

	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

Project Name: Simmerpan Complex Public Address System Phase 2

Project Address: Corner Refinery and Power Road

Germiston

14001

Scope of the project: Supply, Delivery and Installation of Public Address System Phase 2

Eskom's Project Manager

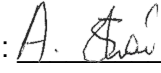
Name: Sakhi Nkebe

Signature: 

Date: 08/01/2025

Eskom's SHEQ Snr Advisor

Name: Albert Shai

Signature: 

Date: 08 January 2025

Eskom's SHEQ Officer

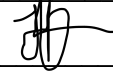
Name: Mangaka Magaoga

Signature: 

Date: 08/01/2025

Eskom's Environmental Officer

Name: Tshegofatso Nnene

Signature: 

Date: 08.01.2025

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		Review Date	25 October 2027		

Content

	Page
1. Introduction.....	5
2. Supporting Clauses.....	5
2.1 Scope	5
2.1.1 Purpose	5
2.1.2 Applicability	6
2.2 Normative/Informative References	6
2.2.1 Normative.....	6
2.2.2 Informative	7
2.3 Definitions	8
2.4 Abbreviations.....	10
2.6 Roles and Responsibilities	10
3. Specification.....	19
3.1 Scope of work.....	19
3.2 Legal Compliance.....	20
3.2.1 Section 37(2) (Legal) Agreement	20
3.2.2 Site Access requirements.....	20
3.2.3 Hazardous work by children (Child Labour).....	21
3.3 Requirements specific to the issued scope of work.....	22
3.4 Safety, Health and Environmental file package requirements	24
3.5 Costing for SHE within the Project	26
3.6 COID.....	26
3.7 Legal and other Appointments	26
3.8 Eskom Life-saving Rules.....	27

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

3.9	Substance Abuse	28
3.10	Contractor organisational Structure.....	29
3.10.1	Appointed Contractor Organogram.....	29
3.10.2	Sub- Contractor/s Organogram	29
3.11	Risk assessment (refer sec 8 & 9 of the OHS Act)	30
3.13	First Aid and Equipment.....	32
3.14	SHE Communication Systems	33
3.16	SHE Committees.....	33
3.17	non-statutory health and safety committees	34
3.18	SHE Training	35
3.19.1	Induction training.....	35
3.19.2	Site specific induction training	35
3.19.3	Visitors to site induction.....	36
3.19.4	Requirements for vehicles.....	36
3.19.5	Requirements for Drivers	36
3.20	Tools and Equipment.....	38
3.21.2	Eskom SHE audits	39
3.21.3	Contractor audit.....	39
3.25	Medicals.....	40
3.26	Personal Protective Equipment Requirements.....	40
3.27	Incident Investigation	41
3.28	Emergency Management	42
3.29	Non-Conformance and Compliance	43
3.30	Work Stoppage	43
3.31	Hours of Work	44

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

3.31.1 Normal work	44
3.31.3 Overtime	44
3.32 Omissions from Safety and Health Requirements Specification	45
3.33 Contract Sign-Off.....	45
3.34 Environmental Management Requirements.....	45
3.34.1 National Environmental Management Act 107 of 1998 (NEMA) principles.....	45
3.34.2 Zero Liquid Effluent Discharge Policy (ZLED)	45
3.34.3 Waste Management	46
3.34.4 Other rules	46
3.34.6 Records to be kept onsite For Environmental Management	47
3.35 Quality requirements.....	48
5. Acceptance	49
6. Revisions.....	49

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

1. Introduction

This SHE specification is Eskom National Transmission Company of South Africa (NTCSA) Asset Management Real Estate's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The contractor is expected to develop a SHE Plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work.

Eskom National Transmission Company of South Africa (NTCSA) Asset Management Transmission Real Estate in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

This SHE specification reflects minimum requirements and should not be construed as all encompassing.

Note 1: All the requirements listed hereunder are in relation to the contract and do not supersede or replace any organizational SHE requirements.

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

2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

Ensure compliance to legal and other requirements pertaining to the issued scope of work.

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		Effective Date	25 October 2024		
		Review Date	25 October 2027		

2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Simmerpan Complex Public Address System Phase 2.

2.2 Normative/Informative References

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] Compensation for Occupational Injuries and Diseases Act 130 of 1993
- [4] National Environmental Management Act 107 of 1998.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 32-726 Contract and Contractor Occupational Health and Safety Management
- [8] 240-62196227 Life- saving Rules
- [9] 32-95 Occupational Health and Safety Incident Management
- [10] 240-131838225 Occupational Health and Safety Incident Management Definitions and Classifications Parameters
- [11] 32-727 SHEQ Policy
- [12] 32- 418 Working at Heights Procedure
- [13] 240-62946386 Vehicle and Driver Safety Management Procedure
- [14] 32-520 Risk Assessment procedure
- [15] ISO 9001: Quality management system
- [16] ISO 45001:2018 Occupational Health and Safety Management System
- [17] Eskom's Covid-19 Health and Safety Policy statement

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		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

[18] 240-43848327 Employees' Right of Refusal to Procedure

2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] Department of Employment and Labour (DEL)
- [5] National Key Points Act 102 of 1980
- [6] Fall Protection Plan Standard 240 – 146677133
- [7] National Environmental Management Waste Act 59 of 2008

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		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

2.3 Definitions

Definition	Explanation
Appointed contractor	Means the main contractor awarded the contract
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex-labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person

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		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

Definition	Explanation
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.

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		Document Identifier	559-584061975	Rev	1
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		Review Date	25 October 2027		

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
AM	Asset Management
BU	Business Unit
COID Act	Compensation for Occupational Injuries and Diseases Act
DEL	Department of Employment and Labour
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
LDV	Light Delivery Vehicle
LoGS	(COID) Letter of Good Standing
NEMA	National Environmental Management Act
NTCSA	National Transmission Company of South Africa
Tx	Transmission
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
PA	Public Address
GHS	Globally Harmonized System

2.6 Roles and Responsibilities

2.6.1 Appointed contractors and sub- contractors

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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.

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		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

2. Carry accountability and responsibility for the safety and health of their employees and their sub- contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Shall keep a record of all employees including the sub- contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the NTCSA Real Estate Project Manager.
4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and NTCSA Real Estate SHE requirements are complied with on all work sites.
6. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
7. The sub- contractor must hand over a consolidated (to include any sub- contractor's files) health and safety file to the NTCSA Real Estate project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub- contractors, the agreement, and the type of work completed.
8. The appointed contractor must provide the project manager **with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes.** The letter of good standing shall reflect the name of the contractor's company. The nature of business reflected on the issued Logs must be in line with the issued scope of work. Similarly, the appointed contractor must provide the NTCSA Real Estate project manager with all the valid letters of good standing from their sub- contractors.
9. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.

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		Review Date	25 October 2027		

10. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
11. Co-ordinate the activities of all the sub- contractors in the interests of safety and health;
12. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
13. Stop his /her employees and any sub- contractors if project work is not in accordance with the safety health and environmental plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
14. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
15. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 2: No work may commence and or continue without the presence of the project manager or project supervisor during performance of the contracted work.

Note 3: In determining the number of competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

Note 4: If a sufficient number of competent employee(s) have been appointed to assist the works supervisor, the works supervisor may supervise more than one site.

16. Appoint a safety officer full time as per project risk.
17. Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;

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		Review Date	25 October 2027		

18. Follow a process of disciplinary action if any of their employees or their sub- contractor employees has transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
19. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
20. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
21. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
22. Provide any sub- contractor who is making a bid or is sub- to perform work on NTCSA Real Estate's behalf, with the relevant sections of the documented NTCSA Real Estate's SHE Specification.
23. Principal contractors are required to approve sub- contractor's health and safety plans if they meet all the requirements.
24. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
25. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.

Note 5: should the appointed contractor or his/her sub- contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

26. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.

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27. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

28. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

Note 6: NTCSA Real Estate will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

29. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;

30. Ensure that all incidents are reported and investigated timeously by competent incident investigators.

31. Be involved in all of their sub- contractor's investigations.

32. Establish health and safety committees, hold such committee meetings on all sites, and ensure that sub- contractors participate in their health and safety meetings.

33. Chair their own health and safety committee meetings and record such meetings.

34. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the sub- contractors appoint health and safety representatives for their work sites.

35. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

36. Shall keep a record of all employees including the sub- contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the NTCSA Real Estate Project Manager.

2.6.3 Site Managers

1. Assist the contractor and/or the safety officer in conducting site induction training for new staff and site visitors;

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		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
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2. Communicate to all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
3. Ensure the issued SHE Specification is provided to the contractor or sub-contractor.
4. Ensure that the minimum legislative and NTCSA Real Estate SHE requirements are complied with on all work sites;
5. Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to the client and are investigated as stipulated in the Incident Management procure (32-95).
9. Be involved in all investigations that occur within their area of responsibility.
10. Be competent to perform incident investigation and have incident investigation and legal liability training
11. Carry out audits and or inspections on their sub- contractors on instructions of their contractor.
12. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
13. Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
14. Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;

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15. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
16. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;
17. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
18. Not victimise their employees by virtue of their employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
19. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
20. Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan which poses a threat to the health and safety of persons.

2.6.4 Contractor site supervisor or Contract Supervisor

Must:

1. Be competent to perform the required supervisory tasks; have attended a Supervision or Legal liability competent training and a 3 years supervision experience.
2. Ensure their employees and all sub- contractors comply with the required statutory and NTCSA Real Estate requirements;

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		Effective Date	25 October 2024		
		Review Date	25 October 2027		

3. Inspect all work done by the employees and all sub- Contractors to ensure adherence to NTCSA Real Estate's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
6. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the NTCSA Real Estate project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
7. Ensuring that quality records are maintained in accordance with legislative and NTCSA Real Estate requirements;
8. Continual liaison between the appointed contractor, sub- contractors and employees.
9. Ensures that employees and sub- contractors are aware of latest standards, procedures, work instructions and safety regulations issued by NTCSA Real Estate:
10. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
11. Participate in all sub- contractor incident investigations.
12. Participate in the appointed contractor's emergency preparedness planning.
13. Ensure that their own employees and those of any sub- contractor are competent to perform the tasks assigned.
14. Issue site instructions on behalf of the appointed contractor where and when the sub- contractors deviate from safety requirements.
15. Assist the appointed contractor with the handing over process, in particular the SHE files and relevant documentation.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

2.6.5 Contractor Health and Safety officer

1. The Safety Officer must be suitably qualified with recognised safety qualification and relevant experience with minimum of 2 years' experience and registered with SACPCMP-.
2. Must be full time on site as per project risk.
3. Promote a SHE Culture within the organisations involved in the project / contract.
4. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
5. Be involved in the developing the project SHE Plan and SHE policy.
6. Be in constant liaison and cooperate with NTCSA Real Estate's SHE professionals responsible for providing them with a health and safety service.
7. Ensure that this SHE specification is adhered to by his/her appointed contractor and is submitted to any sub- contractors.
8. Conduct audits and inspections of all work sites for the duration of the project.
9. Be involved in the organisations incident investigations when required.
10. Participate in the organisation's statutory and non-statutory health and safety committees' meetings.
11. Conduct organisational, site and visitor induction training.
12. Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan which poses a threat to the health and safety of persons.
13. Carry out audits and or inspections on their contractors at least monthly and any sub-contractors on instructions of their contractor;
14. Carry out frequent behaviour observations of employees under their control at least monthly and any sub- contractors on instructions of their contractor.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

3. Specification

3.1 Scope of work

The Contractor shall supply, deliver, install and commissioning the public address system Phase2 Simmerpan Complex which include, but not limited to the following areas:

- Medical Centre
- Safety Risk Management
- Transport Building (Distribution)
- Live Line Building
- School of Technology
- Psychometric (Transport Building)
- PTM&C, Switchgear
- T System
- Tom Store
- Victoria Lake Inn
- Hume Building
- Hume Warehouse
- Transit Building
- Risk Management
- Gymnasium
- Transmission Stores
- Metering Lab
- West Gate Offices,
- WP&CS – Prefab, ET Stores
- Telecoms
- Central Grid Maintenance Workshop
- Maintenance Workshop
- Instrument Workshop
- Panel Workshop (Eng. Ground Floor)
- BIPM (Eng. 1st Floor)
- Simmer Centre EPMD
- Simmer Centre finance
- Simmer Centre HR
- Central Grid
- HV Lab (Live work test facility)
- DC Lab.
- House 1 to 9
- Flex Form Building H Block
- Germiston CNC
- Main gate

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

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

Note: The contractor who will be awarded this contract will be known as the “appointed contractor” and any contractor who be working for the appointed contractor will be known as the “sub- contractor”.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between NTCSA Real Estate and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the appointed contractor and all their sub-contractors for the contract.

The original copy of the section 37(2) Agreement must be retained by the contractor and a copy retained by the responsible project manager.

A copy of all the agreements must form part of the respective appointed contractor’s SHE files.

Note: *The agreement must be signed by both parties i.e., NTCSA Real Estate Project Manager and the Appointed Contractor. The authorization shall not be issued to the appointed contractor without the signed 37(2) document.*

3.2.2 Site Access requirements

The Safety file package must be submitted to the OHS department electronically and hardcopy 4 weeks before the agreed project commencement date.

Before the successful Contractor commences with any work, the NTCSA Real Estate Project Manager/Contract Manager shall ensure that;

- A copy of the SHE Specification document is in the possession of the principal contractor as well as the NTCSA Real Estate baseline risk assessment.
- The responsible person of the contracting company and the NTCSA Real Estate project manager/contract manager have signed the NTCSA Real Estate section 37 (2) agreement.
- The appointment of the appointed Contractor has been concluded and signed by the Contractor and Appointed Project Manager.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

- The SHE Plan has been discussed with the responsible person of the contracting company and approved in writing by the NTCSA Real Estate Contract Manager.
- A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable NTCSA Real Estate SHE specifications to the Sub Contractor(s).
- Where a Sub Contractor(s) is appointed by the Appointed Contractor, the safety file for the sub-contractor must also be submitted to safety department for approval
- The OHS department shall assess and give written feedback to the contract manager.
- The safety file shall be approved by a form of a written letter, the letter shall authorise the appointed contractor to commence with site establishment.

3.2.3 Hazardous work by children (Child Labour)

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

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

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

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

3.2.4 OHS Act

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

3.2.5 Legislative compliance

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

The appointed contractor and all sub- contractors which may be appointed by the principal contractor will comply with all the legislation pertaining to the issued scope of work and issued SHE Specification.

3.3 Requirements specific to the issued scope of work

- The issued scope of work falls under a high-risk category under the list of services and commodities on the Supplier category list, as the supplier will be responsible for installation and commissioning of Public Address System Phase2 which includes but not limited: electrical installation, working at heights activities, roof work and exposure will be fall from heights.
- In compliance with legal and other requirements, the following requirements must be complied with fully:
- Contractor employees should go through the vetting process and submit criminal clearance certificates with the safety file.
- Employees must be medical fit to perform the task and to work at height.
- The Supplier should provide detailed method statement accepted by the Client for any high-risk activities such as work at heights, electrical installation, roof work and public address system commissioning
- A detailed fall protection plan with a fall risk assessment and fall rescue plan compiled by a competent Fall protection plan developer to be submitted to the Client for approval.
- Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

- The safe work procedures must indicate how public address system project will be done safely without endangering the health and safety of employees.
- A detailed Risk Assessment to be submitted for review before the start of any activities.
- The Department of Employment and Labour (DoEL) incorporated GHS as part of the newly amended Regulations for Hazardous Chemical Agents (RHCA), replacing the 1995 Hazardous Chemical Substances (HCS) Regulations. Some of the significant changes contained in the RHCA (Reg. 14,14A,14B,14C) requires the Contractor to make use of new labeling elements and standardized format for safety data sheets (SDSs) to align with the United Nation's "Purple Book".
- The Contractor to ensure that they store chemicals away from fire hazards.
- The Contractor to ensure the use of Environmentally friendly chemical agent.
- Submit a detailed SHE plan which must be suitable, practical, site specific, well-documented and a workable SHE documents, compiled to satisfy the requirements of the OSH Act 85 of 1993, the Sub-'s safety specifications and other relevant legislation. The SHE Plan must be aligned in terms of suitability and adequacy to the extent of the scope of work. The SHE Plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.
- The SHE Plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE Plan as well as include how deviations/non-conformances shall be managed.
- The SHE Plan must be approved by the NTCSA Real Estate project manager/contract manager in writing before it is submitted to OHS department.
- The contractor must identify suitable PPE required for the activities including the identification of appropriate tools as per the completed Risk Assessment.
- The contractor or sub-contractor must submit job descriptions supported by proof of competencies for all employees, including Work at height competencies.
- The Contractor shall consider temperatures and other weather conditions as they change drastically from morning to afternoon. Check the weather for the day, and then plan accordingly.
- First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.
- Applicable legal appointments must form part of the safety file with competency certificates per appointment.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

- All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.
- The principal contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- The contractor shall ensure to make provision of qualified Electrical Installation, Public Address System Artisans
- The contractor shall ensure that for all Hot work activities such as welding permit is by provided by the Client and precautionary measures are provided for the task.
- The contractor must ensure where they come across Asbestos containing material identified and labelled shall inform NTCSA's Project Manager before carried out work in that particular area.

3.4 Safety, Health and Environmental file package requirements

The following documentation must form part of the SHE File:

- The appointment contractor and each sub-contractor shall each have a SHEQ Policy that shall be duly signed by an authorised signatory concerning the protection of the health and safety of contractor's personnel and others in and about the execution of the Works, including a description of his organisation and the arrangements for carrying out and reviewing such policy.
- A copy of the SHEQ Policy shall be provided as a tender returnable. Tenderers shall furthermore supply method statements containing sufficient detailed information to demonstrate compliance to this Schedule.
- Proof of communication of the SHEQ policy to employees must be attached with the submitted signed SHEQ policy
- All contractors shall prominently display a copy of the policy in the workplace where the contractor's personnel normally report for service.
- The sub- contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this schedule and other contract documents requirements.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

- These management processes shall identify each activity, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the Works commence and continue safely and without risks to health or to adjacent operations
- The SHE Plan shall further demonstrate the Contractor's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:
 - Compliance to this SHE specification
 - Relevant applicable legal and other requirements as per issued scope of work
 - Roles and responsibilities including organisational structure
 - Process for hazard identification and risk assessment including monitoring and review plans, a further identification of opportunities must be part of the process. Interested and affected parties must be clearly outlined.
 - Process for change management
 - Process for employee training, competency, communication, awareness and participation
 - Process for incident management and investigation
 - Process for setting objectives and programmes
 - Process in place to review the SHE Plan
 - Process for performance management and monitoring
 - Process for internal audits
 - Process for document and records management
 - Planning of conduct of work activities including planning for changes and emergency work
 - Personal Protective Equipment procedure and rules.
 - Emergency planning and fire risk management
 - Vehicle and driver behavior safety

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

- Competency, training, appointments
- Communication and awareness
- Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.
- Management commitment and visible leadershipThe sub- contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the client) to ensure that it fully addresses all the issues and complies with these requirements to the satisfaction of the client.

3.5 Costing for SHE within the Project

The SHE costing must be itemised and must take into consideration the scope of work. The appointed contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process. However, this does not replace the normal SHE requirements pertaining to the organisation in terms of the OHS Act, General Safety Regulations 2 and Section 8 (2)(e).

3.6 COID

The appointed contractor and all his/her sub- contractors shall be registered and in good standing with compensation fund or with a licensed compensation insurer as contemplated in the compensation for occupational injuries and diseases Act, 1993 (Act No. 130 of 1993). The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

3.7 Legal and other Appointments

- For the duration of the contract, the appointed contractor and all sub- contractors shall appoint competent employees who will meet the requirements of the OHS Act.
- The contractor shall provide OHS structure for all personnel required for the project.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

- Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment.
- The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments must reflect the extent of the scope of work issued.

3.8 Eskom Life-saving Rules

1. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of an Appointed Contractor or sub- contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
2. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	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/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises:

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

	Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	NO REVERSING WITHOUT A SPOTTER/FLAGMAN Whenever a construction vehicle has to reverse, there must be a flagman to guide the driver at all times.

Eskom will take a stance of zero tolerance on these rules.

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

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

3.9 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

SOBER”), this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.

5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as “Confidential” and filed in the employees’ personal file.

3.10 Contractor organisational Structure

3.10.1 Appointed Contractor Organogram

The Appointed contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the Chief Executive Officer down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments. The organogram must be accompanied by CVs of the workforce as well as proof of competencies.

The Appointed contractor must ensure that all sub- contractors comply with this requirement. The appointed contractor is responsible for keeping copies of all the organograms’ as well as submitting them with the SHE Plan. All organograms shall be updated timeously when appointments are changed.

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

3.10.2 Sub- Contractor/s Organogram

1. Sub- contractors are required to compile their company organogram for the project, listing the reporting structure from their Chief Executive Officer down to their project supervisors. The diagram must list the names, positions held and any appointments made.
2. This diagram must be kept up to date, a copy of which must be given to the appointed contractor and a copy filed in the relevant project SHE files.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

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

3.11 Risk assessment (refer sec 8 & 9 of the OHS Act)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported.

NTCSA Real Estate shall prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package.

The appointed contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act, in alignment to Eskom 32-520 procedure. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor.

3.11.1 High Risk Activities

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

- Ensure that permanent and adequate on-site supervision is available for the entire duration of the work that is being conducted.
- Ensure correct PPE is worn for the task

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

- The appointed contractor shall on a daily basis and for every task to be performed, conduct an issue task base risk assessment with all contractors' personnel involved with the task(s). The issue task base risk assessment shall form the basis of the daily pre-job briefings / tool box talks prior to the start of work. Proof of communication that contractor employees were involved in the assessment will be noted on a standard form, which shall be kept at the job site during the job execution.
- The completed signed by a competent risk assessor pre-task risk assessment form shall be filed in the contractor's Health and Safety File.

3.12 Working at Height Procedure

3.12.1 General Requirements

Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.
2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. The procedure addressing the inspection, testing and maintenance of all fall protection equipment is in place.
5. A fall rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

3.12.2 Every employer shall ensure that work at height is:

1. Properly planned;
2. Appropriately supervised; and
3. Carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

3.13 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First Aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Appointed contractor must ensure that his /her employees and sub- contractor employees are familiar with the emergency numbers.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Appointed Contractor and sub- contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.14 SHE Communication Systems

- Appointed Contractor/s and their sub- contractors must develop a communication procedure outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of there SHE communication. Communications shall include:
 - ✓ The daily Tool box talks that shall be documented and accompanied by proof that employees were part of the talks.
 - ✓ Pre- job briefing before commencement of tasks and post- job briefing after the completion of the task.
 - ✓ Any shift handover must be documented where applicable
- Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.16 SHE Committees

1. The Appointed contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, sub- contractors shall establish their own statutory health and safety committee.
2. All sub- contractors shall be members of the appointed contractor's safety committee.
3. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

learned specific SHE problems, safety performance, action plans and other relevant SHE issues.

4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all sub-members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the appointed contractor and the project manager and the Inspector at DEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The sub- contractor and sub- contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and sub- by the contractor. The sub- chairperson must be competent to chair meetings and be able to make informed decisions.

3.17 non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

3.18 SHE Training

1. The appointed contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, sub- contractor must provide the same requirements when bidding with the appointed contractor.
2. The scope of training includes but is not limited to the type of work being performed. Additional to the requirements, will be that the appointed contractor and sub-contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and NTCSA Real Estate recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the SHE File.

3.19.1 Induction training

The appointed contractor shall ensure that all his / her employees, sub- contractors and their employees have undergone the NTCSA Real Estate Safety Contractor Management and contractor induction training prior to commencing work on site and shall be renewed annually.

Appropriate time must be set aside for training (induction and other) of all Contractors' Personnel including the annual Re-Induction Training.

1. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
2. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE files on site for the duration of the project.
3. All employees and visitors on site shall carry the proof of induction training.

3.19.2 Site specific induction training

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

The appointed contractor shall ensure that all his / her employees and sub- contractor employees undergo site specific work induction with regard to the approved project SHE Plan, general hazards prevalent on site, risk assessment, rules and regulations, and other related aspects. Records of site-specific induction must be kept in the safety file.

3.19.3 Visitors to site induction

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

3.19.4 Requirements for vehicles

1. The appointed contractor must have a system/ process to manage vehicle access to site.
2. The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
3. Contractor vehicles can be subject to inspections by the contract/project manager
4. Vehicles which are not roadworthy will not be permitted to be used on site.
5. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
6. All vehicles must be fitted with fire extinguisher and first aid kit

3.19.5 Requirements for Drivers

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

7. The driver must have a valid national licence for the type of vehicle used.
8. The driver must have level 1 first aid training and basic fire extinguisher training
9. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
10. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
11. All drivers of such vehicles are to have valid medical fitness certificates.
12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.

3.19.6 Housekeeping and Order

1. Prompt disposal of waste materials, scrap and rubbish is essential.
2. Cleaning materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
3. All packaging material including boxes, equipment, etc. to be removed from the work area immediately.
4. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, and building bases to the satisfaction of the client/agent.
5. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the appointed contractor in the first instance and the NTCSA Real Estate Project's manager in the second instance.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

6. The NTCSA Real Estate Project's manager has the right to instruct the appointed contractor and sub- contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the appointed contractor.
7. The sub- contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The appointed contractor shall document the results of each inspection and shall maintain records for viewing.
8. All contractors must comply to the TRE Barricading practice note

3.20 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments.
3. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
4. All tools that emit noise shall be avoided in office areas and use silent equipment i.e., grinding machine, and must be clearly marked with the emitted noise levels
5. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto site and the records shall form part of the SHE Plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
6. NTCSA Real Estate reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
7. Should NTCSA Real Estate personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the NTCSA Real Estate personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by NTCSA Real Estate 's instructions.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

8. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
9. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.21.2 Eskom SHE audits

NTCSA Real Estate shall evaluate the principal contractor SHE performance on quarterly basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

These audits shall be attended by the contractor's site manager or the safety officer.

The contractor shall provide audit action plan within 14 days after approval of audit SHE report.

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

Note: NTCSA Real Estate reserves the right to conduct unannounced audits and inspections on contractors

3.21.3 Contractor audit

The appointed contractor is required to audit their sub- contractors on the implementation of their SHE Plan on a quarterly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to NTCSA Real Estate OHS department within one week after completion of the audit and a copy of the audit report shall be submitted to the sub- contractor within 7 days of the audit.

3.22 Smoking

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

The national smoking policy must be adhered to. At Eskom premises, smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

3.23 Cellular Phones

The national requirements regarding the use of cellular phones must be adhered to, in particular when driving and or operating mobile equipment and or machinery.

3.25 Medicals

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

1. Appointed contractors must ensure that their employees and their sub- contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
4. The appointed contractor must ensure that his / her employees and sub- contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The sub- contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.26 Personal Protective Equipment Requirements

1. The appointed contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and sub- contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

4. Additional PPE shall be identified from task risk assessments for specific areas and tasks.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

3.27 Incident Investigation

- All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Employment and Labour.
- Contractor shall ensure section 24 and 25 incidents are investigated by most senior personnel and have attended incident investigation training and have been appointed in writing.
- Appointed contractor must develop their own incident management procedure that is in line with Eskom procedure 32-95.
- The appointed contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports.
- The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

present etc. It shall take account of any hot work permit arrangements and all other applicable fire and evacuation procedures. All Contractor's Personnel entering and working on the Project Site, and other places, if any, as may be specified under the Contract as forming part of the Site, shall be trained in fire safety and emergency evacuation and any other duties they are required to perform e.g., Fire Warden.

The contractor shall be at all-times available for any meetings and interventions that are arranged by the Safety department in the sake of fire and emergency safety.

3.29 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. The appointed contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, sub- contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Contractor shall ensure issued non- compliance or conformity are closed out – within 60 days after the conclusion of the audit process.
6. Where non-conformances are issued by NTCSA Real Estate then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
7. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and NTCSA Real Estate requirements.

3.30 Work Stoppage

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

2. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
3. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against NTCSA Real Estate where the contractor has not met the requirements defined legally or contractually.
4. Where stoppages are carried out, the required non-conformance report shall be raised.
5. All work stoppages ideally should be investigated and documented by contract custodians.

3.31 Hours of Work

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

3.31.1 Normal work

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

3.31.3 Overtime

When overtime is required to be performed, the sub- contractors shall inform the appointed contractor of such action. The appointed contractor shall inform the NTCSA Real Estate project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

3.32 Omissions from Safety and Health Requirements Specification

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

Should NTCSA Real Estate not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE Plan and inform NTCSA Real Estate of such issues when signing the contract.

The principal contractor must submit their monthly safety statistics including man-power on the last day of the month at the OHS department.

3.33 Contract Sign-Off

On completion of the project, all sub- contractors shall close out their project documentation; SHE files and forward such to the appointed contractor. The appointed contractor shall likewise close out his/her project documentation and SHE files and forward such to the NTCSA Real Estate project manager.

3.34 Environmental Management Requirements

3.34.1 National Environmental Management Act 107 of 1998 (NEMA) principles

a) Duty of care and remediation of environmental damage

Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

b) Polluter Pays Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment

3.34.2 Zero Liquid Effluent Discharge Policy (ZLED)

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

3.34.3 Waste Management

a) All waste generated during the execution of the scope of work shall be managed in accordance with NTCSA Waste Management Work Instruction (240-98818649) and in compliance with applicable National, Provincial and Local environmental legislation and bylaws.

The contractor shall do the following:

- Dispose the waste in authorised and permitted landfill sites.
- Have the relevant authorisation and permits to transport waste.
- Ensure that the landfill sites they utilise have the appropriate licenses and registrations.
- Submit SHE compliance report (manifests, tonnage report, disposal certificates, manhours etc.) at the end of every month.

3.34.4 Other rules

- All spills/emergency incidents should be reported to Eskom Contract Supervisor and Environmental Officer(s) immediately on occurrence. Incidents should be investigated in the presence on to prevent reoccurrence.

- All contractors should be aware of Eskom SHEQ Policy.

- All contractors must take into account environmental consideration when carrying out Risk Assessments.

-All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated.

- Non-conformance, incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:

- The root cause of the non-conformance/incident;

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

- The proposed actions to correct and prevent recurrence.

-Eskom NTCSA Real Estate shall issue non-conformances where there are deviations from environmental requirements.

3.34.6 Records to be kept onsite For Environmental Management

The following minimum records shall be kept on sites:

- a) Contractor site specific Environmental Management Plan and Environmental aspect and impact register;
Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available
- b) Environmental Incident registers and investigation reports;
Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.
- c) Non-conformance register;
When non-conformances are raised, they should be investigated and close-out within 60 days.
- d) Complaints register;
Where complaints are raised, they should be reported to TRE Environmental management Department, be investigated and closed out.
- e) Hazardous Chemical Agents registers and SDS where applicable;
Where hazardous chemical agents are used, a register should be maintained and all SDS should be available and communicated to employees.
Hazardous chemical agent used are stored in well- ventilated environment.
- f) Records of audit reports and audit findings close-out, where applicable;
Records of audit and how findings where closed should be maintained.
- g) Waste manifesto and waste disposal certificate are submitted to TRE Environmental management department on the last day of each month.
- h) Records of environmental inspections conducted.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

Monthly environmental inspection should be conducted and records of inspections should be maintained.

3.34.7 Contract Award Documentation

The following documentation should be submitted upon awarding of the contract.

- a) The Aspects/Impacts register or an environmental management plan;
- b) Appointment letter of the contractor's Environmental Representative or SHE officer who will be in possession of Environmental Law training.

Responsible for the implementation of the environmental requirements for the contract;

- c) Environmental Management System Certificate (if certified) if not, an environmental management system manual.
- d) List of all hazardous chemical agent to be used and their safety data sheets;
- e) Proof of training (certificates) of persons performing activities that could have significant impact on the environment;
- f) Waste management plan

3.34.8. Environmental Costing

The contractor shall make provision of the following costing:

- Environmental Representative
- Environmental Law Course training for Environmental Rep
- Waste Management Activities
- Spillage control and Rehabilitation or Clean-up.

3.35 Quality requirements

It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
		Review Date	25 October 2027		

It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system that complies with the requirements of ISO 9001 standard.

This type of work falls under category 4 of the quality requirements.

The supplier shall submit the evidence of the developed and implemented QMS which complies with ISO 9001.

The following documented information needs to be submitted:

- Quality Method statement based on scope (Method Statement Template-Ref 240-126469599).
- Quality policy approved by the top management.
- Quality Objectives Approved by the top management.
- Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015).
- Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).
- Form A is completed and signed.
- Proof of similar and/ or previous work done as per the scope of work and/ or specification.

5. Acceptance

Nil

6. Revisions

Date	Rev.	Compiler	Remarks
October 2024	1	M. Magaoga	This provides the initial SHE specification requirements that

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	SHE Specification For Simmerpan Public Address System Phase 2	Template Identifier	240-73416879	Rev	2
		Document Identifier	559-584061975	Rev	1
		Effective Date	25 October 2024		
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Date	Rev.	Compiler	Remarks
			must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom NTCSA Real Estate.

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