

	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
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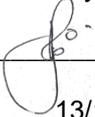
Project Name: Fire, Rescue & Emergency Medical Services Scope

Enquiry number:

Project Address: Kusile Power Station, R545 Kendal/ Balmoral road, Hartebeesfontein Farm

Eskom Contract's Manager/End User

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Signature:  _____

Date: 13/10/2023

Eskom's OHS Manager

Name: Thobile Yonga

Signature:  _____

Date: 24/10/2023

Eskom's Procurement Manager /Officer

Name: Matshidiso Kgafane

Signature:  _____

Date: 29 Nov 2023

Eskom's OHS Officer

Name: Zolile Maya

Signature:  _____

Date: 02/11/2023

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

Table of Contents

1. INTRODUCTION.....	5
2. SUPPORTING CLAUSES	5
2.1 SCOPE	5
2.1.1 Purpose	5
2.1.2 Applicability.....	5
2.2 NORMATIVE/INFORMATIVE REFERENCES	5
2.2.1 Normative	6
2.2.2 Informative	6
2.3 DEFINITIONS	7
2.4 ABBREVIATIONS	11
2.5 RELATED/SUPPORTING DOCUMENTS	11
3. DOCUMENT CONTENT	12
3.1 SCOPE OF WORK	12
3.1.1 Package Scope	12
3.1.2 Firefighting	13
3.1.3 Fire Prevention & Fire Safety Services	13
3.1.4 Emergency Medical Rescue.....	14
3.1.5 Respond to Mutual Aid Partners when called for assistance	14
3.1.6 Transportation of Patients to Medical Facilities.....	15
3.1.7 Medical Consumables	16
3.2 LEGAL COMPLIANCE.....	19
3.2.1 Section 37(2) (Legal) Agreement	19
3.2.2 Hazardous Work by Children (Child Labour)	19
3.2.3 OHS Act.....	19
3.2.4 Legislative Compliance.....	20
3.3 KUSILE POWER STATION REQUIREMENTS.....	20
3.4 SHEQ POLICY	22
3.5 COVID -19 POLICY	22
3.5.1 CoVid -19 requirements.....	22
3.6 COVID	22
3.7 COSTING FOR OHS WITHIN THE PROJECT	22
3.8 STATUTORY APPOINTMENTS.....	23
3.8.1 Non statutory appointments	23
3.9 ESKOM LIFE-SAVING RULES	23
3.10 SUBSTANCE ABUSE	24
3.11 CONTRACTOR ORGANISATIONAL STRUCTURE	25
3.11.1 Main Contractor Organogram.....	25
3.11.2 Appointed Contractor/s Organogram	25
3.12 ROLES AND RESPONSIBILITIES	25
3.12.1 Main contractors and appointed contractors	26
3.12.2 Contractor site supervisor.....	28
3.12.3 Contractor Health and Safety officer full/time.....	29
3.13 RISK ASSESSMENT (REFER TO 32-520).....	29
3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS.....	30
3.15 FIRE EQUIPMENT AND MAINTENANCE	31
3.16 FLAMMABLE AND COMBUSTIBLE LIQUIDS REQUIREMENTS.....	31
3.17 FIRST AID AND EQUIPMENT	31

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.17.1	Boxes and equipment.....	32
3.18	OHS COMMUNICATION SYSTEMS	33
3.18.1	Statutory Health and Safety Committees	33
3.18.2	Non-statutory health and safety committees	34
3.18.3	Agenda	34
3.18.4	Minutes and action items for all health and safety committee meetings	35
3.19	TOOLBOX TALKS / DAILY TEAM TALKS / PRE JOB-MEETINGS	35
3.20	OHS TRAINING	36
3.20.1	Main Contractor Induction training	36
3.20.2	Appointed Contractor induction training	36
3.20.3	Visitors to site induction.....	37
3.21	GENERAL TRAINING	37
3.22	CONTRACTOR SITE ESTABLISHMENT	37
3.23	SITE ROADS	38
3.24	VEHICLE MANAGEMENT	38
3.25	HOUSEKEEPING AND ORDER	39
3.26	STACKING AND STORAGE	40
3.27	WORKPLACE SIGNAGE AND COLOUR CODING.....	40
3.28	TOOLS AND EQUIPMENT	41
3.28.1	Hand tools	42
3.29	LADDERS.....	42
3.30	SCAFFOLDING	42
3.31	AUDITING.....	43
3.31.1	Approval and compliance of Main contractor OHS plan	43
3.31.2	Kusile Power Station OHS audits.....	43
3.31.3	Contractor audits	43
3.32	SMOKING.....	44
3.33	CELLULAR PHONES.....	44
3.34	OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION	44
3.34.1	Medical Assessments.....	45
3.35	ROLES AND RESPONSIBILITIES.....	45
3.36	WORKING AT HEIGHTS	45
3.36.1	General Requirements	45
3.37	CONFINED SPACES	46
3.38	BARRICADING.....	46
3.39	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS	47
3.40	INCIDENT INVESTIGATION.....	47
3.41	EMERGENCY MANAGEMENT.....	47
3.42	NON-CONFORMANCE AND COMPLIANCE	48
3.43	OHS FILES.....	48
3.44	WORK STOPPAGE.....	49
3.45	HOURS OF WORK.....	49
3.45.1	Normal work	49
3.45.2	Night work.....	50
3.45.3	Overtime	50
3.46	OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION.....	50
3.47	CONTRACTOR PERFORMANCE MONITORING.....	50
3.48	CONTRACT SIGN OFF.....	50
3.49	KUSILE POWER STATION 'S RIGHT TO TERMINATE THE CONTRACT	51
4.	ACCEPTANCE	51

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

5. AUTHORIZATION 51

6. REVISIONS..... 51

7. DEVELOPMENT TEAM 51

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

1. INTRODUCTION

Kusile Power Station's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy and applicable legislative obligations. This OHS specification is Kusile Power Station Generation's minimum requirements which are required to be met for the duration of the contract period by contractors/suppliers and, where required, the delivery organisation. The contractor is expected to develop an OHS plan that meets these requirements as well as all the relevant applicable legislation that they conform to. Kusile Power Station in no way assumes the contractor's legal responsibilities and liabilities. The contractor is and remains accountable for the quality and execution of their health and safety programme for their employees and appointed contractor employees. This OHS 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 OHS requirements.

Where requirements listed are already in place, then the organizational requirements must be taken cognisance of and listed in the respective OHS plans. If there are any additional Kusile Power Station and/or legislative requirements listed in the OHS specification, then these must be addressed.

2. SUPPORTING CLAUSES

2.1 SCOPE

This OHS specification lists the legislative and Kusile Power Station requirements and, where applicable, any requirements pertaining to local authorities, municipal by-laws, or environmental legislation that must be met by the contractor.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of OHS specifications throughout Kusile Power Station Generation business for contracts, standards, and NEC 3.

2.1.2 Applicability

This OHS specification is applicable to any contracting organisation that intends to respond to Kusile Power Station Generation's tender/enquiry with the intention of entering into a contract.

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

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]. OHS Act "Regulations on Hazardous Work by Children in South Africa"
- [4]. National Environmental Management Act 107 of 1998.
- [5]. National Road Traffic Act 93 of 1996.
- [6]. 32-37 Eskom Substance Abuse Procedure.
- [7]. 32-136 Contractor Health and Safety Requirements
- [8]. 240-62196227 Life- saving Rules
- [9]. 32-95 Occupational Health and Safety Incident Management Procedure
- [10]. 240-131838225 Occupational Health and Safety Incident Management Definitions and Classification Parameters Standard
- [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]. Plant Safety Regulations
- [16]. ISO 45001:2018 International standard in the Occupational Health and Safety (OH&S) Management System
- [17]. Eskom Covid-19 policy
- [18]. 240-131824200 Kusile Power Station Barricading Practice Note
- [19]. 240-165916747 Kusile Power Station Fire, Rescue & Emergency Medical Services SOW
- [20]. 240-126467640 Operational Standard for Fire Fighting Training in Generation.
- [21]. 240-126468603 Operational Standard for Fire Management in Generation.

2.2.2 Informative

- [22]. Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [23]. SANS 1186 Symbolic Safety Signs
- [24]. Constitution of the Republic of South Africa No 108 of 1996

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

2.3 DEFINITIONS

Definition	Explanation
Appointed contractor	Means a contractor appointed by the Main 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 Main contractors
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) 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 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

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

Definition	Explanation
	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
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
Occupational 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
Occupational 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.
Occupational Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

Definition	Explanation
	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
National Enquiries/contracts	sourcing of services providers/contractors at the divisional level and not at BU level thorough tendering, request for price etc
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
Main 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

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

Definition	Explanation
	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.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, Main 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
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.
Emergency	An abnormal situation that is beyond the normal control measures available and requires coordinated and combined efforts of teams and people to return to a normal situation again.
Emergency Management Centre	A facility equipped for the overall control of an emergency. It should have provision for communication and support for persons manning the Centre. Also known as Emergency Operations Centre or Emergency Preparedness Centre.
Incident Commander	A person with specific knowledge of the emergency who will be in charge at the scene of an emergency.

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		Effective Date	October 2023		
		Effective Date	October 2026		

2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
O&M	Operating and Maintenance
LoG	(COID) Letter of Good Standing
SABS	South African Bureau Standard
SANS	South African National Standard
ER	Emergency Response
HAZMAT	Hazardous Materials
BLS	Basic Life Support
ALS	Advanced Life Support
HPCSA	Health Professions Council of South Africa

2.5 RELATED/SUPPORTING DOCUMENTS

Section 37(2) of the OHS Act requires Kusile Power Station to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to the project manager/end user who will facilitate the signing of the document by Kusile Power Station and contractor representatives.

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

3.1.1 Package Scope

3.1.1.1 Eskom Generation Kusile Power Station will supply the following resources to the Service Provider:

- i. Fully equipped medium pumper fire engine
- ii. Fully equipped veld fire skid unit vehicle
- iii. Fully equipped HAZMAT trailer
- iv. Eskom Generation Kusile Power Station shall be responsible for all scheduled maintenance of operational fire and hazmat vehicles and the respective fire and emergency equipment.
- v. The Service Provider is required to provide a Fire, Rescue and Emergency Medical Services at Generation Kusile Power Station for a period of five years. Emergency personnel must be available 24 hours a day, seven days a week to prepare for emergency response to and manage any emergencies that may occur at Kusile Power Station and within a 15 km radius surrounding the Kusile Power Station located in Emalahleni, Mpumalanga Province. Arrangements must be made to ensure that there is a standby shift which will respond to Kusile Power Station after hours in no more than 30 minutes after receiving an emergency callout. These arrangements must be in line with Basic Conditions of Employment Act.

3.1.1.2 The scope of work of services to be rendered at Kusile Power Station to be delivered as follows:

- i. Firefighting
- ii. Fire Prevention & Fire Safety Services
- iii. Specialized Rescue (Trench Rescue, Confined Space Rescue, High Angle Rescue/ Rope Rescue, Machinery Rescue, etc.)
- iv. Response to mutual aid partners when called for assistance (as and when required)
- v. Emergency Medical Services (Intermediate Life Support and/ or Advanced Life Support)
- vi. Transportation of injured or ill employees to Medical Facilities of appropriate level of medical care.

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		Effective Date	October 2023		
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3.1.2 Firefighting

3.1.2.1 Contract personnel must be trained in the following fire and hazmat competencies:

- i. Fire Fighter 1 and 2
- ii. HAZMAT Awareness and Operations
- iii. Possess Code C1, C or EC drivers' license with PrDP.

In addition to the above, additional fire training requirements includes:

- iv. Pump Operators (two per shift)
- v. Hazmat Technician (two per shift)
- vi. Fire Instructor 1 or Facilitator (1 per shift – Shift Supervisor / Team Captain and Deputy Team Captain).

3.1.2.2 Firefighting and HAZMAT services shall typically include but not be limited to:

- i. Drive and operate emergency vehicles. (Fire truck, Ambulance and Emergency & Rescue Vehicle)
- ii. Engage in structural firefighting, petrochemical / industrial firefighting, and grass / veld fires
- iii. Engage in hazardous material spillages and releases to control, contain and mitigate harmful exposure to people and the environment
- iv. Conduct special services as-and-when required to limit risk and damage to people, plant, and processes

3.1.2.3 Eskom recognises specific accreditation bodies for the fire industry therefore, firefighter's fire certificates must be accredited in at least one of the following institutes:

- i. SAESI
- ii. IFE
- iii. LG SETA
- iv. TUT (or any other accredited institute of higher learning that offers fire technology qualifications)
- v. FPASA

3.1.3 Fire Prevention & Fire Safety Services

1. Conduct daily plant fire prevention and fire safety inspections using structured check sheets supplied by the Employer.
2. Conduct visual inspection of fixed fire protection systems, passive fire protection systems and portable fire equipment on scheduled frequencies.

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3. Report defects and safety deviations and raise defects with the employer.
4. Assist Eskom Generation Fire Risk Management personnel with fire safety and prevention awareness campaigns.
5. Conduct fire prevention and rescue standby duties during high-risk plant conditions and hot work activities as-and-when required.

3.1.4 Emergency Medical Rescue

All contract personnel must be competent in the rescue setting, patient assessment in rescue medical care, identification of emergency medical conditions and injuries, patient packaging and patient transportation. These personnel must be trained and be competent to the following rescue levels:

1. Medical Care at BLS and be registered with HPCSA for the current year calendar.
2. At least one employee with ILS level competency must be available per shift and must be registered with HPCSA for the current calendar year.
3. Confined Space Rescue (team deployment, patient retrieval, patient assessment and stabilization)
4. High Angle Rescue (Rope Rescue team deployment, patient assessment and stabilization, rope systems and rescue basket stretcher deployment, patient packaging and retrieval).
5. Vehicle extrication (Apply various rescue techniques to extricate persons trapped in all categories of vehicles and assist in the extrication of persons entrapped in production and process equipment).

3.1.5 Respond to Mutual Aid Partners when called for assistance

Kusile Power Station has several Mutual Aid Partners with whom a mutual aid agreement is in place for management of emergencies. The Service Provider is to render a service free of charge to the formal Mutual Aid Partners of Kusile Power Station as part of this agreement. It should be noted that the call for assistance is at irregular frequency and only on an as-and-if required basis. Each Mutual Aid Partner is expected to have minimum and similar response capability as Kusile Power Station.

3.1.5.1 Kusile Power Station Mutual Aid Partners include:

- i. Eskom Kendal Power Station
- ii. Emalahleni Local Municipality
- iii. Victor Khanye Local Municipality

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.1.5.2 As part of this scope, the Service Provider must supply Emergency Medical Services - Level of Care at ALS; ILS and BLS levels of care in accordance with respective HPCSA protocols through the services of:

- i. One ALS with firefighting, rescue and hazmat qualifications and competency available during day shifts for seven days per week. The ALS should be on standby duty after hours and must be able to respond to Kusile Power Station emergency within thirty minutes of receiving a callout.
- ii. Minimum of one ILS per shift with firefighting; rescue and hazmat qualifications over four shifts available for fire and ambulance duties (refer to Annexure A for details).
- iii. Maximum of four BLS per shift with firefighting; rescue and hazmat qualifications over four shifts for both fire and ambulance duties (refer to Annexure A for details).
- iv. A registered and fully equipped ILS ambulance (own by service provider) to be manned by one ILS and one BLS as a minimum per shift.
- v. All emergency care personnel must always maintain a valid HPCSA registration and minimum required CPD points before they render emergency care to any patients under the service contract with Kusile Power Station.
- vi. The Service Provider must be able to plan for a back-up medical support if there are mass casualty incidents involving more than four critically injured persons or incidents of structural collapse, trench collapse, scaffold collapse, bomb threats, and natural disasters on site.
- vii. Conduct first aid training with Kusile ERT's Operations shifts on a two hours per month basis.
- viii. Participate in Kusile Power Station emergency drills.
- ix. Monthly inspection and reporting defects of all first aid boxes at Kusile Power Station.

3.1.6 Transportation of Patients to Medical Facilities

1. The Service Provider will supply one fully equipped and registered ILS medical ambulance on fulltime basis, and the ambulance service and vehicle must comply with the requirements of the Emergency Medical Service Regulations. Ambulance to be demarcated with reflective signwriting and fitted with audible and visual warning systems to be clearly recognized as an EMS ambulance.
2. All patients will be transported to the nearest medical facility with a level of care appropriate for the patient/s injuries, illness and/or condition.
3. If patients need to be transported to another medical facility in a neighbouring Province, the Contract Supervisor (Eskom Generation employee) needs to be notified of such action.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.1.7 Medical Consumables

1. The Service Provider must provide all emergency medical consumables (see Table 1 (not limited to) and Oxygen cylinders required for emergency medical care under the respective HPCSA medical scope of work (Advance Life support, Intermediate Life Support and Basic Life Support protocol).
2. The Service Provider must also ensure that daily checks on fire and medical equipment are done, and that equipment and consumables do not exceed their expiry dates. Replacement of consumable stock must take place on a minimum of two (2) weeks prior to reaching the expiry date.

Table 1: Medical Consumable – ILS Jump bag (Medical Bag)

No.	Example of Medical Consumables (Not limited to this list)
1	Elastic Adhesives Plaster Roll 25mm x 1
2	Antiseptic Solution 100ml x 1
3	Burns Dressing 10cm x 10cm x 3
4	Alcohol Sabs (pack) x 1
5	Conforming Bandage (75 mm x 20) x 5
6	Conforming Bandage (100 mm x 20) x 5
7	Blood Lancets – Twist Type x 6
8	BP Meter Aneroid, BP Cuff, Stethoscope (1 each)
9	Crepe Bandages (50mm) x 5
10	Cotton wool Roll 50g
11	CPR Mouthpiece (infant to adult)
12	Metal Tweezer (pack)
13	Gauze Swabs 50mm x 50mm non-sterile (pack)
14	Gauze Swabs 100mm x 100mm non-sterile (pack)
15	Examination Gloves (small, medium, large) x 1 box each
16	First Aid Dressing (No. 3 & 5) x 3 each
17	Paper Tape (25mm x 3m) x1
18	Plaster Strips (100/Box) x1
19	Conforming Bandages (50mm) x3
20	Rescue Scissors (19cm x 4) x1
21	Digital Thermometer x1

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

22	Triangular Bandages x3
23	First Aid Dressing (No. 4) x3
24	First Aid Dressing (No. 6) x2
25	Guedel Airways Assorted
26	8 Glucogel Sachet
27	Linen Savers (Singles) x 10
28	Maternity Pads x2
29	Rescue/Space Blanket x 2
30	Mucous Extractors x 2
31	Nasal Cannula – Adult x2
32	Nasal Cannula – Child x2
33	Nebulizer Masks – Adult x 3
34	Nebulizer Masks – Child x 1
35	Venturi Masks 40% – Adult x 3
36	Venturi Masks 40% – Child x 1
37	5ml Syringes x 5
38	10ml Syringes x 5
39	20ml Syringes x 5
No.	Example of Medical Consumables (Not limited to this list)
40	Hypodermic needles (Red) x 3
41	Hypodermic needles (Brown/ Grey) x 3
42	Hypodermic needles (Green) x 3
43	BVM complete set (adult, child, infant)
44	OP tube x 3
45	IV Jelco (14,16,18,20,22)
46	Admin set 15 droppers x 5
47	Admin set 60 droppers x 5
48	Ringer lactate x 3
49	Normal saline x 3

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

Table 2: Medical Consumable – ALS Drug Bag

No.	Example of Medical Consumables (Not limited to this list)
1	IV Jelco (14,16,18,20,22) x 5 each
2	Admin set 15 droppers x 5
3	Admin set 60 droppers x 5
4	Ringer lactate x 3
5	Normal saline x 3
6	Atropine Sulphate x 10
7	B2 Adrenergic Stimulants x 5
8	Calcium Chloride 10% x 2
9	Clopidogrel x 3
10	Corticosteroids x 4
11	Dextrose 50% x 3
12	Oral Glucose Powder / Gel x 1
13	Diazepam x 3
14	Flumazenil x 1
15	Furosemide x 3
16	Glucagon x 1
17	Glyceryl Trinitrate x 1
18	Ipratropium Bromide x 5
19	Lignocaine HCl (Systemic) x 4
20	Lignocaine HCl (Local Anaesthetic) x 1
21	Lorazepam x 1
22	Magnesium Sulphate x 4
23	Metoclopramide Monohydrochloride x 3
24	Midazolam x 3
25	Morphine Sulphate x 3
26	Naloxone Hydrochloride x 3
27	Entonox Nitrous Oxide and Oxygen
28	Promethazine x 1
29	Sodium Bicarbonate 8.5% x 1

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

30	Thiamine Hydrochloride x 1
31	Adrenaline x 8
32	Aspirin/ Acetyl Salicylic Acid x 3
33	Activated Charcoal x 1
34	Adenosine x 4
35	Amiodarone Hydrochloride x 4

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Kusile Power Station and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main 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 must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor's OHS 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 be required or permitted to perform work or provide services that*
3. *are inappropriate for a person of that child's age; or*
4. *This places at risk the child's well-being, education, physical or mental health, or spiritual, moral, or social development and the Basic Conditions of Employment Act, Chapter six, Section 43, "Prohibition of employment of children."*

Before resorting to the use of child labour, due consideration must be given to the child's constitutional rights. 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. Kusile Power Station 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 main contractor and appointed contractors shall have an up-to-date copy of the OHS Act and regulations which will be available to all employees.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.2.4 Legislative Compliance

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

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

1. The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
2. Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
3. National Environmental Management Act 1998 (Act 107 of 1998).
4. Environment Conservation Act 1989 (Act 73 of 1989).
5. National Water Act 1998 (Act 36 of 1998).
6. Civil and Building Work Act.
7. National Road Traffic Act 93 of 1996.
8. Compensation for Occupational Injuries and Diseases Act.
9. SANS Standards –Contractor shall use the relative standards applicable to the project.

3.3 KUSILE POWER STATION REQUIREMENTS

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

Before the Appointed Contractor commences with any work, The Safety file package must be submitted to the OHS department **2 weeks** before the agreed project commencement date.

The OHS department shall assess and give written feedback to the appointed contractor.

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.

Before the appointed contractor commences with any work, the Kusile power station Project Manager/Contract Manager shall ensure that;

1. The contractor must submit a SHE Plan in line with the scope of work
2. Company own organogram
3. Relevant legal appointments
4. Proof that vehicles meet legal requirements
5. Driver competencies to operate the vehicle

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

6. Methodology/work instruction for technical evaluation criteria for cleaning and removal of hazardous waste at Water treatment plant Effluent neutralization sump
7. Route risk assessment
8. Baseline risk assessment addressing all associated activities as per issued scope of work
9. A plan must be in place to monitor and review baseline risk assessment
10. Fall protection planner must be appointed in writing with the competency and a detailed plan on how the fall protection plan shall be implemented in practice and effectiveness of thereof measured
11. Valid medical certificates of fitness
12. Valid letter of good standing
13. All drivers must be competent risk assessors
14. All drivers must have First aid level 2
15. Proof of company own induction
16. Evacuation officer/warden must be appointed in writing with the competency
17. The contractor must identify suitable PPE required for the activities including the identification of appropriate tools.
18. The contractor must submit job descriptions supported by proof of competencies for all employees.
19. First aid appointments must be made to meet the requirements, appointees must be trained to level 2 from SAQA approved training provider and CI number must be clearly indicated.
20. Applicable legal appointments must form part of the safety file with competency certificates per appointment.
21. The appointed contractor must submit a Covid-19 risk assessment, Covid-19 management plan, Covid19 policy and an appointment letter for a Covid-19 compliance officer in line with the guidelines as issued by the Department of Employment and Labour
22. No vulnerable employees are allowed to come to Kusile site as identified by the Department of Employment and Labour
23. The appointed contractor must supply employees with at least 2 cloth masks over and above other masks that may be required due to the risk of the activities.
24. The appointed contractor must supply hand gloves and hand sanitizers to the employees
25. The transport used to transport employees must be disinfected as per prescribed frequency
26. All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS 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's OHS files and attached as an annexure to the OHS Plan.

3.5 COVID -19 POLICY

Due to the current pandemic the contractors are required to submit the Covid policy signed by the most senior person. The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS Plan.

3.5.1 CoVid -19 requirements

Covid-19 costs are not for profit making purpose and Kusile Power Station reserves the right to accept and/or decline the list of PPE which will be listed in the detailed Covid-19 costs. Due to the current pandemic the contractors are required to provide Kusile Power Station with a Covid-19 risk assessment and a detailed plan on how to prevent the spread of the virus and what control measures will be put in place to protect Kusile Power Station employees and members of the public. The risk assessment must include the following but not limited to, adherence to Covid-19 protocols in designated smoking areas. Covid-19 costs are applicable for the duration of the pandemic and the Covid-19 costs will be ceased once the country has declared that Covid-19 is no more a pandemic. The contractors have an obligation to comply with the National Disaster Management Act including the appointment of the Compliance Officer.

3.6 COID

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

3.7 COSTING FOR OHS WITHIN THE PROJECT

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

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.8 STATUTORY APPOINTMENTS

The Main contractor and all appointed contractors must appoint competent workers who will comply with the OHS Act for the duration of the contract. Before requiring appointees to accept an appointment, the employer must ensure that they have received appropriate training and/or information about their responsibilities. The relevant statutory appointments must be made in compliance with the OHS Act's criteria, which include appointing a qualified individual to the appropriate roles. The following should be included in the statutory appointments, but not limited to:

1. OHS Act General Administrative Regulation 9(2) – Incident Investigator
2. OHS Act Section 19 (3) - Health and Safety Committee Member
3. OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
4. OHS Act, Section 17 – Health and Safety Representative.
5. OHS Act General Safety Regulations 3(4) – First Aider/

3.8.1 Non statutory appointments

1. Kusile Power Station requirement – Emergency Planning Co-coordinator
2. Kusile Power Station requirement - Chairperson of Health and Safety Committee
3. Site Manager
4. Site Supervisor
5. Risk Assessor
6. Safety Officer
7. Working at Heights planner
8. Hazardous chemical Agent controller

3.9 ESKOM LIFE-SAVING RULES

1. Eskom Kusile Power Station places a high value on health and safety and urges every organization that undertakes work for Kusile Power Station to do the same.
2. Kusile Power Station has developed six life-saving guidelines that will apply to all Kusile Power Station employees, agents, consultants, and contractors. Any Kusile Power Station employee or employee of a Main Contractor or appointed contractor who fails to follow these rules would be deemed a serious violation. These rules are in place to protect any employee, labour broker, or contractor working from significant injury or death.
3. If any contractual work (including delivery of any product) is to be undertaken on Kusile Power Station premises, the rules shall be obeyed by any contractor and their employees.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

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: 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 zero-tolerance approach to these policies.

Noncompliance to Life-saving rules is regarded serious misconduct and will result in serious disciplinary action, which may include dismissal.

This is to ensure that everyone who works on or visits a Kusile Power Station facility returns home to their families safely.

3.10 SUBSTANCE ABUSE

1. Alcohol and substance abuse are serious threats to any business, especially when it comes to workplace accidents and car driving. As a result, Eskom Kusile Power Station has the right to take reasonable procedures to identify and prohibit drunk people from entering the company.
2. General Safety Regulation 2A specifies the legal position on intoxication.
3. The allowable alcohol and drug level is 0%.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

4. All contractors must follow Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: (BE SOBER"), and anyone entering the Eskom Kusile Power Station will be subjected to ad hoc alcohol testing if the BU has self-alcohol testing equipment.
5. Contractors are invited to develop their own manual and test their own employees for alcohol on a regular basis.
6. Test results must be marked "Confidential" and kept in the employee's personal file.
7. Eskom's life-saving rules must be included in the induction process.
8. All employees involved in the scope of work must sign the Life-saving rule pledge before commencement of work.

3.11 CONTRACTOR ORGANISATIONAL STRUCTURE

3.11.1 Main Contractor Organogram

The Main contractor must provide an organisational organogram on the company's letter head 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, legal appointments and the Organogram must be signed off by the company's 16(1) or 16 (2).

The Main contractor must ensure that all appointed contractors comply with this requirement. The Main contractor is responsible for keeping copies of all the organograms' as well as submitting them with the OHS plan. All organograms shall be updated timeously when appointments are changed.

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

3.11.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project on the company's letter head, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held, any appointments made and must be signed off by the company's 16(1) or 16 (2).
2. This diagram must be kept up to date, a copy of which must be given to the Main contractor and a copy filed in the relevant project OHS files.
3. This diagram must be kept up to date and filed in the project OHS files.

3.12 ROLES AND RESPONSIBILITIES

Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

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.

3.12.1 Main contractors and appointed contractors

Note 1: Most of the roles and responsibilities listed apply to both Main contractors and any appointed 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 and Regulation 7 of the Construction Regulations.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed 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 appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Kusile Power Station 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 Kusile Power Station OHS requirements are complied with on all work sites.
6. Give the Kusile Power Station project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a OHS (Occupational health and safety) file where all relevant health and safety records must be kept for each work site.
8. The Main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the Main contractor must provide the Kusile Power Station project manager with all the valid letters of good standing from their appointed contractors.
9. Contractors must provide the Main contractor with a certified copy of the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
10. 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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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

11. 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 appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
12. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
13. Ensure that their contractors (whom they intend appointing) have made detailed provision for the cost of safety and health measures throughout the project.
14. Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
15. Take reasonable steps to ensure cooperation between all their appointed contractors.
16. Ensure that Kusile Power Station OHS requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors OHS files. Only appoint contractors who are competent to do work, have satisfied the OHS compliance requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely.
17. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
18. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
19. 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.
20. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
21. Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
22. 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.
23. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
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. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

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

26. Must have a substance abuse program which must be in line with Kusile Power Station requirements.
27. Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.
28. Be involved in all of their appointed contractor's incident investigations.
29. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

3.12.2 Contractor site supervisor

The contractor site supervisor must be trained in the following:

- HIRA, Incident investigation training, Supervisor training, authorised person & PSR, Legal liability

Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Kusile Power Station project requirements;
3. Inspect all work done by the contractors to ensure adherence to Kusile Power Station's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors for adhere to statutory requirements and safety standards.
6. Monitor contractors overall OHS performance on site in order to achieve excellent results
7. Discuss all OHS related problems with the relevant contractor management timeously in the first instance and thereafter the Kusile Power Station project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
8. Continual liaison between the Main contractor, appointed contractors and employees.
9. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Kusile Power Station:
10. Conduct site Inspections for compliance to OHS requirements and compiles the relevant inspection reports.
11. Submit the observation reports to the relevant management.
12. Submit the required OHS reports communicated by Kusile Power Station e.g., manpower numbers, incident statistics report etc
13. Have meaningful participation in the project statutory health and safety committee meetings.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

14. Participate in all appointed contractor incident investigations.
15. Participate in the Main contractor's emergency preparedness planning.
16. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
17. Issue site instructions on behalf of the Main contractor where and when the appointed contractors deviate from safety requirements.

3.12.3 Contractor Health and Safety officer full/time

- Full-time safety officer will be required for this project.

The contractor health and Safety officer must be trained in the following:

- SAMTRAC, HIRA, Incident investigation training, Legal liability, Training, knowledge and understanding of ISO 45001, Minimum work experience 2yrs, OHS Diploma (applicable to 3-5 years contract)

3.13 RISK ASSESSMENT (REFER TO 32-520)

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 the activity, work, site, and an estimate of the extent of the risks involved, considering whatever precautions are already being taken.

It is essentially a three-stage process:

- identification of all hazards.
 - i. Dust
 - ii. Noise
 - iii. Struck by
 - iv. Heat stress
 - v. Environment Hazards e.g Wild animals, Bees, Wasps, Snake
 - vi. Slips, trips and falls
 - vii. Falling from heights
 - viii. Hazardous waste spillage
- evaluation of the risks;
- Measures to control the risks.

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

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

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.

Guidelines for actual steps involved in a job/task specific risk assessment are:

- i. Each activity is listed.
- ii. Specific hazards are identified and listed against each activity.
- iii. The magnitude of each risk is rated as Low. Medium or High.
- iv. All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders.
- v. The relevance, effectiveness and sufficiency of these controls are assessed.
- vi. In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up.
- vii. Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned.
- viii. Persons responsible for monitoring the task and carrying out the planned job observation must be nominated.
- ix. Completed risk assessment shall be handed to the Kusile Power Station project manager representative for comment and approval.
- x. The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. Method statements / written safe work procedure 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 jobs or task;
- c. Introducing new equipment or substances; and

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

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.

3.15 FIRE EQUIPMENT AND MAINTENANCE

1. All firefighting equipment's that have been provided shall:
 - a. Be clearly labelled
 - b. Conspicuously numbered
 - c. Entered in a register
 - d. Inspected monthly by a competent person
2. Tested and serviced every 12 months.
3. Results entered in the register and signed by competent person.

3.16 FLAMMABLE AND COMBUSTIBLE LIQUIDS REQUIREMENTS

Occupational Health and Safety (OHS) requirements for paint handling, usage, and storage are essential to protect workers from potential health hazards associated with paints and their chemical components

3.17 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 legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008. It is good practice for all employees to be trained to at least level 1.
3. Certificate of competency for first-aiders/s. Please have certificates with the following information available to be checked:
 - Name of the First-Aider;
 - Certificate number;
 - Expiry date;
 - Training Institution;

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

- SETA Accreditation number and CI number.
4. 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.
 5. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
 6. Main Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
 7. 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.
 8. 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.
 9. 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.
 10. The Main Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.17.1 Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

3.18 OHS COMMUNICATION SYSTEMS

Main Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate OHS issues to their staff, the mediums they will employ and how they will measure the effectiveness of their OHS communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, OHS 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 OHS files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.18.1 Statutory Health and Safety Committees

1. The Main contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the Main contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and OHS requirements, incidents and lessons learned specific OHS problems, safety performance, action plans and other relevant OHS issues. Listed below is a preferred agenda.
4. OHS 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 appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the Main 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.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The Main contractor and appointed 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 appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.18.2 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

3.18.3 Agenda

The following serves as the guideline for the OHS Committee meeting agenda.

1. List of agenda items:
2. Matters arising from previous minutes
3. Matters arising from Contractor's OHS meetings.
4. Covid-19 compliance
5. Audit results and feedback
6. Review Health and Safety Representative Inspection Reports
7. Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)
 - Follow up on recommendations made by the employer in incident investigation reports
8. Accident Prevention – Safety Promotion
 - Planned Job Observations
 - OHS Training
 - Protective clothing and equipment
 - Incident Announcements / Recall
9. Forthcoming High hazard activities.
10. Non-conformances.
11. Housekeeping.
12. Work permits.
13. Work procedures.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

14. Hazardous materials / substances.
15. Fire Prevention
16. Occupational Hygiene Assessments, Health Risks and Actions
17. Security
18. Rules, Instructions
19. Public Safety
20. Environmental Management
21. Emergency Preparedness
22. Statistics report
23. Closure

3.18.4 Minutes and action items for all health and safety committee meetings

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.
5. All other meeting minutes where OHS is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant project manager and Main contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

3.19 TOOLBOX TALKS / DAILY TEAM TALKS / PRE JOB-MEETINGS

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

based on OHS issues pertaining to the project site. The topic and the contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.20 OHS TRAINING

1. The Main contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the Main 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 Main contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Kusile Power Station 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, OHS specification and OHS 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 OHS file.

3.20.1 Main Contractor Induction training

The contractor is required to make arrangements with the Business Unit for its employees to attend induction in order to be granted permission to access site.

1. The Main contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Kusile Power Station OHS induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. 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 OHS file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.
5. It is the contractor's responsibility to keep records of induction training.

3.20.2 Appointed Contractor induction training

The Main contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project OHS plan, hazards prevalent on the work site, scope specific risk assessment, rules and

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

3.20.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the Kusile Power Station 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.

3.21 GENERAL TRAINING

The Main contractor will be required to ensure that before an employee commences work on the project/site, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Main Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with the work to be performed by conducting task/job observations.

3.22 CONTRACTOR SITE ESTABLISHMENT

Where contractors are providing their own facilities, the following shall apply:

1. Prior to establishing a project site, a site plan is required to be drawn and submitted to the project manager, listing position of all buildings, amenities, storage, stacking areas and temporary electrical installations. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
2. 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.
3. Main contractor's site facilities should be managed and kept hygienically clean.
4. Where the materials are stored at the work sites, proper stacking and storage shall be carried out and maintained in good order at all times.
5. The contractor shall during the enquiry make provision for the Occupational Hygiene Surveys costs in the bill of quantities as per the OHS Act and its regulations and inline with the scope of work.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

Where Kusile Power Station is making provision of the facilities to the contractor, the following shall apply:

1. Prior to handing over the site to the contractor, the client (project managers/end users) shall together with the contractor management conduct inspections, draft and sign the service level agreement.
2. Main contractors shall manage and keep the allocated Kusile Power Station facility hygienically clean at all times.
3. It is the responsibility of the contractor to maintain and keep the facility in a good condition.
4. It is the contractor's responsibility to immediately report to the Kusile Power Station contract manager/project manager the defects incurred.
5. Kusile Power Station reserves the right to conduct unannounced site inspections.

3.23 SITE ROADS

1. When planning, sufficient areas must be allocated for parking of vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.
2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.24 VEHICLE MANAGEMENT

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 persons maybe transported at the back of the bakkie.
3. Drivers are required to conduct the route risk assessment prior to travelling/driving.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving.
5. All drivers shall have a valid medical fitness certificate.
6. The First aid box with valid contents and fire extinguishers must be included in the vehicle, be services annually and inspected monthly. Drivers must be trained on how to use the First aid box and fire extinguishers.
7. Two triangles must be included in the vehicle and the emergency number be displayed at the back of the vehicle.
8. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

9. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times and this is applicable to yellow plant.
10. 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.
11. 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 site.
12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. 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 materials.
13. The vehicle inspection checklist must include but not limited to:
 - a. Reverse alarm / beeper
 - b. Yellow reflective tape
 - c. Mud flaps
 - d. Fire Extinguisher
 - e. 2 Triangles
 - f. First Aid Box
 - g. Safety belts for every seat
 - h. No fold-up or jockey seat
 - i. Tyres
 - j. License disc
 - k. Yellow reflective tape that must be fitted at a height of between 250mm and 1.5 metres
 - l. Speed warning sign (100km/h) at the back of the minibus
 - m. Driver have a Public Driving Permit

3.25 HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project/contract.
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.
3. Materials/objects shall not be left unsecured in elevated areas – falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. 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 Main contractor in the first instance and the Kusile Power Station project/contract manager in the second instance.
8. The Kusile Power Station project/contract manager has the right to instruct the Main contractor and appointed 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 Main contractor.
9. The Main contractor shall carry out regular safety/housekeeping inspections daily to ensure maintenance of satisfactory standards. The Main contractor shall document the results of each inspection and shall maintain records for viewing.

3.26 STACKING AND STORAGE

1. The competent personnel must be appointed in writing to manage and supervise all stacking and storage on site.
2. 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.
3. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
4. Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

3.27 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. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be clear at all times and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: contractor site/responsible manager; supervisors; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

7. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
8. 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.
9. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
10. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.28 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. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the OHS plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Kusile Power Station reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Kusile Power Station 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 Kusile Power Station 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 Kusile Power Station's instructions.

7. 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.
8. 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.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.28.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
2. Under no circumstance will the contractors be allowed to use their equipment's with mushroom heads, to be removed at the end or beginning of shift prior to use.
3. Tools with sharp points in toolboxes must be protected with a cover.
4. All files and similar tools must be fitted with handles.
5. No make shift tools are permissible on the project.

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.
4. All metal parts to be in good condition, no cracks.
5. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
6. Non-slip devices must be in good condition and no paint to be on wooden ladders
7. 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.
8. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
9. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
10. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
11. The appropriate head protection, with chin strap shall be worn by employees working from a ladder (risk based) or with climbing irons.
12. 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 OHS files

3.30 SCAFFOLDING

1. Scaffolding use shall conform to the requirements of Eskom procedure 32-418 and used in terms of GSR 6.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

2. The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
3. All scaffolding that will be used shall conform to the SANS standard 10085.
4. Scaffolding shall be erected and inspected by the competent personnel.
5. The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
6. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds as the risk assessment.
7. A detailed inspection of all scaffolding shall be conducted at suitable intervals not exceeding seven days by a competent person and visual inspection shall be done every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site OHS files.
8. Visual inspections must always be carried out prior to every use.

3.31 AUDITING

3.31.1 Approval and compliance of Main contractor OHS plan

The Contractor's OHS Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Kusile Power Station OHS specifications. Once there is compliance only then will the Main contractors OHS plan be approved by the project manager or an appointed Kusile Power Station contract custodian. The implementation of the OHS Plan shall be assessed / audited by Kusile Power Station personnel on a regular basis. This will include physical conditions evaluation.

3.31.2 Kusile Power Station OHS audits

Kusile Power Station shall evaluate all contractors' OHS performance on an ongoing basis against the legal, Kusile Power Station requirements, OHS specification and the contractors OHS plans.

Note: Kusile Power Station reserves the right to conduct unannounced audits on contractors

There will be monthly audits conducted by Kusile Power Station on the Main contractor/s and/or appointed contractors. These audits 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, an activity will be stopped for that specific Main Contractor and appointed contractor. Refer to section on "Work Stoppage" in this OHS Specification.

3.31.3 Contractor audits

Main Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their OHS Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

shall be submitted to Kusile Power Station project manager within one week after completion of the audit. Where appointed contractors are audited by the Main contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.32 SMOKING

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

3.33 CELLULAR PHONES

The National Road Traffic Act requirements regarding the use of cellular phones must be observed, when driving and or operating mobile equipment and or machinery. The personal use of cell phones in the plant is prohibited unless it is an emergency or for work purpose. The use of cell phone camera in the plant must be in line with the national key point Act and the Plant safety regulation.

3.34 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.

The contractor must provide training and information regarding the HCA's being transported.

Main contractor/appointed contractor must conduct or develop:

The following records must be available for audits:

1. Health Risk assessment report identifying hazards and risks that the employees are exposed to.
2. Hygiene management Program for appropriate control of exposures.
3. Occupational Hygiene monitoring.
4. Preventive actions (action plan feedback)
5. Exposure survey results.
6. Complaints records
7. Communication records
8. Reports on control of non-conformance and corrective action
9. Records for training and awareness's
10. PPE records (i.e. dust masks, ear plugs etc.).

Pre-existing medical conditions and restrictions must be declared with Eskom medical centre for management and accommodation of employees

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.34.1 Medical Assessments

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

1. Main contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. The health risk assessment must be used to compile the man job specification and address the hazards that the employees will be exposed to.
3. 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.
4. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
5. The Main Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
6. The Main contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
7. The contractor shall include in the OHS file the record of the employees exit medical fitness certificates as and when their employees leave the company.

3.35 ROLES AND RESPONSIBILITIES

All contractors are required to list employee's roles and responsibilities pertaining to the contract.

3.36 WORKING AT HEIGHTS

3.36.1 General Requirements

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 developed by the appointed competent person (as per 32-418 procedure) 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.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

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's and trained rescuers, are 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.

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.

3.37 CONFINED SPACES

N/A

3.38 BARRICADING

1. The appointed contractor shall adhere to the Kusile Power Station Barricading Practice note
2. Areas where a restriction or prevention of unauthorised persons accessing (e.g. trenches, excavations, wall and floor openings, etc) is required will be provided with barricades and guards to prevent entry
3. All barricading shall be in accordance with the approved barricading types as stipulated in the barricading practice note
4. Physical barriers and warning signage shall be provided to prevent persons falling into openings in floors, stairwells, staircases, open-sided buildings and any structure in the course of erection, where dangerous openings exist.
5. The Supervisor of the work being conducted is accountable for ensuring that a risk assessment is conducted before the commencement of work and selecting the appropriate controls in relation to temporary barricading where the work will result in a hazard that may affect others

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.39 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

1. The Main 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 and PPE Specification Standard 240-44175132.
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.
4. If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued.
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 (as per risk assessment), then high visibility vests shall be worn.
9. Monthly inspection records of PPE must be kept in the Safety file
10. The contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.

3.40 INCIDENT INVESTIGATION

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 OHS incident management 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.

Contractors shall use the Kusile Power Station Flash report to report incidents immediately or before end of shift. 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.

3.41 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 possible. The contractor must develop and align

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

their own Emergency response plan with Kusile Power Station's to address any emergency which might arise at any given point in time. The contractor to familiarise themselves with the Kusile Power Station emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of their plan. This must be recorded and provided on request.

3.42 NON-CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Kusile Power Station Procurement and Supply Chain Management Procedure.
2. Main 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. 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 of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Kusile Power Station 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.
6. Should the contractor fail to provide adequate PPE (as per PPE standards) 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 Kusile Power Station requirements.

3.43 OHS FILES

1. OHS file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. All contractors are required to keep the OHS 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 OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.
7. In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.44 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 OHS concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Kusile Power Station where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.45 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.

3.45.1 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 Kusile Power Station 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 and Labour and /or the letter of approval from the Department of Employment and Labour.

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	Kusile Power Station OHS SPECIFICATION For Fire, Rescue & Emergency Medical Services	Template Identifier	32-726-03T	Rev	1
		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

3.45.2 Night work

When night work is to be performed, the baseline risk assessment must be reviewed to include the management of night work. Contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

If work is continuing from day light into night, at dusk, a tool box talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

3.45.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the Main contractor of such action. The Main contractor shall inform the Kusile Power Station project manager of such function and provide proof of exemption from the Department of Employment and labour. 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.

3.46 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

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

Should Kusile Power Station have not addressed all OHS aspects pertaining to the work that is tendered for, the contractor needs to include it in the OHS plan and inform Kusile Power Station of such issues when signing the contract.

3.47 **CONTRACTOR PERFORMANCE MONITORING**

Contractor management is required to do the following as part of the continuous improvement initiatives:

1. Visible Felt leadership by top management
2. Identify critical tasks and monitor by conducting Job Observations
3. Contractor Chief Executive or Managing Director shall present the lost time incidents at Business Unit Power Station General Managers meeting

3.48 CONTRACT SIGN OFF

On completion of the project, all Kusile Power Station team must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the contractor and Kusile Power Station contract manager, who must facilitate the closeout. Once the contractor has closed all findings the Kusile Power

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		Document Identifier	KUS-20231052	Rev	1
		Effective Date	October 2023		
		Effective Date	October 2026		

Station's team will verify and sign off prior to issuing a completion certificate and final payment.

3.49 KUSILE POWER STATION 'S RIGHT TO TERMINATE THE CONTRACT

The contractor/supplier shall at all times comply with Kusile Power Station's occupational health and safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the contractor shall comply with the requirements contained in the SHE Specification. Kusile Power Station reserves the right to terminate the contract in the event that the contractor has built up a history of poor performance or non-conformance in relation to matters of Kusile Power Station OHS and legal compliance. No work may commence until the health and safety file has been approved by Kusile Power Station OHS personnel.

4. ACCEPTANCE

- Zolile Maya
- Thobile Yonga
- Philani Myeni

5. AUTHORIZATION

The OHS Manager & Contracts Manager to authorise, include their names

6. REVISIONS

Date	Rev.	Compiler	Remarks
14/09/2023	1	Philani Myeni	

7. DEVELOPMENT TEAM

- Philani Myeni
- Zolile Maya

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