health and Environmental Plan for Scope of work not limited to the following: • SHE organization within the Company-Responsibility & Accountability (Organogram) • SHE Incident management • Planning of conduct of work activities including planning for changes and emergency work (Method Statement/Safe Work Procedure) • Waste management • PPE- Personal Protective Equipment • Emergency planning and fire risk management • Competency, training, appointments (personnel) • Communication and awareness •			

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3	Baseline SHE Risk Assessment (BRA) Identification, assessment and management of Safety, Health and Environmental risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA (Issue Based Risk Assessment)			
4	Valid Letter of Good Standing (COIDA or equivalent)			
5	SHE policy signed by CEO/ MD- Comply to OHS Act Section 7 or OHSAS18001/ISO45001			
	TOTAL			Approved/Not Approved

Score:

0 = Document not submitted OR submitted but does not satisfy the minimum requirements

1 = Document submitted and the content satisfy the minimum requirements

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	Annexure B: Acknowledgement Form for Eskom SHE Rules and other Requirements	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77471499	Rev	2
		Effective Date	November 2016		
		Review Date	December 2021		

The specific requirements that will be mandatory for informing the tenderer and the requirements that the tenderer has to comply with when submitting the tender returnable:

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

1. The supplier is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following: a. H&S Specification provided b. Baseline Risk Assessment provided c. Occupational Health and Safety Act 85 of 1993 d. Compensation for Occupational Diseases and Illnesses Act 130 of 1993 e. National Environmental Management Act 107 of 1998 Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's SHE requirements (policies, procedures, standards etc).
2. Work stoppages that are initiated due to SHE related shall not warrant any financial compensation claim lodged against Eskom.
3. Financial penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its sub-contractor and/or supplier) pertaining to Eskom and/or Statutory SHE requirement/s.
4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and company's induction
5. Management of Contractors and Suppliers a) The main supplier has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers. b) The main supplier has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work. c) The main supplier has to ensure that contractors and suppliers possess adequate resources and competencies. d) The main supplier is accountable for the management of its contractors or 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 SHE compliance during the execution of the work. f) The grounds for the termination of work done by contractors and 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 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
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.
Signed at on day of 20.....

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		Effective Date	November 2016		
		Review Date	December 2021		

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

Signature

Date

Witness 1

Witness 2

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