Project Name: FSOU Electrification

Project Address: Central East Cluster (CEC) Free State Operating Unit

Scope of the project: MV Feeder Lines, MV Reticulation, LV Reticulation, Service Connections

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1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

This SHE specification is Eskom the 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 all the relevant applicable legislation they conform to.

Eskom 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 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

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

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2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract.

2.2 Normative/Informative References

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

2.2.1 Normative

[1] Basic Conditions of Employment Act No 75 of 1997.
[2] Occupational Health and Safety Act and Regulations No 85 of 1993.
[3] National Environmental Management Act 107 of 1998.
[4] National Road Traffic Act 93 of 1996.
[5] 32-37 Eskom Substance Abuse Procedure.
[6] 240-62196227 Life- saving Rules
[7] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
[8] 32-727 SHEQ Policy
[9] 32- 418 Working at Heights Procedure
[10] 240-62946386 Vehicle and Driver Safety Management Procedure
[11] 32-520 Risk Assessment procedure
[12] Plant Safety Regulations.

2.2.2 Informative

[1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
[2] SANS 1186 Symbolic Safety Signs
[3] Constitution of the Republic of South Africa No 108 of 1996
[4] DMN 34-110 Operating A Vehicle Mounted Crane
[5] DMN 34-1981 Excavations.

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2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such

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Definition	Explanation
	harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
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 preferable form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified

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Definition	Explanation
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.

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Definition	Explanation
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)

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Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 Roles and Responsibilities

2.5.1 Commitment

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

The Principal Contractor shall ensure that the relevant appointments area made and that the responsibilities are clearly stated.

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The roles and responsibilities as stated by CR 7 of the OHS Act shall apply to both principal contractors and any appointed contractors. Where some of the appointments do not apply to both, then the specific responsibilities will be listed and titled.

Note 1: No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.

Note 3: In determining the number of appointed 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 construction supervisor, the construction supervisor may supervise more than one site.

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

Note 6: No work may commence and or continue without the appointed supervisor or manager during the performance of the contracted work.

Note 7: No work may commence and or continue without the appointed supervisor or manager during the performance of the contracted work.

2.6 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

3. Specification

3.1 Scope of work

The scope of works might include activities as set out below:

MV Feeder Lines

- MV feeder lines and cables to be installed according to the approved Eskom Distribution Standards, Parts 2 (Earthing Standard), 4 (MV Standard), 17 (Metering Standard), 22 (Cable Standard),23 (Data Standard) and associated parts, technical bulletins and instructions. The contractor to familiarise himself with all

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FSOU specific specifications and standards which might be a deviation of the Eskom National Standard as available from the FSOU Technology web site

- All MV lines to be constructed according to the approved LD Surveyed plans and no deviations if not Eskom approved (in writing, via a site instruction) by the Employer will be accepted.

MV Reticulation

- All MV lines constructed to be according to the approved design and must comply with the Eskom Distribution Standards, Parts 2 (Earthing Standard), 4 (MV Standard), 17 (Metering Standard), 22 (Cable Standard), 23 (Data Standard) and associated parts, technical bulletins and instructions. The contractor to familiarise himself with all FSOU specific specifications and standards which might be a deviation of Eskom National Standard as available from the Technology web site.

- Earthing of lines and equipment to comply with the Eskom Distribution Standard, Part 2 and associated parts, technical bulletins and instructions
- All materials installed and or supplied by the Contractor to be Eskom approved and comply with the Eskom Distribution Standard, Part 9, Buyers Guide and associated parts, technical bulletins and instructions.
- All conductors installed must be Eskom marked

LV Reticulation

- All LV networks constructed to be according to the approved design and according to Eskom Distribution Standard, Parts 2 (Earthing Standard), 3 (Low Voltage Distribution Standard), 17 (Metering Standard), 22 (Cable Standard), 23 (Data Standard) and associated parts, technical bulletins and instructions.

- All LV equipment / materials to be Eskom approved and comply with the specifications as set out in the Eskom Distribution Standard, Part 9, Buyers Guide and associated parts, technical bulletins and instructions.

Service Connections

- All service connections to be done according to the approved design. No deviations will be accepted.

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- All service connections to comply with Eskom Distribution Standard, Parts 8 (Services Standard), 23 (Metering Standard) and associated parts, technical bulletins and instructions
- All materials to be Eskom approved and comply with the specifications as set out in the Eskom Distribution Standard, Part 9, Buyers Guide and associated parts, technical bulletins and instructions
- No customer to be connected if not indicated with a service connection cable on an approved design drawing.
- All houses to be numbered with the stand number as indicated on the approved SG Drawing

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

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

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

A copy of all the agreements must form part of the respective contractor's SHE file.

3.2.2 Hazardous work by children (Child Labour)

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

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that

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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. Eskom does not condone the use of child labour and therefore all effort must be exercised and child labour should not be used.

3.2.3 OHS Act

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

3.2.4 Legislative compliance

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

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.

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- Compensation for Occupational Injures and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

3.3 Eskom Requirements

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

3.4 Construction Professional Registration

The principal contractor and all his/her appointed contractors shall be registered in their respective levels as professionals in terms of the requirements of the SACPCMP.

The SACPCMP web address is http://www.sacpcmp.org.za

- SHE professionals (which include Construction Safety Officers) are required to register as professionals with the SACPCMP.
- Construction Managers are required to register as professionals with the SACPCMP.
- Construction agents are required to register as a professional with the SACPCMP.

3.5 SHE Policy

SHE policy is a statement of intent and a commitment by the organisation's CE and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor SHE files and attached as an annexure in the SHE Plan.

3.6 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that

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the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

3.7 Costing for SHE within the Project

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

3.8 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. 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 should include but not limited to the following:

3.8.1 Non-statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement - Chairperson of Health and Safety Committee

3.9 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. 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 a Principal Contractor or appointed 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.
3. 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:

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RULE	DESCRIPTION OF RULE
Rule 1	**OPEN, ISOLATE, TEST, EARTH, AND CREATE AN EQUIPOTENTIAL ZONE BEFORE TOUCH** The equipotential zone is only applicable for work being done on medium and high voltage apparatus.
Rule 2	**HOOK UP AT HEIGHTS** Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	**BUCKLE UP** No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	**BE SOBER** No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	**PERMIT TO WORK** Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	**ENSURE SAFE LIVE WORKING** All live work basic principles are adhered to. Observe and maintain the minimum approach distance (MAD). Never mix live and dead work on the same site at the same time. Perform tasks they are authorised for.

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.

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

3.10 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 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.

3.11 Contractor organisational Structure

3.11.1 Principal Contractor Organogram

The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The principal contractor must ensure that all appointed contractors comply with this requirement. The principal 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.

3.12 Hazards and risk assessment

3.12.1 Hazards

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The intent is Zero Tolerance of unsafe acts and conditions on the construction site through the assessment of risk of each operation executed by the Principal Contractor and the provision of the necessary means to eliminate or minimize the risk to ensure a healthy and safe working environment.

Below are the hazards for the project, however they are not limited to:

- **Driving to site / work area / Vehicle involved in accident**
- **Adverse weather conditions (Too hot or too cold)**
- **Uncontrolled fires**
- **Overexertion, sprains and strains**
- **Defective hand tools / Incorrect tool for the job**
- **Defective Portable tools**
- **Untrained workers, fall from heights, Failure to use FAS.**
- **Unfit workers to perform work at heights, Lack of / inadequate safe work procedure.**
- **Falls into excavation - workers and members of public**
- **Untrained operator**
- **Wet or slippery or uneven surfaces**
- **Community Riots**
- **Load swinging out of control, Lifting tackle failure, Unbalanced load**
- **Noise/ Dust/ Awkward position**
- **Use of HCS**

3.12.2 Risk assessment

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

It is essentially a three stage process:

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

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

3.13 Safe work procedures / method statements

Method statements / written safe work procedures are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when:-

a. Designing a new job or task;
b. Changing a job or task;
c. Introducing new equipment or substances; and

The safe working procedure should identify:

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

3.14 Fire precaution on construction sites

Note1:No area is to be stripped of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

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1. The contractor must develop a fire safety procedure for the construction site prior to commencing work. The procedure must take into consideration the size of the site/s, the type of work performed and amount of combustible materials. Cognisance of OHS Act CR 29 must be made.
2. It must be developed in accordance with the hot work permit of the Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform.
3. A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
4. Appropriate portable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
5. Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
6. Site Smoking Restrictions must be enforced. No open flames are permissible and where hot work is performed, the work areas must be cleared of any combustibles prior to commencement of work.

3.15 Flammable and Combustible Liquids

1. Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.

3.15.1 Refuelling at the construction site

With the exception of construction vehicles and mobile equipment, before a machine is refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

3.16 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.

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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. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours
10. A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

3.17 SHE Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. 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.

The following shall be noted when implementing a system if applicable.

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- Statutory Health and Safety Committees
- Non-statutory health and safety committees
- Agenda
- Minutes and action items for all health and safety committee meetings
- Tool box talks / Daily team talks / pre job meetings

3.18 SHE Training

1. The principal 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, appointed contractor must provide the same requirements when bidding with the principal contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, 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.
7. The following training shall be implemented and monitored:
    - Induction training
    - Site specific induction training
    - Visitors to site induction
    - General training

3.19 Contractor Site Establishment

1. Principal contractor’s site facilities should be managed at all times.
2. Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.

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3. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
4. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.
5. When planning, sufficient areas must be allocated for parking of construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.
6. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.20 Construction Vehicle and Mobile Plant Safety

1. It is the responsibility of the driver to ensure:
   a. Their passengers wear seat belts whilst the vehicle is in motion.
   b. Comply with all traffic road rules, safety, direction and speed signs.
   c. Ensure that vehicle loads are properly secured prior to moving off.
   d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
3. All drivers of construction vehicles are to have valid medical fitness certificates.
4. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly.

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9. 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.

3.21 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Inspection shall be kept for monitoring purposes.

3.21.1 Stacking/Storage

1. Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
2. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
3. Correct shelve stacking must be carried out, heavy and bulky on the bottom, light and small on top.

3.22 Workplace Signage and Colour Coding

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.

3.23 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, calibrated and safe to be used and is maintained in a good condition; all defective tools shall be removed from site.
2. Contractors shall ensure that all tools and equipment are numbered, tagged and listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments; a maintenance plan shall be developed implemented and monitored.
3. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

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3.24 Auditing

3.24.1 Approval and compliance of principle contractor SHE Plan

The Contractor's SHE Plan will be audited against a compliance checklist so as to confirm compliance to the requirements in the Eskom SHE specification. Once there is compliance only then will the principal contractor SHE plan be approved by the project manager and an appointed Eskom functionary. The implementation of the SHE Plan shall be assessed / audited by Eskom custodians on monthly basis. This will include physical conditions evaluation.

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

3.24.2 Third Party Legal Compliance Verification Audits

All contractors involved in the project may be subjected to a third-party legal compliance verification audit that will be conducted on the site activities A copy of the summary of the findings and the proposed corrective actions shall be submitted to Eskom Project Manager by the Principal Contractor. The written report shall be submitted within one week after the completion of the audit.

3.24.3 Eskom SHE audits / Inspection

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

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

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

If there are any findings/ non-compliance identified as serious in these audits, work will be stopped for that specific Principal Contractor and appointed Contractor Company through the project custodians.

3.24.4 Contractor SHE audits / Inspections

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

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principal contractor then a copy of the audit report shall be submitted to the appointed contractor on the last day of the audit.

3.25 Smoking

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

3.26 Cellular Phones

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

3.27 Occupational Health, Hygiene and Rehabilitation

All contractors are required to develop an Occupational Health, Hygiene and Rehabilitation program. The program is intended to ensure that the risks to health are identified and controlled.

3.27.1 Medicals

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

1. Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic pre-entry 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.

3.28 Working at Heights

3.28.1 General Requirements

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Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position. Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. 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. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
5. 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.
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.

3.29 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.All metal parts to be in good condition, no cracks.

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4. Non-slip devices must be in good condition and no paint to be on wooden ladders
5. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
6. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
7. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
8. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
9. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
10. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

3.30 Lock Out System

1. Contractors shall develop an LV lock out system where any work that involves connecting into any Eskom LV line, system or a customer's residential establishment is to be performed.

2. When working in close proximity to the Eskom power lines then authorisation shall be obtained from the local Eskom CNC office first, before starting such work. If in doubt as to the definition of close proximity, contact the CNC for clarification.

3.31 Personal Protective Equipment Requirements

1. The principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.

2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.

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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3.32 Incident Investigation

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

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

3.33 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.34 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. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.

3.35 SHE File

1. All contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.
2. The SHE file shall consist of the requirements in terms of the project’s safety specification, the contractor’s safety and health plans.

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3. On completion of the construction work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.

3.36 Work Stoppage

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

3.37 Hours of Work

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

3.38 Omissions from Safety and Health Requirements Specification

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

Should Eskom 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 Eskom of such issues when signing the contract.

3.39 Contract Sign-Off

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

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4. Acceptance

Nil.

5. Revisions

Date	Rev.	Compiler	Remarks
Nov 2025	1	T. Phiri PJ. Burger P. Sempe P Mokgothu	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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