




	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
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**Project Name: THE SUPPLY AND DELIVERY OF VARIOUS BUSHINGS ON “AN AS AND WHEN REQUIRED BASIS” FOR A PERIOD OF THREE YEARS FOR GEMMA CLUSTER**

**Project Address: Gemma Cluster**

**Scope of the project: THE SUPPLY AND DELIVERY OF VARIOUS BUSHINGS ON “AN AS AND WHEN REQUIRED BASIS” FOR A PERIOD OF THREE YEARS FOR GEMMA CLUSTER**

<b>Compiled by</b>	<b>Accepted by</b>	<b>Accepted by</b>
<b>Name :Deon Bezuidenhout</b>	<b>Name : Magda Wyngaardt</b>	<b>Name : Kagisho Segalo</b>
<b>Signature :</b> 	<b>Signature :</b> 	<b>Signature :</b> 
<b>Date :20/06/2023</b>	<b>Date :</b> 14/07/2023	<b>Date : 20/06/2023</b>
<b>Contractor Safety Officer Northern Cape/ Gemma Cluster</b>	<b>Contractor Safety Manager Northern Cape/ Gemma Cluster</b>	<b>Project Manager Northern Cape/ Gemma Cluster</b>

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## CONTENTS

<b>1. INTRODUCTION</b> .....	<b>3</b>
<b>2. SUPPORTING CLAUSES</b> .....	<b>3</b>
2.1 SCOPE .....	3
2.2 NORMATIVE/INFORMATIVE REFERENCES .....	4
2.4 ABBREVIATIONS .....	8
2.5 RELATED/SUPPORTING DOCUMENTS .....	9
<b>3. DOCUMENT CONTENT</b> .....	ERROR! BOOKMARK NOT DEFINED.
3.1 SCOPE OF WORK .....	9
3.2 LEGAL COMPLIANCE .....	9
3.7 APPOINTMENTS .....	11
3.4 ROLES AND RESPONSIBILITIES .....	13
3.5 RISK ASSESSMENTS .....	14
3.6 INCIDENT INVESTIGATION .....	143
3.8 ROLES & RESPONSIBILITIES .....	13
3.9 RISK ASSESSMENT .....	13
3.10 INCIDENT INVESTIGATION .....	14
3.11 EMERGENCY MANAGEMENT .....	14
3.12 COVID-19 .....	15
3.13 SHE FILE .....	16
3.14 SAFEWORK PROCEDURES .....	17
3.15 VEHICLE SAFETY .....	17
3.16 FIRST AID .....	18
3.17 FIRE EQUIPMENT .....	19
3.18 SUBSTANCE ABUSE .....	19
3.19 COSTING FOR SHE .....	20
3.20 OMISSIONS .....	20
3.21 CONTRACT SIGN OFF .....	20
<b>4. AUTHORIZATION</b> .....	<b>20</b>
<b>5. REVISIONS</b> .....	<b>20</b>

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## 1. INTRODUCTION

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

This SHE specification is Eskom's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.

Eskom in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

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

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

**Note 2 :** In terms of Eskom requirements, a section of this professional contract falls within the requirements of the Construction Regulations.

Although there are requirements listed in this specification that do not pertain directly to air charter, the requirements are expect of an air charter contractor business to conform to. These requirements are in line with Eskom's Zero Harm value.

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

## 2. SUPPORTING CLAUSES

### 2.1 SCOPE

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

#### 2.1.1 Purpose

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

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		<b>Review Date</b>	<b>February 2024</b>			

### 2.1.2 Applicability

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

## 2.2 NORMATIVE/INFORMATIVE REFERENCES

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

### 2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] Civil Aviation Act 13 of 2009.
- [7] Air Services Licence Act 115 of 1990.

### 2.2.2 Informative

- [8] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [9] 240-62196227 Eskom Life Saving Rules
- [10] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [11] SANS 1186 Symbolic Safety Signs
- [12] Constitution of the Republic of South Africa No 108 of 1996
- [13] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management : Conducting EH&S Incident Management,

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### 2.3 Definitions

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<b>Definition</b>	<b>Explanation</b>
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Client</b>	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.
<b>Competent person</b>	(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)
<b>Contractor – includes appointed contractor</b>	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
<b>Consultant</b>	means a person providing professional advice
<b>Duty of care to the environment</b>	(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
<b>Employee</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
<b>Employer</b>	(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)
<b>Eskom requirements</b>	a) Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(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
<b>Health and safety file</b>	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
<b>Health and safety plan</b>	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
<b>Health and safety specification</b>	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.

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<b>Definition</b>	<b>Explanation</b>
<b>Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
<b>Medical certificate of fitness</b>	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
<b>Medical surveillance</b>	(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
<b>Method statement</b>	(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
<b>Organisation</b>	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
<b>Pre-job meetings</b>	(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
<b>Principal contractor</b>	(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.
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
<b>Responsible Manager</b>	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
<b>Risk assessment</b>	(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.
<b>Site</b>	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion

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Definition	Explanation
<b>Toolbox talks</b>	(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.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

## 2.4 Abbreviations

<i>Abbreviation</i>	<i>Description</i>
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
DMR	Driven Machinery Regulations
DoL	Department of 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
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

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## 2.5 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement (to be completed by the contract responsible manager).

## 3. Specification

### 3.1 Scope of work

THE SUPPLY AND DELIVERY OF VARIOUS BUSHINGS ON "AN AS AND WHEN REQUIRED BASIS" FOR A PERIOD OF THREE YEARS FOR GEMMA CLUSTER

### 3.2 LEGAL COMPLIANCE

#### 3.2.1 Section 37(2) (Legal) Agreement

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

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

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

#### 3.2.2 Hazardous Work by Children (Child Labour)

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

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that
  - i. are inappropriate for a person of that child's age; or
  - ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

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		Review Date	February 2024		

and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.

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

### 3.2.3 OHS Act

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

### 3.2.4 Legislative Compliance

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injuries and Diseases Act.

### 3.3 Eskom requirements

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

#### 3.3.1 Appointment of a Contractor

The principal contractor will be appointed by Eskom on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

#### 3.3.2 Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

Note: Copies of contractor appointments must be kept in the respective SHE file.

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		Review Date	February 2024		

### 3.3.3 SHE Policy

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

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

### 3.3.4 COID/FEM

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoGS) from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in the entire contract SHE files and as an annexure the SHE Plans.

## 3.4 PERSONNEL HEALTH / HYGIENE FACILITIES

### 3.4.1 Dining areas

Where Eskom employees are required to consume food and refreshments at your premises, the following must be complied with:

1. The contractor must in possession of the Certificate of acceptability, comply with Regulation 916 (Food)
2. Undergone Safety Audit as per SANS 10049: Water Sample tests done, Microbiological tests done, Audit of the food Safety process done.
3. Dining areas shall have suitable and sufficient tables and chairs for seating whilst eating.
4. Adequate provision must be provided for washing cooking and eating utensils.

Dining and kitchen areas shall be kept in a clean, tidy and hygienic manner.

### 3.4.2 Ablution facilities

At the workplace, where possible, the all contractors must attempt to provide sufficient portable ablution facilities for the employees. Such facilities must be serviced regularly

### 3.4.3 Drinking Water

All contractors shall provide suitable drinking water for all their employees I (free of charge) whilst working in the field. Every effort must be made to keep the water as cold as possible.

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		Review Date	February 2024		

#### 3.4.4 Changing areas and Lockers

All contractors shall provide suitable changing facilities for employees, irrespective if they change at the premises or at the workplace. Once again, cognisance must be taken of the dignity of fellow workers and members of the public.

#### 3.4.5 Camp / Office Welfare

The following welfare facilities must be provided for in a clean and suitable condition, unless agreement with the Client/Agent's representative has been confirmed regarding the use of existing facilities:

- a. Shower facilities.
  - b. Sanitary facilities.
  - c. Changing facilities.
  - d. Eating areas.
  - e. Drinking water at strategic locations on site.
  - f. Safe pedestrians walk ways.
1. Water for drinking/consumption purposes shall be drawn only from taps in dining areas and ablution blocks and at points on Site marked "drinking water".
  2. No equipment or system shall be connected onto the drinking water system without prior approval of the Client/Agent's representative.
  3. All contractors must supply a sufficient amount of (cool) potable water on each worksite and in vehicles
  4. The Contractor will be required to provide their own accommodation for the workers.

### 3.5 FOOD HANDLING HYGIENE

#### 3.5.1 Storage

Where camps are established, adequate cold storage must be supplied for the storage of food.

#### 3.5.2 Transportation

Where bulk purchasing is carried out, all food must be transported in appropriate sealable containers.

#### 3.5.3 Handling

Where camp cooks are employed the appropriate hygienic conditions within the kitchen and utensil washing facilities must be maintained.

### 3.6 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.

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### 3.6.1 Medicals

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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.
4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

### 3.6.2 Health and wellness HIV / Aids

Contractors shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment

### 3.7 APPOINTMENTS

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to: Fire Fighter and Evacuation warden, First Aider, 16(2) appointment.

### 3.8 ROLES AND RESPONSIBILITIES

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

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### 3.9 RISK ASSESSMENTS

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 what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken. It is essentially a three stage process:

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

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Prior to start of work, risk assessments on every job / task are ideal 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. In particular, if a job / task is extended over a day or halted due to inclement weather.

### 3.10 INCIDENT INVESTIGATION

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

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

### 3.11 EMERGENCY MANAGEMENT

1. The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The supplier must develop their own emergency response in their work premises. The Eskom employees attending training must be made aware of the emergency process and the assembly points. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. Emergency preparedness

Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

### 3.11.1 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or implemented.
5. Where non-conformances are issued by Eskom, then one of the close-out steps of the procedure will be for the offender to be called on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.
6. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

### 3.12 COVID-19 Requirements

Code of Practice: Managing exposure to SARS-COV-2 in the workplace, 2022 published in GG46596, on 24 June 2022, GNR 2191.

As a result of the global COVID-19 pandemic the following requirements have to be put in place to ensure adequate control measures are present in workplaces:

Chapter 2 of GNR 2191:

#### 1. Risk assessment and plan

Every employer must –

- a. Undertake a risk assessment to give effect to its obligations under the OHSA and the HBA Regulations;
- b. On the basis of the risk assessment develop or amend its existing plan to include –
  - i. Any measures to be implemented in respect of the vaccination of its employees and, taking into account the intervals between vaccinations, the dates by which the employees must be fully vaccinated; and
  - ii. Any other protective measures contemplated section 6(1) and (2);
- c. Consult on the risk assessment and plan with –

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

- i. Any representative trade union as contemplated by section 14(1) of the LRA; and
- ii. Any health and safety committee established in terms of section 19 of the OHS Act or, in the absence of such committee, a health and safety representative designated in terms of section 17(1) of the OHS Act or employee representative; and
- d. Make the risk assessment and plan available for inspection by the trade union and committee contemplated in paragraph (c) and an inspector.

2. Contents of risk assessment and plan

1. The risk assessment and plan referred to in section 5(1)(b) must include –

- a. The identification of the employees contemplated in paragraph (i) of that section;
- b. The reporting of symptoms by employees and isolation of employees who are diagnosed with COVID-19 and are symptomatic;
- c. The workplace protective measures required to be taken in terms of HBA Regulations including personal protective equipment and ventilation;
- d. A procedure to resolve any issue that may arise from the HRA by an employee of the right to refuse to work in the circumstances contemplated in section 15(1); and
- e. The process by which the obligations under this Code will be complied with.

2. The risk assessment and plan referred to in section 5(1)(b) may include –

- a. Social distancing measures including minimising the number of workers in the workplace through rotation, staggered working hours, shift and remote working arrangements;
- b. PPE measures contemplated in section 11;
- c. Personal hygiene measures such as the wearing of facecloth masks, barriers hand washing, sanitisers and surface disinfectants;
- d. Any special measures to mitigate the risk of infection or serious illness or death in respect of individual employees at increased risk such as reducing the numbers in and the duration of occupancy in meeting rooms.

In developing and implementing a plan in terms of subsection (1)(b)(i), an employer must comply with section 12.

**3.13 SHE File**

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.

2. All contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

3. The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE 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 construction work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
7. In case where the project is extended, should the documentation in the SHE 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.

### 3.13.5 Safe Work Procedures and Practices / Safe Operating

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments and scope of work for the project.

### 3.13.6 Vehicle safety

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

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.

8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

### 3.13.7 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

#### 3.11.9.1 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).

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

- 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.
- 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.

### 3.13.8 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 at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.

### 3.13.9 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

4. All contractors shall comply with Eskom’s procedure 32-37 (“Substance Abuse Procedure”), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER”, this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as “Confidential” and filed in the employees’ personal file.

### 3.14 Costing for SHE within the Project

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

#### 3.14.1 Omissions from Safety and Health Requirements Specification

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

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

#### 3.12.5 Contract Sign-Off

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

## 4. AUTHORIZATION

Nil

## 5. REVISIONS

Date	Rev.	Compiler	Remarks
August 2015	0	F Poee	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

Date	Rev.	Compiler	Remarks
	1		

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

**SECTION 37(2) AGREEMENT  
CONCLUDED BETWEEN**

|.....[insert name of subsidiary or Eskom Holdings SOC Limited] |

**AND**

|.....|

**(Name of contractor/supplier)**

I, |.....[insert name of person representing contractor/supplier company] representing |..... [insert name of contractor/supplier], do hereby acknowledge that |..... [insert name of contractor/supplier] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 (“the Act”), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that |..... [insert name of contractor/supplier] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service |.....[insert brief details of project/service, for example, name, contract/project number] .....| and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between |..... (insert name of contractor/supplier) and [insert name of subsidiary or Eskom Holdings SOC Limited] which will ensure compliance by |..... [insert name of contractor/supplier] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

signed by both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this ..... day of ..... 20 ..... at

..... (Place)

(Full name)..... (Signature)

.....on

behalf of ..... (Contractor/supplier)

**Contractor Responsible Manager** *(responsible for signing the contract on behalf of the contractor/supplier)*

Witnesses

1. ....
2. ....

Signed this ..... day of ..... 20 ..... at .....

(Place)

(Full name)..... (Signature) .....

on

behalf of [insert name of subsidiary or Eskom Holdings SOC Limited]  
**(Contracts and/or Project Manager or Representative)**

Witnesses

1. ....

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	<b>Template Identifier</b>	<b>240-73418055</b>	<b>Rev</b>	<b>2</b>
		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2024</b>		

2. ....|

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

**Annexure B: Acknowledgement Form for Eskom OHS legal and other requirements**

**NOTE: the supplier/contractor/tenderer has to ensure that he/she understands the OHS requirements listed hereunder.**

<p>1. The <b>supplier/contractor/tenderer</b> is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Eskom contractor Health and Safety requirements standards 32-136</li> <li>b. OHS specification/requirements provided</li> <li>c. Occupational Health and Safety Act 85 of 1993</li> <li>d. Compensation for Occupational Diseases and Illnesses Act 130 of 1993</li> </ul> <p><b>Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's OHS requirements (policies, procedures, standards etc).</b></p>
<p>2. Penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its contractor and/or supplier) pertaining to Eskom and/or Statutory OHS requirement/s.</p>
<p>4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and the company's</p>
<p>5. Management of Contractors/ Suppliers</p> <p>The main contractor/supplier:</p> <ul style="list-style-type: none"> <li>a) Has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers.</li> <li>b) Has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work.</li> <li>c) Has to ensure that contractors/ suppliers have adequate resources and competencies.</li> <li>d) Is accountable for the management of its contractors/ suppliers in order to ensure that the applicable legal and Eskom requirements (that are applicable to the main supplier during contract execution) are complied with by the contractors or suppliers.</li> <li>e) The main supplier shall monitor contractors or suppliers through audits and assessments with regard to OHS compliance during the execution of the work.</li> <li>f) The grounds for the termination of work done by contractors/suppliers shall be provided by the main supplier.</li> <li>g) All non-conformances/non-compliance by the contractors/suppliers (all tiers) to the main supplier shall be dealt with directly with the main contractor/supplier in terms of performance and penalty processes.</li> <li>h) Eskom reserves the right to verify this when deemed necessary. The contractor may be instructed to provide copies of testimonials/references and the contact detail of clients (including Eskom) for whom the Company has done previous work of a similar nature</li> </ul>
<p><b>I, the undersigned, hereby acknowledge that I have obtained copies of the above documents and confirm that I fully understand them and the consequences of non-compliance.</b></p> <p>Signed at ..... on ..... day of ..... 20.....</p>

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

Company/Supplier Name: -----

-----

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

-----

Signature

-----

Date

Witness 1 .....

Witness 2 .....

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	<b>Template Identifier</b>	<b>240-73418055</b>	<b>Rev</b>	<b>2</b>
		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2024</b>		

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	<b>Template Identifier</b>	<b>240-73418055</b>	<b>Rev</b>	<b>2</b>
		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2024</b>		

1. Tenderer's / Supplier name's: ..... Tender Ref number: .....

**Scope of work:**  
**THE SUPPLY AND DELIVERY OF VARIOUS BUSHINGS ON “AN AS AND WHEN REQUIRED BASIS” FOR A PERIOD OF THREE YEARS FOR GEMMA CLUSTER**

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	<b>Template Identifier</b>	<b>240-73418055</b>	<b>Rev</b>	<b>2</b>
		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2024</b>		

<u>Ref</u>	<u>OHS Tender Returnable</u>	<u>Submission</u> <b>Y = Yes</b> <b>N= No</b>	<u>Comments</u>
1	<b>Annexure B</b> Is the acknowledgement of <b>Eskom's OHS</b> legal and other requirements form signed and submitted by the tenderer?		
2	<b>OHS plan</b> (Must address the project /scope of work OHS risk(s) and aligned with the health and safety specification or requirements)		
3	<b>Baseline OHS Risk Assessment (BRA)</b> Identification, assessment and management of Safety, Health and Environmental risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA		
4	<b>Valid Letter of Good Standing (COIDA or equivalent)</b>		

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	<b>Template Identifier</b>	<b>240-73418055</b>	<b>Rev</b>	<b>2</b>
		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2024</b>		

5	<b>OHS policy signed by CEO</b> The submitted policy document must comply to OHS Act Section 7		
	<b>Recommendation</b>		<b>Recommended /Not Recommended</b>

and

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	<b>Template Identifier</b>	<b>240-73418055</b>	<b>Rev</b>	<b>2</b>
		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2024</b>		

**2. PART B**

**Annotation: This section is only applicable to suppliers/consultants/contractors that have been certified for an auditable OHS system.**

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	Template Identifier	240-73418055	Rev	2
		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

<u>Ref</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>		<u>Comments</u>
		<u>Y = Yes</u>	<u>N= No</u>	
1	<b>Appointment and Competence</b> 16.1 and 16.2 Appointments Valid Driver's licences She representative First aider Fire Fighter Incident investigator			
2	<b>Covid 19 requirements</b> 1. COVID-19 risk assessment 2. COVID-19 Workplace plan			
3	<b>Valid Medical Surveillance Certificates</b>			
<b>Recommendation</b>				<b>Recommended /Not Recommended</b>

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	<b>Supply and Delivery of Bushings Gemma Cluster</b>	<b>Template Identifier</b>	<b>240-73418055</b>	<b>Rev</b>	<b>2</b>
		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
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.....	.....	.....	.....
<b>Eskom's/Client's OHS Representative</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
<b>Development Team</b>			
Diane Maunatlala			

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		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2024</b>		

# 1.1 SITE SPECIFIC CONTRACTOR EVALUATION TEMPLATE

## PRINCIPAL CONTRACTOR DETAILS

<b>Site Name &amp; Address</b>		<b>Telephone:</b>
<b>Project Manager (Client)</b>		<b>Telephone:</b> <b>Cell No :</b>
<b>Principal Contractor</b>		<b>Telephone:</b> <b>Cell No :</b>
<b>Contractors</b>		<b>Telephone:</b>
<b>Construction /Site Manager(Principal Contractor)</b>		<b>Cell:</b>
<b>Construction H&amp;S Manager (Principal Contractor)</b>		<b>Cell:</b>
<b>Construction H&amp;S Officer( Principal Contractor)</b>		<b>Cell:</b>
<b>Scope of Work</b>		
<b>Project Commencement Date:</b>		
<b>Project Completion Date:</b>		

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		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>	
		<b>Effective Date</b>	<b>20 February 2016</b>			
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Codes	Legal Requirements	Legal Ref	STATUS			What to look for??	Actions & Comments
			Y	N	N/A		
A1	SHE Policy	Sec. 07 OHS ACT				SHE Policy must be signed by the CEO of the company and dated.	
A2	Mandatory Agreement	Sec. 37(2)				A signed 37-2 agreement (new) by Client and Principal Contractor and if applicable between their appointed contractors	
		Section 10 (4)				Is there an agreement of Client and/ or Supplier using third party equipment/ machinery on site as well as security contracts	

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		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>	
		<b>Effective Date</b>	<b>20 February 2016</b>			
		<b>Review Date</b>	<b>February 2024</b>			

		32-726 (Annexure B)				Signed Annexure B Acknowledge of Eskom SHE rules and other requirements	
A4	H&S specification and Baseline Risk Assessment for the project	CR 5(b) CR5(1)(a)				Client Issued H&S Specification and Baseline Risk Assessment to be included in file	
A5	Total Number of employees on site	CR 5(1)(h)				Employee list site specific to the project and Organogram with job descriptions	
A6	Letter of Good Standing	CR 5(1)(j)				A valid current FEM/COID letter of Good Standing, Number and expiry date/ Nature of Business must reflect the scope of work of that specific project.	
A7	H&S Plan	CR7 (1)(a)				H&S Plan to be aligned to Clients H&S Specification/ scope specific to the project	

Codes	Appointments & Competencies	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
B1	CEO	Sec.16(1)				Letter of Appointment/ Letter of resolution	

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		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>	
		<b>Effective Date</b>	<b>20 February 2016</b>			
		<b>Review Date</b>	<b>February 2024</b>			

B2	CEO Assignee	Sec. 16(2)				Letter of Appointment	
B3	H&S Rep.	Sec. 17				Letter of appointment and proof of competency	
B5	First Aider	GSR 3(4)				Letter of appointment and proof of competency	
B7	Incident Investigator	GAR 9(2)				Letter of appointment and a certificate in incident investigation e.g. RCAT	
B19	Construction Vehicle & Mobile Plant operator	CR 23(1)(d)(i)				Letter of appointment and course certificates/ Nationals driver licence ( Check road worthiness of the construction vehicles on site) TLB's Drill rigs, Truck Mounted Cranes, MEWP's and LDV's	
B23	Fire Equipment Inspector	CR29 (h)				Letter of appointment and proof of competency	
<b>Codes</b>	<b>Risk Assessment</b>	<b>Legal Ref</b>	<b>Status</b>			<b>What to look for?</b>	
			Y	N	N/A		
C1	Risk Identification	CR 9(1)(a)				Risk Assessment template -Site specific risk identification	

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		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>	
		<b>Effective Date</b>	<b>20 February 2016</b>			
		<b>Review Date</b>	<b>February 2024</b>			

					Copy of Baseline Risk Assessment	
C2	Risk Analysis	CR 9(1)(b)			A documented method on how hazards and risks are evaluated and analysed e.g. matrices	
C3	Risk Control	CR 9(1)(c)			Documented Risk Mitigation/ Control plan  List safe work procedures to mitigate, reduce or control the risks on the BRA	
C4	Monitoring Plan/Mechanism	CR 9(1)(d)			A monitoring plan- How are risks monitored. Note: during execution phase planned task observation at 4 per month by the supervisor,  Working at Heights & Specialized Vehicle equipment	
C5	Monitoring /Observations	CR 9(1)(d)			Schedule of observations 4 observations per month on the following Working at Elevated positions for all staff w@h annually , in the last 3 months Specialized vehicles Critical/High/ Extreme task	
C6	Review Plan	CR9(1)(e)			A review plan demonstrating the frequency of review of Baseline RA's(Date of review of the plan if terms of incident occurs)	

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		<b>Document Identifier</b>		<b>Rev</b>	<b>2</b>	
		<b>Effective Date</b>	<b>20 February 2016</b>			
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C7	Task Manuals and Safe Work Procedures					Check for Review dates of Safe Work Procedures/ Task manuals	
<b>Codes</b>	<b>Fall Protection</b>	<b>Legal Ref</b>	<b>Status</b>			<b>What to look for?</b>	
			Y	N	N/A		
<b>Codes</b>	<b>Induction Training</b>	<b>Legal Ref</b>	<b>Status</b>			<b>What to look for?</b>	
			Y	N	N/A		
E1	Proof of Eskom's Induction Training on file.					Proof of Eskom Induction conducted	
E2	Was Induction done by the Company?					Proof of Company Induction (Attendance register) & Contractor Induction Curriculum Content	
E3	OHS Training program /matrix					Procedure/ Program /IDP's/Matrix	
<b>Codes</b>	<b>Medical Surveillance</b>	<b>Legal Ref</b>	<b>Status</b>			<b>What to look for?</b>	
			Y	N	N/A		
F2	Construction Vehicle & Mobile Plant Operator's medical certificate of Fitness	CR 23(1)(d)(ii)				Medical Fitness Certificate by OHP &OHNP	

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		<b>Effective Date</b>	<b>20 February 2016</b>		
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F3	Medical certificates for all employees	CR 7(8)				Medical Certificates of all employees in the project by OHP & OHNP	
<b>Codes</b>	<b>Procedures</b>	<b>Legal Ref</b>				<b>What to look for?</b>	
			<b>Y</b>	<b>N</b>	<b>N/A</b>		
G1	Incident Management Procedure	32-95				Incident Management procedure to be aligned to 32-95, wrt reporting, recording, classification and investigation	
G2	Effective Evacuation Plan	CR 29(1)(i)				Evacuation Plan (e.g. Check emergency number, appointments letters and Fire extinguisher handling awareness etc.)	
G6	Vehicle Safety Management	32-345				Vehicle Safety Management Procedure to be aligned to Eskom 32-345	
<b>Codes</b>	<b>ORHVS</b>	<b>Legal Ref</b>	<b>Status</b>			<b>What to look for?</b>	
			<b>Y</b>	<b>N</b>	<b>N/A</b>		
<b>Codes</b>	<b>SECURITY</b>	<b>Legal Ref</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>What to look for?</b>	
<b>Codes</b>	<b>Consultation and Participation</b>	<b>Legal Ref</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>What to look for?</b>	<b>N</b> <b>N</b> <b>N</b>
<b>Codes</b>		<b>Legal Ref</b>	<b>Status</b>			<b>What to look for?</b>	

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		Document Identifier		Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2024		

	Principal Contractor to inform the client regarding use of contractors		Y	N	N/A		
K1	Is the Principal Contractor using contractors?	32-136				List of contractors	
K2	Is the contractor's H&S Plan approved by the Principal Contractor (Client)					Copy of contractor's H&S plan , signed by the Principal Contractor	
<b>Other SHE Specification Requirements</b>							
<b>% Compliance to SHE Specification</b>		<b>100% compliant</b>					<b>Below 80% compliant</b>
<b>Function Representative</b>		<b>Name &amp; Surname</b>		<b>Signature</b>		<b>Date</b>	
Signature of Eskom SHE Officer							
Signature of Project Co-ordinator							
Signature of Principal Contractor Health and Safety Officer / Representative							

**(100% requirements met)** - The file is FULLY compliant in all respects and the contractor may access the site and commence work.

**(Less than 79% requirements met)** - The file is non-compliant – The contractor may not have access to site or commence work. The contractor must rectify the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

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