

## **Annexure E: Scope of Work**

### **PROVISION OF RANDOM DRUG AND POST INCIDENT TESTING AND AWARENESS TRAINING WITHIN TRANSNET RAIL INFRASTRUCTURE MANAGER NATIONALLY**

#### **PROJECT SPECIFICATION**

##### **1. PURPOSE OF THE CONTRACT**

- 1.1 Transnet Infrastructure Manager (TRIM) requires a service provider with proven competence and experience to conduct random drug testing and provide education and training on drug abuse at Transnet Freight Rail on an as and when required basis for a period of three years. The service provider must have the capability to provide services nationally at TRIM Depots and sub-depots to ensure that all TRIM employees are reached.
- 1.2 The Drug testing must be conducted through a screening test first and then proceeded with a laboratory test where nonnegative results from the screening process.
- 1.3 The purpose is to ensure TRIM provides a safe and healthy working environment, achieve a substance-free working environment and compliance to Occupational Health and Safety Act 85 of 1993 and SANS 3000-4.
- 1.4 The services shall be provided by the contactor on TRIM premises in areas as per Table A.

##### **2. SCOPE**

###### **2.1 SCOPE**

###### **2.1 Services required**

- 2.1.1 The service provider shall have the capability to provide random drug, post incident testing and training services nationally to all TRIM depots and sub-depots as per Table A Annexure A of TRIM scope of work.
- 2.1.2 The service provider shall provide the services of suitably qualified and registered nurses to the extent that their services meet the performance expectations of the service.
- 2.1.3 The qualifications and experience of registered nurses shall be appropriate and adequate for the purpose of rendering the service.
- 2.1.4 The service provider may be requested to conduct post incident drug testing when requested by TRIM. This test shall be a urine screening test and when a positive test is detected for a substance use, a laboratory confirmation test will be conducted to confirm the concentration level. The test shall be conducted within 24 hours of having received such a request.

###### **2.2 Drug Testing Training**

- 2.2.1 The service provider shall provide education and training on drugs to be tested, their effects on health and safety of employees, testing procedure and methodology to TRIM employees Security, Support function, Centralised Traffic Control (CTC), Network services planning and

Operation (SP&O) to adhere to Substance use policy, Fit for duty and random drug testing procedures.

2.2.2 The service provider must provide all equipment (training material, handouts, projectors, laptops and testing kits) required for drug testing training for both online and physical training sessions.

2.2.3 The service provider shall keep a correct and detailed attendance register of all TRIM employees (Security, Support function, Centralised Traffic Control (CTC), Network services planning and Operation (SP&O)) attending the training arranged by the TRIM project manager to adhere to the substance use policy, fit for and random drug testing procedures

2.2.4 The service provider shall perform all contractual duties as may be reasonably incidental and necessary for the successful completion of each training session. These shall include any such administrative duties as may be required.

2.2.5 It will be the responsibility of the client (TRIM) to ensure logistical arrangements such as venue and employee attendance.

2.2.6 The service provider shall ensure that such an education and training is conducted by qualified and registered nurses on substance uses in the workplace.

### **2.3 Drug Screening and Testing Equipment**

2.3.1 Drug screening test will be done for the following illegal substances:

- a) Cannabis (Marijuana)
- b) Amphetamine (speed)
- c) Methamphetamines (tik, meth, crystal, crank)
- d) Cocaine (coke, crack)
- e) Opiates (heroin, morphine) and,
- f) Phencyclidine (PCP)

2.3.2 The screening test will be conducted by means of a saliva test and when the screening result is positive or non-negative, confirmation testing which involves the employee concern providing a urine sample which will be sent to an accredited SANAS laboratory for confirmation using Gas Chromatography Mass Spectroscopy.

2.3.3 The service provider shall ensure that all testing equipment used is valid and can test for all the drugs specified in 5.2.3.1 as per the requirements of equipment manufacturer/ supplier

2.3.4 The turn around period for confirmatory result shall be less than 48 hours.

2.3.5 The service provider shall provide proof that it has access to the services of such a laboratory in a form of an agreement with such laboratory.

2.3.6 The service provider shall submit with its tender the specifications of the testing equipment it will be using, which include:

- a) Specificity, sensitivity, and reliability levels of methodologies, techniques and equipment used for each drug test
- b) Detection time for each drug tested
- c) Each testing kit to demonstrate validity by having expiry date
- d) Methodology, protocols, technique to be used for testing

- e) Description of the chain of custody from the collection of samples of the affected employee including the roles and responsibilities of TRIM and company's resources.
- f) Timeline and action intervals for the full completion of a drug test.
- g) Management of used test kits
- h) Management of personal information processed as per Protection Of Personal Information Act
- i) Screening saliva test equipment must meet applicable standard: AS/NZS 4760:2019/provisions of the Directive 98/79/EC of the European Parliament and of the Council on In-Vitro Diagnostic

## **2.4 Duties of service provider**

- 2.4.1 The service provider shall perform all contractual duties as may be reasonably incidental and necessary for the successful performance of the service. These shall include any such administrative duties as may be required.
- 2.4.2 The service provider shall furnish the client with a comprehensive monthly report of the services conducted in that month and project performance report at the end of the contract.
- 2.4.3 Attend or be represented at regular monthly meetings and such other meetings as the Client might instruct.
- 2.4.4 The service provider shall appoint a project manager who shall liaise with the Client's representative on matters concerning the provision of this service.
- 2.4.5 The service provider shall ensure that the service is rendered in accordance with prevailing professional standards.
- 2.4.6 Service provider shall render status reports on progress at such periods as the Client might instruct.
- 2.4.7 Screening saliva test equipment must meet applicable standard: AS/NZS 4760:2019/provisions of the Directive 98/79/EC of the European Parliament and of the Council on In-Vitro Diagnostic
- 2.4.8 The service provider shall submit a proposed project plan indicating the proposal to deliver this service nationally. Plan to include:
  - number of staff for this project or organogram
  - the drug testing kits that will be used
  - areas / offices where registered nurses will be operating from in servicing the different depots, etc.

## **2.5 Sub-Contracting**

- 2.5.1 Sub-contracting will not be allowed except with written approval of the Client.
- 2.5.2 Use of subcontractors must be clearly explained in the tender and all subcontractors must be identified by name.
- 2.5.3 The contracted service provider shall be wholly responsible for the entire contract. performance and risks where sub-contracting. Medical Devices or an equivalent recognized standard

**Table A**

|    | <b>Business Unit</b> | <b>Depots (Areas)</b>                                                                                                                          | <b>Sub-depots</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>No. of tests per month</b> |
|----|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. | Cape Corridor        | BELLVILLE<br>BLOEMFONTEIN<br>EAST LONDON<br>WORCESTER<br>KIMBERLEY<br>QUEENSTOWN<br>VOORBAAI<br>BEAUFORT WEST<br>PORT ELIZABETH<br>POSTMASBURG | <ul style="list-style-type: none"> <li>• Malmesbury</li> <li>• Paarl</li> <li>• Wellington</li> <li>• Caledon</li> <li>• Brakenfell</li> <li>• Cape Town</li> <li>• Touwsrivier</li> <li>• Brandfort</li> <li>• Robertson</li> <li>• Laingsberg</li> <li>• Mosselbay</li> <li>• Oudtshoorn</li> <li>• Willowmore</li> <li>• Riversdale</li> <li>• George</li> <li>• De Aar</li> <li>• Lime Acres</li> <li>• Hotazel</li> <li>• Lohathla</li> <li>• Barklywest</li> <li>• Colesberg</li> <li>• Noupoot</li> <li>• Petrusburg</li> <li>• Oranjerivier</li> <li>• Rosmead</li> <li>• George</li> <li>• Oudtshoorn</li> <li>• Middelburg (CP)</li> <li>• Paterson</li> <li>• Cradock</li> <li>• Cookhouse</li> <li>• Uitenhage</li> <li>• Warrenton</li> <li>• Bothaville</li> </ul> | "As and when required"        |

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|    |                         |                                                                                                                                                                                                                | • Welkom •<br>Tweespruit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |
| 2. | Natal Corridor (NATCOR) | CONTAINER<br>TERMINALS<br>LADYSMITH<br>NEWCASTLE<br>PIETERMARITZBURG<br>DURBAN BAYHEAD/<br>MAYDONWHARF/<br>WENTWORTH /<br>UMBILO / KINGSREST<br>KROONSTAD<br>KASERNE<br>NATALSPRUIT<br>BETHLEHEM<br>HARRISMITH | <ul style="list-style-type: none"> <li>• Container Terminals (Bloemfontein, City Deep, Port Elizabeth, Newcastle, Tutuka, Sasolburg, Bayhead, Bellville, Kaserne, Bayhead)</li> <li>• Union and Jupiter</li> <li>• Danskraal</li> <li>• Estcourt</li> <li>• Heidelberg</li> <li>• Standerton</li> <li>• Volksrust</li> <li>• Dundee</li> <li>• Glencoe</li> <li>• Mason Mill</li> <li>• Stanger</li> <li>• Portshepston</li> <li>• Hennenman</li> <li>• Whites</li> <li>• Wolwehoek</li> <li>• Rooival</li> <li>• Dover</li> <li>• Westleigh</li> <li>• Theunissen</li> <li>• Welkom</li> <li>• Bothaville</li> <li>• Koppies</li> <li>• Bethel</li> <li>• Virginia</li> <li>• Elandsfontein</li> </ul> | "As and when required" |

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| 3. | North Corridor (NORTHCOR) | VRYHEID<br>RICHARDSBAY<br>ERMELO<br>OGIES<br>WELGEDAG | <ul style="list-style-type: none"> <li>• Piet Retief</li> <li>• Ulundi</li> <li>• Empangeni</li> <li>• 2279 Depot</li> <li>• Hercules</li> </ul> | "As and when required" |
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|  |  | PYRAMID SOUTH<br>RUSTENBERG<br>THABAZIMBI<br>SPRINGS | <ul style="list-style-type: none"> <li>• Brits</li> <li>• Pendoring</li> <li>• Northam</li> <li>• Nigel</li> <li>• Trichardt</li> <li>• Koedoespoort</li> </ul> |  |
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| 4. | Central Corridor | VEREENIGING<br>SASOLBURG<br>KLERKSDORP<br>KRUGERSDORP<br>LEEUFHOF<br>LANGLAAGTE<br>MAFIKENG<br>POTCHEFSTROOM<br>PRETORIA<br>KOEDOESPOORT<br>ISANDO<br>SENTRARAND<br>GERMISTON | <ul style="list-style-type: none"> <li>• Schweizer Reneke</li> <li>• Christiana</li> <li>• Bloemhof</li> <li>• Arlington</li> <li>• Ficksburg</li> <li>• Oberholzer</li> <li>• Coligny</li> <li>• Robinson</li> <li>• Ventersdorp</li> <li>• Zeerust</li> <li>• Sanieshof</li> <li>• Magaliesburg</li> <li>• Lichtenburg</li> <li>• Fochville</li> <li>• Viljoensdrift</li> <li>• Roodepoort</li> <li>• Waterval Yard &amp; CTC</li> <li>• Millsite Loco</li> <li>• Pienaarsrivier</li> <li>• Capital Park</li> <li>• Rosslyn</li> <li>• Hercules</li> <li>• Cordelfos</li> <li>• Pretoria West</li> <li>• Koedoespoort Diesel Depot</li> <li>• Waltoo</li> </ul> | "As and when required" |
| 5. | Oreline Corridor | SALDANHA<br>SISHEN                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Grobblershoop</li> <li>• Upington</li> <li>• Sishen</li> <li>• Loriesfontein</li> <li>• Halfweg</li> <li>• Kenhardt</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | "As and when required" |
|    |                  |                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Lambertsbaai</li> <li>• Vredendal</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |

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| 6. | Northeast Corridor | NELSPRUIT<br>WITBANK<br>POLOKWANE | <ul style="list-style-type: none"> <li>• Kaapmuiden</li> <li>• Komatipoort</li> <li>• Watervalboven</li> <li>• Phalaborwa</li> <li>• Hazyview</li> <li>• Hoedspruit</li> <li>• Middelburg</li> <li>• Lydenburg</li> <li>• Steelpoort</li> <li>• Belfast</li> <li>• Musina</li> <li>• Naboomspruit</li> <li>• Tzaneen</li> <li>• Modimolle</li> <li>• Mokopane</li> <li>• Letsitele</li> <li>• Makhado</li> <li>• BelaBela</li> </ul> | "As and when required" |
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