

	<p style="text-align: center;">Specification</p>	<p style="text-align: center;">Group Capital</p>
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Title: **The Provision of Environmental Control Officer (ECO) and Environmental Monitoring Committee (EMC) Members at Medupi Power Station Project.**

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Compiled by	QA, Interface & Governance Review	Functional Responsibility	Authorized by
 P. Malindi Snr Advisor Health and Safety	 B Mgidlana Project Quality Manager	 N. Khuzwayo SHE Manager	 Z Shange General Manager
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1. Introduction

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

Zero harm is one of *Eskom's* values. The aim of *Eskom's* adoption of Zero Harm as one of its values is to strive to, and achieve world class safety, health, and environmental (SHE) performance, where all Guardians (employees and Contractors) return home safely every day and without harm done to the environment we operate in.

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 the *Consultant* and where required, the delivery organisation.

The *Consultant* are expected to develop a SHE Plan which complies with these requirements as well as the relevant applicable legislation.

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

This SHE specification reflects minimum requirements and shall not be construed as all encompassing. This specification may not thoroughly address all hazards and aspects associated with any specialised activity or operation. In such situations, the *Consultant* shall be responsible for developing their own health and safety plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

2. Supporting Clauses

2.1 Scope

This specification sets out the minimum legislative and organisational requirements for all works at Medupi Power Station Project.

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2.1.1 Purpose

To indicate to all potential *Consultants* the SHE requirements in the Project, upon which their planning for the management of SHE shall be based and thus produce their SHE Plan and related Procedures.

To ensure that all Consultants execute their works in accordance with this document as well as other applicable legal documents.

2.1.2 Applicability

This specification shall be applicable to *Consultants*, in all the activities and processes carried out for and on behalf of Medupi Power Station Project.

For best practice reasons, where the work scope does not fall within the definition of Construction Regulations 2014, then this specification shall also apply as a minimum.

2.1.3 Effective date

This specification shall be effective after date of authorisation.

2.2 Normative/Informative References

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

Note: Where the date for revision of a document on the Eskom Document Centre website has passed, the document is still current, irrespective of its revision date having passed.

2.2.1 Normative

- [1] ISO 9001:2015 Quality Management Systems – Requirements
- [2] ISO 45001:2018 Health and Safety Management Systems – Requirements
- [3] ISO 14001:2015 Environmental Management Systems – Requirements
- [4] Basic Conditions of Employment Act No 75 of 1997
- [5] Occupational Health and Safety Act No 85 of 1993 and Regulations

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- [6] National Environmental Management Act 107 of 1998 as amended
- [7] National Environmental Management Waste Act 59 of 2008 and its Regulations/Standards
- [8] Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA)
- [9] SANS 1186 Symbolic Safety Signs.
- [10] Tobacco Products Control Act 83 of 1993.
- [11] National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004)
- [12] National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004)
- [13] Hazardous Substances Act, 1973 (Act No. 15 of 1973)
- [14] The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights)
- [15] Limpopo Environmental Management Act 7 of 2003 as amended
- [16] Fencing Act, 1963 (Act No. 31 of 1963)
- [17] Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1983)
- [18] National Veld and Forest Fires Act, 1998 (Act No. 101 of 1998)
- [19] National Norms and Standards for remediation of contaminated land and soil quality, 2014
- [20] 32-37 Eskom Substance Abuse Procedure
- [21] 32-136 Contractors Health and Safety Requirements
- [22] 240-62196227 Life-saving Rules
- [23] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [24] 32-727 SHEQ Policy
- [25] 32-520 Risk Assessment procedure
- [26] 32-124 Eskom Fire Risk Management
- [27] 32-123 Emergency Planning
- [28] 32-1126 Eskom Smoking Policy
- [29] 348-681011 The Environmental Management Plan for the Medupi Coal-fired Power Station in the Lephalale Area, Limpopo Province – The Construction Phase

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2.2.2 Informative

[30]240-139218662 Medupi Power Station Monitoring Control and Eradication for Invasive Species
Rev 2

[31]348-669797 Occupational Health and Safety Audit work Instruction

[32]348 – 880696 Spill Prevention Control and Countermeasures Plan

[33]348-22367 Waste Management Work Instruction

[34]348-690968 Medupi Environmental Training Awareness and Competence Procedure Rev 8

[35]All relevant South African legislation-provincial, municipal by-laws.

[36]32-736 Eskom land and Biodiversity Policy

[37]32-815 Land and Biodiversity standard

[38]348-882048 Medupi EMS Scope and Manual

[39]348-860846 Medupi Environmental Policy Statement

[40]348-860847 Environmental Legal and Other Requirements

[41]12/12/20/695 Medupi Power Station ROD and associated Environmental Management Plans

[42]348-10034892 Environmental Authorisation Pollution Control Dam and its EMPr

[43]348-10034888 Environmental Authorisation Raw Water Dam & Pipeline Authorisation

[44]348-686923 Medupi Environmental Objectives Targets and Management Programs Rev 04

[45]348-690968 Medupi Environmental Training Awareness and Competence Procedure Rev 08

[46]348-883808 Documents and Records Management

[47]348-883128 – Anti-Littering Policy

[48]348-883808 Documents and Records Management Rev 08

[49]348-883206 Medupi Environmental Fire Management Plan Rev 05

[50]348-687105 Environmental Operational Controls Procedure Rev 06

[51]240–91688868 Medupi Power Station Emergency Preparedness and Response

[52]348-862555 Environmental Performance Monitoring and Measurement Procedure

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[53]348-275284 Environmental Audits

[54]348-693723 Environmental Incident Management Procedure

[55]348-717685 Handling of Environmental Nonconformances Rev 08

[56] Relevant South African National Standards for the task/Project.

[57]348-77837 Rehabilitation Strategy and Implementation Plan for Medupi

[58]348-22367 Waste Management Work Instruction

2.3 Definitions

Term	Explanation
Aspect	An element of an organisation's activity, product and service that can have a beneficial or adverse impact on the environment.
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	Any person for whom construction work is being performed.
Client Representative	(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.

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Term	Explanation
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)
Construction site	Means a workplace where construction work is being performed
Consultant	Means a person providing professional services
Contract	Is an agreement with conditions between the Client and a Consultant where an adjudication authority has approved a scope of work to be completed in a specific time frame and within a specified value
Contractor	(OHS Act) means an Employer as defined in section 1 of the Act who performs construction work and includes <i>Consultant</i> . In relation to this document, where the word “ <i>Contractor</i> ” is used, it shall mean all or some of the following: appointed <i>Contractors</i> , suppliers, vendors, service providers and consultants
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 shall 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 shall minimise and rectify such pollution or degradation of the environment.
Environmental Control Officer (Eco)	A suitably qualified individual who would, on behalf of the Environmental Monitoring Committee (EMC) and on a daily basis, monitor the project compliance with conditions of the Record of Decision, environmental legislation and recommendations of this Environmental Management Program. Environmental Management Plan

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Term	Explanation
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her but excludes a labour broker as defined in section 1(1) of the Labour Relations Act, 1956 (Act No. 28 of 1956).
Environment	(32-94) means: <ul style="list-style-type: none"> a. the land, water, and atmosphere of the earth, b. micro-organisms and plant and animal life, and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being.
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan shall preferably form part of <i>Consultant's</i> Environmental Management System.
Environmental Risk Assessment	Means a systematic process of evaluating the potential risks that may be involved in projected activity or undertaking.
Client requirements	Client requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Hazard	(OHS Act) means a source of, or exposure to danger.

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Term	Explanation
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.
Impacts	Any changes to the environment whether adverse or beneficial, wholly or partial resulting from environmental aspects.
Life Cycle Assessment (LCA)	is the calculation and evaluation of the environmentally relevant inputs and outputs and the potential environmental impacts of the life cycle of a product, material or service.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.
Medical Certificate of fitness	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	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	Is a written document detailing the key activities to be performed, work procedures and sequences of operations to reduce, as reasonably as practicable, the hazards identified in any risk assessment.
On Site/Site	Any workplace where the Consultant or his employees performs contract related work.
Organisation	May be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects.
Permit to work	Means a written declaration on the permit to work form, signed by the appointed person and issued to the responsible person in charge of the work, informing the latter that the plant to be worked on has been isolated as detailed.

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Term	Explanation
Planned Task Observation	Is an independent observation made during the planned period in which the task is being executed.
Pre-Task Risk Assessment/Daily Safe Task Instruction (DSTI)	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.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act.
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act.
Responsible Person	Means a person who has been authorised in terms of plant safety regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of these regulations.
Risk	The probability that injury or damage shall occur.
Risk assessment	Means a programme to determine any risk associated with any hazard at a construction site to identify the steps needed to be taken to remove, reduce, or control such hazard.
Safety Health and Environmental file	Means a file or other record in permanent form, containing the information on the SHE management system during construction including all information relating to construction phase after the handover to Client.

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Term	Explanation
Safety, Health, and Environmental Plan	Means a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the SHE specification. This shall typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the <i>Consultant</i> and approved by the Client/Agent for which contracting work shall be performed.
Safety, Health and Environmental (SHE) Specification	Including the base line risk assessment means a documented specification of significant residual SHE requirements for a construction site, which a competent and resourced <i>Consultant</i> or <i>contractors</i> shall not have been aware of. This is to ensure the health and safety of employees and the direct and indirect communities, as well as duty of care for the environment. The Client/Agent compiles the SHE specification which shall be specific to each construction project.
Safety, Health and Environmental (SHE) requirements	Means comprehensive safety, health and environmental requirements for a contract, project, site, and scope of work. These requirements are intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The requirements shall be specific to each contract, project, site, and scope of work
Safe Work Procedures	Safe work procedures are a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.
Service provider	Any private person or legal entity that provides any service(s) to Eskom for compensation.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, <i>Consultant</i> , contractors, suppliers, vendors, and service providers provide a service to <i>Eskom</i> , directly or indirectly.

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Term	Explanation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock.
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant.
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion.
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto.
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an Employer.

2.4 Abbreviations

Abbreviation	Explanation
COID Act	Compensation for Occupational Injuries and Diseases Act
CoC	Certificate of Compliance
CR	Construction Regulations of the OHS Act
DEL	Department of Employment and Labour
DMR	Driven Machinery Regulations
DSTI	Daily Safety Task Instruction
EA	Environmental Authorisation
EAP	Employee Assistance Program
ECO	Environmental Control Officer
EIA	Environmental Impact Assessment
ELLS	Electric Leak Location Survey
EMC	Environmental Management Committee

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Abbreviation	Explanation
EMP	Environmental Management Plan
EMS	Environmental Management System
EO	Environmental Officer
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
HIRA	Hazard identification and risk assessment
HS	Health and Safety
HV	High Voltage
ISO	International Organisation for Standardization
JSA	Job Safety Analysis
LDV	Light Delivery Vehicle
LoGS	Letter of Good Standing (COID)
LTIR	Lost Time Incident Rate
LV	Low Voltage
NEMA	National Environmental Management Act
NWA	National Water Act (Act No. 36 of 1996), as amended
OHNP	Occupational Health Nursing Practitioner
OHS	Occupational Health and Safety
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating Regulations for High Voltage Systems
PPE	Personal Protective Equipment
PTO	Planned Task Observations

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Abbreviation	Explanation
RoD	Record of Decision
RP	Responsible Person
SABS	South African Bureau Standard
SACNASP	South African Council for Natural Scientific Professions
SAMTRAC	Safety Management Training Course
SANS	South African National Standard
SAQA	South African Qualifications Authority.
SAQCC	South African Qualification and Certification Committee
SDS	Safety Data Sheets
SHE	Safety, Health and Environment
TETA	Transport Education Training Authority
WUL	Water Use License

2.5 Roles and Responsibilities

2.5.1 Client:

2.5.1.1 Eskom General Manager:

The General Manager is responsible for the overall management of the project, including assurance that all duties of the *Employer* as per OHS Act 85 of 1993 are properly discharged.

2.5.1.2 Eskom Contract Manager:

The discipline/contract manager is responsible for managing the contract with the *Consultant* and ensures that the SHE specifications are developed and issued with tender enquiries and that the *Consultant's* SHE Plan is approved prior to commencement of work. He shall ensure that all the statutory requirements, Eskom and SHE specification and SHE Plan requirements are always adhered to by *Consultant*.

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2.5.1.3 Eskom Engineering Manager:

The Project Engineering Manager is the person responsible for ensuring that the designer fulfils his professional and legal obligations with respect to the implementation of his design.

2.5.1.4 Eskom Health, Safety and Environmental Manager/ Practitioner:

The responsibility of the Health, Safety and Environmental (HSE) Manager/Practitioner is to provide assurance, as well as advice, assist and support to the Contract Manager in the management of the health and safety issues on the project which includes ensuring proper co-ordination amongst the various *Consultants*. The HSE Manager/Practitioner shall also be responsible for assisting in the development of site and project specific SHE Specifications and ensuring that SHE specification are issued with enquiry documents and that the SHE plans are submitted; evaluated and approved. She/he shall be responsible for auditing and ensuring compliance to legal requirements for duration of the contract.

2.5.1.5 Eskom Environmental Manager/Officer:

The responsibility of the Environmental Manager/Practitioner is to provide assurance, advice, assistance and support to the Eskom Contract Manager in the management of the environmental issues on the project which includes ensuring compliance to the Record of Decision (RoD), the Environmental Management Plan (EMP), Environmental Approvals including Waste Management Licence, Water Use Licence, Lenders Requirements, applicable environmental legislative requirements and Environmental Management Systems.

2.5.1.6 Independent Environmental Control Officer:

The Lead Environmental Control Officer (ECO) is appointed by the Environmental Monitoring Committee (EMC), in conjunction with Eskom, and acts on the behalf of the authorities to monitor environmental compliance and performance. The Project is answerable to the ECO for non-compliance with all applicable environmental legislative requirements, Water Use Licence, Waste Management Licence, Record of Decision/Environmental Approvals, the Environmental Management Plan (EMP), and Environmental Performance Specifications.

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2.5.2 The Consultant:

The *Consultant* carries primary accountability and responsibility for the health and safety of his/her employees within his/her working area, as contemplated by Section 37(2) of the OHS Act No. 85 of 1993 and Regulations as well as all the Environmental Management requirements as per NEMA 107, of 1998 and related legislation. None of the additional safety requirements specified by the Client reduces the *Consultant's* accountability and responsibility for the health and safety of his employees within his working area.

The *Consultant* shall have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.

The *Consultant* shall provide a list of names and contact numbers of all his on site. This list shall be updated as and when new employees commence on site.

The *Consultant* shall keep a record of all employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the relevant officials. These records shall be filed in the OHS File.

Every employee shall undergo site induction provided by the Employer before commencement of the contracted work. Only once this induction has been received, shall each employee receive a site access permit.

The *Consultant* shall ensure that his managers and supervisors give clear and unambiguous instructions for the work in hand to the personnel for whom they are responsible for.

The instructions shall include, but not necessarily be limited to the following:

- Description of the objective/scope of work.
- Sequence of work/method statements.
- Hazard identification and risk assessment (prior to commencement of work).
- Precautionary/preventative measures that are to be taken.
- Identification of sensitive features that may be impacted upon by the project.

Employees shall be made aware of their responsibilities during induction and awareness sessions some of which are:

- Familiarising themselves with their workplaces and health and safety procedures.
- Working in a manner that does not endanger them or cause harm to others.
- Keeping their work area tidy.

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- Reporting all incidents/accidents and near misses.
- Protecting fellow workers from injury.
- Reporting unsafe acts and unsafe conditions.
- Reporting any situation that may become dangerous.
- Carrying out lawful orders and obeying health and safety rules.
- Declaring to the employer if taking medication which may have intoxicating effects.
- Use the protective clothing and equipment prescribed for your job, in a proper manner. This shall be addressed during the daily safety task instruction.
- Follow the instructions given by your Supervisor/Manager or inform him/her of the reason if it is not possible to do so.
- Before attempting something new or different discuss it with your Supervisor/Manager to avoid causing an incident.
- Maintain the tools in safe condition and turn in defective tools to the Supervisor/manager.
- If you shall climb, ensure that the three-point contact is maintained in all times.
- Refrain from cleaning up or performing any work on, or close to unguarded machinery until you have properly locked the electrical switches or know that your supervisor has done so. (Refer to the Permit to work).
- Refrain from attempting to operate any vehicle or other machinery that you have not been trained for or been authorized to operate by your supervisor/manager.
- Refrain from running or hurrying downstairs or jump off a high place - knowing the high injury risk.
- Refrain from engaging in teasing, jostling, mock sparring or throwing objects, even playful as such actions could lead to injury to you and/or others.
- Keep the work area reasonably clean and orderly and immediately clean up any spills or tripping hazards.
- Familiarize yourself with the Safe Work Procedures and Method Statements prior to starting with a task.
- Place waste in the waste receptacles provided for it.
- Report any pollution or spillage to your supervisor – including leaking water taps.
- Refrain from wasting energy or any resources to promote environmental sound practices.
- Support all health and safety programs, and safety and environmental policy including the lifesaving rules and.

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- If an employee has a reasonable belief that the work to be undertaken is likely to endanger him/her or any other person/s due to sub-standard acts or conditions, inadequate precautions or a lack of protective equipment or clothing, he/she has the right to refuse to work and shall report such situation to the employer.
- An employee does have the right not to work in any area or perform any task where that employee has reasonable justification to believe that the work situation presents a danger to his/her health and safety, organizational assets, or the environment.
- It shall be highlighted to all employees, that anyone who becomes aware of any person disregarding a health & safety notice, instruction or regulation shall immediately report this to the person concerned. If the person persists, stop the person from working and report the matter to the *Consultant Supervisor/ Construction Manager and the Consultant Contract/Project Manager* immediately.

2.5.2.1 Management and Supervision of works.

The *Consultant* shall ensure that the performance of all specified work is managed and supervised throughout the contract period.

The *Consultant* shall ensure that resourcing is in accordance with Project scope of this contract and estimation of key activities is required to be identified for the life cycle of the scope of this contract and resource plan requires aligning accordingly. The number of appointed persons shall be determined by the size and the risk of the service scope on this contract.

2.5.2.2 Health and Safety Professionals (Manager/Officer)

The *Consultant* shall make available the Health and Safety Professional (Safety Manager and Safety Officer) on this specific scope of this contract to ensure compliance to occupational health and safety requirements when need arises.

The Health Safety and Environmental Professional(s) shall have a minimum qualification of a National Diploma in Safety Management/Environmental Health related courses with experience in waste management and management of hazardous chemical substances.

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2.5.3 Appointment of a Consultant

The *Consultant* shall be appointed by Employer on the awarding of the contract and shall be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

2.6 Related/Supporting Documents

- 32-136 Contractor Health and Safety Requirements.

3. Safety Health and Environmental (SHE) Specification

3.1 Scope of work

Location: Medupi Power Station Project, Lephalale, Limpopo Province.

Project description/detailed scope of work: Medupi Power Station Project is a coal-fired power station and a National Key Point situated near Lephalale in Limpopo Province. The project is a construction site for a coal-fired power station with six units, which shall generate a total capacity of 4800MW of electricity. All six (6) units are in commercial operation, the focus is on completion of the remain scope under GC Medupi Power Station Project responsibility such as Balance of Plant works and associated facilities for the project.

Medupi Power Station Project was issued with various environmental authorisations, permits and licenses as well as Environmental Management Plans (EMPs) since inception of the project. These authorisations requires of the project to ensure resources such as the Environmental Control Officer (ECO), Environmental Monitoring Committee (EMC) Chairperson and Ecologist are appointed to perform duties stipulated in the authorisations.

The scope of work (SOW) entails Provision of Environmental Control Resources (ECO) and Environmental Monitoring Committee (EMC) Members at Medupi Power Station Project as set out in criteria below:

Provision of services by the following resources (for details refer to the scope):

- 1x Lead ECO
- 1x ECO
- 1x Environmental Co-ordinator

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- 1x EMC Chairperson Part time (attend quarterly EMC meetings)
- 1x EMC Ecologist Part time (attend quarterly EMC meetings)

These environmental resources is needed in order to ensure the following:

- compliance with environmental authorisations;
- manage environmental risks;
- reduce project exposure to environmental legal liabilities; and
- monitor the rehabilitation of the project.

Deliverables include but not limited to:

- Attendance of the site meetings for the project, contractors, EMC and adhoc.
- Weekly report to Employer's Agent.
- ECO Environmental Compliance Monthly report.
- ECO Environmental daily site observations register.
- ECO Environmental contractors audit reports and associated close-out information.
- ECO contractors close out report and letters.
- Minutes of the EMC meetings submitted within 30 days from the date of the meeting.
- Records of environmental awareness.
- Records of the reviewed method statements this include register of all method statement reviewed.
- Environmental Compliance Audit reports based on the Environmental Approvals and other applicable environmental requirements.
- Monitoring implementation of the contractors site establishment and disestablishment, Eskom overall rehabilitation plan and submit documented report.
- Track closure of project external audits findings.
- Project Environmental Approvals Close Out report.
- Provide input and/or comments on the amendments of the Environmental Management Programmes and/or Environmental Approvals.

The ECO must remain in the project until the completion of construction of Medupi Power Station.

3.2 Legislative Compliance

The *Consultant* shall comply with all relevant legislation pertaining to this project.

The applicable legislation shall include (where applicable), but not limited to the following:

- 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.
- Tobacco Products Control Act 83 of 1993.

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- National Environmental Management Act 1998 (Act 107 of 1998).
- National Environmental Management: Waste Act (Act No. 59 of 2008).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- National Road Traffic Act 1996 (Act 93 of 1996).
- Compensation for Occupational Injuries and Diseases Act 1993 (Act 130 of 1993) (COIDA).
- Any other applicable South African legislation.
- Applicable South African National Standards (SANS) - Consultant shall use the relative standards applicable to the project.
- Local Authority by Laws.

It is the duty of the *Consultant* to ensure that they are familiar with the necessary SHE legislation required.

The *Consultant* shall compile a SHE legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the construction project. The register shall be updated biannually or as when required.

All *Consultants* and contractors shall have an up-to-date copy of the OHS Act and Regulations at all work sites which shall be available to all employees (GAR 4).

Note: When there is an amendment to the Acts and/or to the Regulations, the SHE Plan shall be reviewed, updated accordingly, and send through to the client. Changes shall be communicated to all relevant employees.

3.3 Section 37(2) (Legal) Agreement

A section 37(2) agreement shall be signed between *Consultant* and Employer at the time of awarding the contract.

The original copy of the section 37(2) Agreement shall be retained by the *Consultant* and a copy retained by the Employer.

A copy of all the agreements shall form part of the respective *Consultant's* SHE File.

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3.4 OHS Act

The *Consultant* shall have an up-to-date copy of the OHS Act and Regulations at all work sites which shall be available to all employees (GAR 4).

3.5 Compensation of Occupational Injuries and Diseases Act (COIDA)

The *Consultant* shall be registered with an appropriate employment compensation commissioner or a licensed mutual company or an equivalent of it (for international bidders). This cover shall remain in force during the contract and shall be the responsibility of the *Consultant* to ensure validity. *Consultant* shall submit proof of a valid registration through a certificate of good standing with the compensation fund or a licensed compensation insurer and ensure that all payments due to the Commissioner are discharged. The Letter of Good Standing shall reflect the name of the *Consultant*.

Note: For international suppliers, the equivalent from the country of origin of the supplier. For a supplier whose country does not issue such certificate equivalent to COID, the relevant legislation shall be submitted. However, if the supplier has offices in South Africa and has employed South African citizens, a COID certificate shall be submitted.

3.6 Health and Safety Policy/SHEQ policy

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

Employer has a SHEQ Policy (32-727, Appendix A) that clearly states the policy principles by which *Eskom* operates and the commitment to SHEQ excellence and is authorized by the Chief Executive.

Consultant shall support *Employer* SHEQ policy.

Employer SHEQ Policy shall be handed to the *Consultant* when site establishment is completed. A toolbox talk shall be done with all the employees on site and attendance register shall be sent to the Contracts Manager and then filed in the SHE File.

The *Consultant* shall each have a SHE/SHEQ Policy duly signed and authorized by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall SHEQ objectives and

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commitment to improving Safety, Health, Environment and Quality performance and shall be displayed and shared with all stakeholders. It shall also include the description of the organization scope and the arrangements for carrying out and reviewing such policy.

3.7 Provision for the Cost of Health and Safety measures within the Project

The *Consultant* shall ensure that the submitted tender adequately made provision for the cost of Health, Safety and Environmental measures.

Note: the costing for SHE shall be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases, medical surveillance (medicals), occupational health programmes and occupational hygiene surveys etc.

3.8 Consultant Requirements

The Consultant shall, before commencement of the project ensure that all their employees are familiar with the relevant Employer SHE documentation that is applicable to contract services. The applicable procedures shall be made available to the *Consultant* through the Contract Manager.

3.9 Eskom Life-saving Rules

Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopted the same view.

Five Life-saving rules have been developed that shall apply to all Eskom Employees, agents, consultants. Failure to adhere to these rules by any Eskom employee or employee of a *Consultant* shall be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

If any contractual work shall be performed on any Eskom premises (including delivery of any product), then the rules shall be obeyed by any contractor and their employees.

The rules are:

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Rule 1	<p>OPEN, ISOLATE, TEST, EARTH, BOND AND/OR INSULATE BEFORE TOUCH</p> <p>Any person who performs work on an electrical installation shall ensure that it is isolated, tested and earthed before starting any work.</p> <p>(That is plant, any plant operating above 1000 V)</p> <p>With the aim to ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line, or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged unless:</p> <ul style="list-style-type: none">a) He/she is trained and authorised as competent for the task to be done.b) There is a valid permit to work, where required.c) A pre-task risk assessment to identify all risks and hazards has been conducted prior to any work commencing.d) He/she follows the requirements on OPEN, ISOLATE, TEST, EARTH, BOND and/or INSULATE BEFORE TOUCH, correctly based on applicable/related standards, procedures and outcome of risk assessment fit for the type of work or task to be performed.e) The authorised person (team leader) has certified and physically shown all team members that the apparatus is safe to work on.f) He/she makes the specific electrical environment safe prior to performing the work; andg) All the appropriate PPE (including face shield and insulated gloves for low voltage work) are worn.
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Rule 2	<p>HOOK UP AT HEIGHTS</p> <p>Working at height is a significant part of work in Eskom Holdings and is regarded as a high-risk activity, and as a result all precautions must be taken to prevent incidents while working at height. Wherever reasonably practicable, preference must be given to the performance of work at ground level as opposed to work in an elevated position. Where work in an elevated position is necessary, the requirements below shall apply.</p> <p>No person may work at height where there is a risk of falling unless:</p> <ul style="list-style-type: none"> a) He/she is medically fit to work at height. b) A pre-task risk assessment to identify all risks and hazards has been conducted prior to commencing any work of this nature. c) He/she is appropriately trained as determined by the risk assessment. d) He/she is appropriately secured during ascending and descending; and e) He/she is using an Eskom approved fall arrest system where applicable.
Rule 3	<p>BUCKLE UP</p> <p>Where required, the proper wearing of seat belts for any driver, operator and passenger is mandatory in all vehicles/equipment when driving and/or travelling for Eskom business purposes. The driver is obligated to ensure that he/she as well as all passengers are properly seated and wearing their seatbelts always while being transported in the vehicle, as per Eskom <i>nt</i> specifications.</p> <p>No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts (Seatbelts shall be always used whilst driving).</p> <p>Note: This rule is applicable on any road or parking lot, irrespective of the speed, and when the vehicle moves in a forward or backward direction.</p>
Rule 4	<p>BE SOBER</p> <p>No person who is under the influence or who appears to be under the influence of intoxicating liquor or drugs will be permitted to enter or remain on an Eskom site or conduct Eskom business or drive/operate a vehicle/equipment for Eskom business purposes.</p> <p>This includes any level of alcohol or the presence of any drugs, controlled substances, and/or illegal substances in the body that impairs or could impair mental and physical functioning, irrespective of when the substance was used.</p>

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Rule 5	<p>PERMIT TO WORK</p> <p>Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by for example the:</p> <ul style="list-style-type: none">a) Plant Safety Regulations; orb) Operating Regulations for High Voltage Systems (ORHVS); orc) Any other activity where a permit is required. <p>No plant is to be returned to service without the cancellation of all permits on that plant in accordance with procedure, unless permission is granted for a particular plant to be returned to service with permits still open, like in the case of redundant systems.</p> <p>Note: In the case of live work, a “live work declaration form” is to be completed by the authorised person, who is the person responsible for the safe execution of work according to relevant standards and procedures. Outline the key principles or rules to support the implementation of the standard statement.</p>
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Eskom shall take a stance of zero tolerance on these rules.

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

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

3.10 Appointments, Competencies and Training

For the duration of the contract, the *Consultant* shall appoint competent employees who shall 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 *Consultant* shall ensure that the resources to work on the project have the required related training, knowledge, and experience specific to the scope of work/services.

The competency/training shall include, but not limited to the following:

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The appointments shall include (where applicable), but not limited to the following:

Statutory appointments	
Reference	Description
OHS Act, Section 16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)
OHS Act, General Administrative Regulation 9(2)	Incident/Accident Investigator
OHS Act, General Safety Regulations 3(4)	First Aider/s
OHS Act Construction Regulation 8(5)	Health and Safety Officer
OHS Act Construction Regulation 9(1)	Person to Compile Risk Assessments
OHS Act, Construction Regulations 23(1) (d&k)	Construction Vehicle and Mobile Plant Operator & Inspector
Non-statutory appointments	
<i>Consultant's</i> Requirement	Emergency Planning Co-ordinator
<i>Consultant's</i> Requirement	Fire Official

Notes to the appointments listed above: Section 16(1) creates a legal presumption, and therefore no appointment is required. The *Consultant* shall provide the full names, contact telephone number and business address of the Chief Executive Officer.

3.11 *Consultant* Organisational Structure

3.11.1 *Consultant* Organogram

The *Consultant* is required to compile their organisational organogram for the contract, with a proposed OHS resource plan, highlighting the reporting structure from their Senior Management (Chief Executive) down to their project employees. For each position, stipulate the position titles,

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names of appointees, qualifications, and competencies. The *Consultant* shall ensure that all appointees comply with this requirement.

All organograms shall be updated timeously when appointments are changed and filed in the project SHE File. The organogram shall be kept up to date, a copy of which shall be given to the client and copy filled in the relevant project SHE Files. The *Consultant* is responsible for submitting updated copies of all the organograms to the Client whenever there are changes.

3.11.2 Appointed Consultant Organogram

Appointed *Consultant* is required to compile their company organogram for the project, listing the reporting structure from their CE down to their project team. The diagram shall list the names, positions held, and any appointments made.

This diagram shall be kept up to date, a copy of which shall be given to the *Employer* and a copy filed in the relevant project SHE Files.

3.12 Safety Culture

Eskom drives a safety culture of Zero harm. Zero harm means ensuring that the *Consultant* operational activities do not inflict harm on Eskom assets, its employees, contractors, and members of the public affected by its operations, environment in terms of its environmental obligation. Zero harm is a value which Eskom shall strive towards operating within its compliance obligation, continual improvement against set intended outcomes and reduction of its environmental footprint by avoiding incidents.

Zero harm is the first of our Eskom values, and a top priority in our business.

Eskom thrives to ensure that zero harm befalls its employees, consultants, the public and the natural environment:

- Zero Fatalities
- Zero Injuries
- Zero environmental incidents
- Zero Tolerance
- Zero Defects

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The *Consultant* shall demonstrate in health and safety plan compliance to Eskom drive to Zero harm.

The following safety culture interventions are implemented across site, and it is required that all contractors participate in:

- Safety stand downs.
- Planned job task observation.
- SHE campaigns.
- Rewards and discipline strategies and procedures to encourage appropriate SHE behaviours.

3.13 Substance Abuse

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.

General Safety Regulation 2A is clear on the legal stance regarding intoxication.

The alcohol and drug permissible level is 0%.

All *Consultants* shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), considering that this is an Eskom Life-saving Rule number 4: (BE SOBER"), this means anyone entering the Eskom site shall be subjected to ad hoc alcohol testing.

The *Consultants* are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. Test records shall be treated as "Confidential" and filed in the employees' personal file.

3.14 Smoking

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy). Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with Eskom Policy and legislation requirements.

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3.15 Cellular Phones

A *Consultant* shall develop and implement a risk-based cell phone policy for their works areas. Do not use Cellular phones whilst driving and where cell phone usage is prohibited. Texting and talking on the cell phone whilst driving and walking is prohibited. When taking calls or texting, stop and find a safer area. Disciplinary action shall be followed in case of any non-compliance.

3.16 Occupational Health, Hygiene and Rehabilitation

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

3.16.1 Occupational Hygiene Management Program

The *Consultant* shall develop, implement, and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene shall include, but not be limited to the following elements:

Identification: The *Consultant* shall identify the occupational stressors which could include exposure to chemical and biological hazards, noise, dust, vibration, heat, etc., to which any person may be exposed because of his work activities.

Risk assessment: Once the occupational stressors have been identified the risk shall be assessed in accordance with statutory requirements including manual handling, including the nature of the stressor, the work process, the exposure severity and duration, possible adverse effects etc.

Control measures: The *Consultant* shall provide details of all control measures that shall be implemented to eliminate or reduce exposure to occupational stressors. Where mechanical means are employed, he shall provide details of how these shall be maintained to ensure that they operated at maximum efficiency.

Monitoring: The *Consultant* shall provide and adhere to effective monitoring procedures. These procedures shall include the planning, carrying out and recording of the results of the measurement programme. This is to confirm the effectiveness of the implemented control measures and the results shall be made available to the Engineer on request.

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The *Consultant* shall report to the Department of Employment and Labour on the occupational hygiene milestones (e.g., crystalline silica). Evidence of reporting to the department of Employment and labour and copies of such reports shall be made available to Eskom Health and Safety Manager/Occupational Hygiene Practitioners.

Copies of all occupational hygiene surveys conducted by Eskom shall be shared with the Consultant Health and Safety Manager and Occupational Hygiene Practitioners. The SHE Manager/Practitioner shall establish a database of *Eskom* occupational hygiene surveys and corrective plans.

3.16.2 Employee Health and Wellness Programme

The *Consultant* shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which shall include a Medical Surveillance Program and an Employee Assistance Program as detailed below.

3.16.3 Medical Surveillance Programme

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

The *Consultant* shall ensure that his employees are registered on a medical surveillance programme and are in possession of a valid medical fitness certificate in annexure 3 format. The certificate of fitness shall be relevant to the type of work (risk based) that the employee shall be exposed to. This shall require each employee to have a risk-based person job specification that shall be used as a basis for medical examination.

The *Consultant* shall ensure that his employees have undergone pre-entry medical examination before starting work on site, ***no employee shall access site without a valid medical fitness certificate.*** The *Consultant* shall develop and maintain the medical surveillance matrix to monitor the validity of medical programme.

The fitness certificate and a copy of the risk-based person job specification shall be issued before commencement of work and shall be presented at induction. If the *Consultant* does not provide proof of valid certificates of fitness and person job specifications for his employees, then *Consultant* shall not give those employees site induction which shall result in refusal to site access.

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The certificate shall be renewed as required by the risk profile. On completion of the project an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.

Consultant to take note of the following:

- The *Consultant* shall ensure that their employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
- In order for the appropriate medical examinations to be conducted, each employee shall have a man job specification, which shall indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- The *Consultant* shall ensure that his/her employees have undergone pre-entry medical examination before starting work on the contract.
- The *Consultant* shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.
- In instances where sick leave is taken for a period of one week or more, the *Consultant* shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries which occurred in the period of absence, which may affect their ability to work on site.

3.16.4 Employee Assistance Programs (EAP)

The Consultant shall arrange EAP service for the employees.

3.16.5 Rehabilitation

Where any *Consultant's* employee is injured at work to the extent that they require rehabilitation, then this shall be given, using the services of an appointed rehabilitation organisation.

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3.16.6 Health Pandemics and Disaster Management

The *Consultant* shall ensure proper management and control of any disaster and or pandemics that may come forth during the contract. *Consultant* to develop a health pandemic and disaster Management plan/procedure and conduct risk assessment to ensure that appropriate measures are in place. Health risk assessment should be conducted and appropriate measures taken to minimise exposure. Any new developments regarding health disaster and latest updates should be communicated to the employees and visitors to stay well informed.

3.17 Emergency Care (First Aid)

A list of emergency numbers shall be displayed at notice boards and public areas for ease of access to all employees and visitors. The *Consultant* shall ensure that his employees are familiar with the emergency numbers. Emergency numbers shall also be part of the OHS induction.

The *Consultant* shall have one first aid box for the first five (5) persons and thereafter one for every 50 or team of workers on site or part thereof. There shall be a trained and appointed person to render first aid service when required. The first aider(s) shall be in possession of a first aid level two (2) training as minimum requirement as per Eskom Emergency planning procedure 32-123.

More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it shall be available and accessible for the treatment of injured persons at that workplace).

Minimum contents of a first aid box: (Refer to GSR 3 Annexure of the OHS Act). A content check list shall be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

A prominent notice or sign shall be erected in a conspicuous place at a workplace (SANS1186 approved signs to indicate location of first aid boxes), 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.

***Consultant* to take note of the following:**

- The requirements of the OHS Act GSR 3 shall be observed.

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- First aid appointments shall be made to meet the requirements, this includes construction sites. Appointees shall be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work sites, cognisance shall be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency shall arise.
- 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.
- The *Consultant* shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.18 Emergency Preparedness and Response

3.18.1 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical.

- The *Consultant* shall develop his own emergency response plan for both work areas and office areas and submit this plan to the Contracts Manager for approval.
- The plan shall be amended as required by the Contracts Manager. The *Consultant* shall ensure the following:
 - The Consultant' Personnel are aware of and trained in the execution of the emergency plan.
 - Emergency response service are always available to attend to any emergency cases that may arise during the duration of the contract.
 - Periodic emergency drills shall be undertaken to test the effectiveness of the plan.
 - Initiate his own emergency drills, with the co-operation, and subject to the approval of the Contracts Manager. Details of such drills shall be recorded, and such records shall be made available on request.
 - The emergency plan is reviewed annually, and after every incident which caused the emergency plan to be activated.
 - Any changes made shall be briefed to all persons affected and the information provided to the Contracts Manager.

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Note: The *Consultant* shall be responsible to familiarise himself with local municipal disaster management portfolios.

3.18.2 Fire safety

The *Consultant* shall develop safety and evacuation procedures for any area under his control prior to the commencement of work. All *Consultant's* Personnel entering and working on the Project Site, and other places, if any, as may be specified under the Contract as forming part of the Site, shall be trained in fire safety and emergency evacuation.

3.19 Fire Equipment and maintenance

All firefighting equipment's that have been provided to the vehicles shall:

- Be clearly labelled.
- Conspicuously numbered.
- Entered in a register.
- Inspected monthly by a competent person.
- Tested and serviced at recommended intervals by an accredited supplier.
- Results entered in the register and signed by competent person.

3.20 SHE Training

- The *Consultant* when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements.
- The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, the *Consultant* shall have the appropriate qualifications, certificates and employees shall always be under competent supervision.
- Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.

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- Appropriate time shall be set aside for training (induction and other) of all employees. Records of all training and qualifications of all *Consultant* employees shall be kept on the SHE File.
- The *Consultant* shall ensure that the training providers are accredited and registered with SETA according to the relevant unit standards. The *Consultant* shall have proof of this on site for verification.

3.20.1 Induction training

- On annual basis or as when required, the Client shall provide *Consultant* with Site Induction which the *Consultant* shall communicate to his employees and visitors.
- The *Consultant* shall ensure that all his / her employees undergone the Eskom Safety Consultant Management induction training prior to commencing work on site. Attendance registers shall be completed of any induction training given, which shall indicate that they have received and understood the induction training.
- Prior to attending the induction training, all employees shall undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness shall be kept in the SHE File on site for the duration of the project.
- All employees and visitors on site shall carry the proof of induction training.

3.20.2 Site (scope) specific induction training

The *Consultant* shall ensure that all his / her employees undergo their company (site specific) induction regarding the approved project SHE Plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects.

Proof of induction signed by Inductor and trainee shall be submitted to the Safety department before an access permit shall be issued. The employer shall provide to each employee a proof of induction, which he/she shall carry and produce when required.

The *Consultant* shall maintain comprehensive records of all employees under his control attending induction training. Acknowledgement of Life Saving Rules, receiving and understanding the induction shall be signed by all persons receiving the induction respectively.

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3.20.3 Visitors to site induction

Visitors to the site shall be required to undergo and comply with the *Consultant's* site-specific safety induction prior to being allowed access to site. All visitors shall remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work onsite, of any nature.

Visitors who have completed site induction shall be provided with a record of proof of Induction training.

3.20.4 General training

The *Consultant* shall be required to ensure that before an employee commences work on the project, 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 shall include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The *Consultant* is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

3.21 Access and Security Control

Employees, *Consultant*, and visitors shall be subjected to induction training and substance abuse tests when entering Eskom sites, or as and when required whilst on Eskom sites.

It may be required that prior to access being granted that person(s) complete the required training e.g., plant access training, employee training, occupational health and safety training or any other prescribed training.

The following are prohibited items and shall not be allowed on Eskom sites unless the necessary authorisation for possession has been obtained:

- Firearms and ammunition (exclude Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces).
- Liquor/ Alcohol.
- Dangerous weapons.

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- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription) and.
- Any other items that may be declared prohibited.

3.21.1 Site

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

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

3.22 Public Safety

Legislation requires that employers shall be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

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They shall factor in, in their safety plan, how they intend safeguarding/ controlling any members of the public against their activities during the project.

3.23 Hazard Identification and Risk Assessment (HIRA)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to continuously 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.

The *Consultant* shall prepare and provide to the Client a Baseline Risk Assessment as well as activity-based Risk Assessments for an intended work.

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 shall be maintained. This means that significant changes to a process or activity, or any new process or activity shall be subjected to a risk assessment and that if new hazards come to light during the work process, then these shall also be subjected to risk assessments. Risk assessments for long term processes shall be periodically reviewed and updated. Baseline risk assessment shall be reviewed at least every six months, or as when required (i.e., changes to scope, incidents occurring, legislation etc.).

Risk assessment shall be developed by the cross-functional team. The following role players shall be involved when compiling the risk assessment as minimum:

- Project manager
- Supervisors
- Specialists
- SHE officers
- SHE Reps
- Employees with experience of the task and

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- Union representative if available.

Attendance registers shall be kept of all the employees involved in compiling the risk assessment.

3.24 Site and Operational Hazards/Risks

The construction work is currently happening within the operational space where the electricity generating units are completed, commissioned and the power station is generating electricity. There are on-going outage and maintenance works by different contractors in different areas of the plant.

The *Consultant* to ensure work is planned and executed in a safe manner taking into consideration the below hazards/risks:

- Operational and live systems around the site
- Electricity (live cable, powerlines, and connections)
- Operational underground services (electric cables, water pipes, sewer lines, network/fibre cables, etc...)
- Fly ash dust
- Noise
- Shared roads by Eskom and other contractors, interface with other contractors (additional risks from other contractor)
- Maintenance works
- Commission works
- Moving construction machine and mobile plant (hauling of ash and coal, Interface with people/employees)

3.25 High Risk Activities

When the *Consultant* are driving in an area where a high health and safety hazard (high traffic / road with pedestrian cross signs) exists, the *Consultant* shall:

- Ensure that a risk assessment is conducted for all high-risk activities.
- Ensure that safe working procedure is communicated to all employees and safe work practices are enforced.

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3.26 Pre-Task Risk assessment/Daily Safe Task Instruction (DSTI)

The *Consultant* shall daily and for every task to be performed, conduct a pre-task risk assessment with all employees involved with the task(s). The pre-task risk assessment shall form the basis of the daily pre-job brief/inspection. Planned /scheduled toolbox talks shall be arranged and safety topics that affect employees while execute daily task must be discussed. The pre-task or on the job risk assessments shall be conducted at the place where work is to be performed/ conducted to allow supervisors 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. This Pre-task risk assessment/ daily vehicle inspections shall always be available where the work is performed. This shall highlight critical steps from the safe work procedure to ensure that work is performed in a safe manner. The completed signed pre-task risk assessment/inspection form shall be filed in the drivers vehicle file.

Daily or issue based or. 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:

- Each activity is listed.
- Specific hazards are identified and listed against each activity.
- The magnitude of each risk is rated as Low, Medium, or High.
- All known documentary and supervisory controls are listed, for instance: what safe work procedures exist for ladders.
- The relevance, effectiveness and sufficiency of these controls are assessed.
- In the event of insufficient or deficient controls for an activity, steps shall be taken to rectify this, be recorded, and safe working procedures drawn up.
- Persons responsible for implementing and supervising the task shall be identified, nominated, and duly assigned.
- Persons responsible for monitoring the task and carrying out the planned job observation shall be nominated.
- Completed risk assessment shall be handed to the Eskom Project Manager representative for comment and approval.

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,

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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.

3.27 Safe work procedures / method statements

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 shall be written when:

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

The safe working procedure shall identify:

- d. The supervisor for the task or job and the employees who shall 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.

The *Consultant* shall compile project / site specific method statements and safe work procedures for all the tasks as identified in the risk assessment and scope of work, which shall be accepted by the Engineer or Client.

Note: The acceptance shall be qualified with the statement: "Acceptance does not relieve the Consultant of his responsibility for ensuring safe working procedures in terms of the Construction Regulations. No work shall be carried out without a *Consultant's* approved method statement, safe work procedure and task specific risk assessment.

Commencement of any work activity does not take place unless a method statement and risk assessment has been produced and submitted to the Project Manager's Site Safety Officer, five working days in advance of any proposed specific activity starting.

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There shall be approved method statements and written safe work procedures for all the high-risk activities as identified in the risk assessment. No work shall be carried out without an approved method statement and written safe work procedure.

The supervisor / team leader shall ensure that all employees are trained on all applicable safe work procedures. Approved method statements and safe work procedures together with records of training/ awareness shall be always kept on site where work is conducted.

Safe work procedures shall be compiled and documented for applicable activities (arising out of the Job Safety Analysis (JSA) and Hazard Identification & Risk Assessment (HIRA.)

3.28 Personal Protective Equipment Requirements

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

The *Consultant's* employees on site, including visitors, shall use SANS approved risk-based PPE, as a minimum:

- Head protection hard hat (with chin straps);
- Steel toe capped safety boots.
- Eye protection. Wearing of impact Safety Spectacles with side shields. Prescription glasses shall comply with the same standard or cover impact safety spectacles shall be worn over them.
- Long sleeved and long pants protective clothing.
- High visibility vests.
- Dust mask and/or Cloth masks where dust mask is not compulsory.
- Refer to General Safety Regulation 2 of the OHS Act.

The dust mask, eye protection, head protection are not a mandatory requirement at the site offices

The *Consultant* must provide the mandatory PPE should there be a need.

The *Consultant* shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly. Training shall be provided to employees on the use, care, replacement, and limitation of the provided PPE. Records of training to be kept and made available to the Client or inspector upon request.

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Strict non-compliance measures shall be administered to any employee not complying with the use of PPE and that employee shall be removed from the Site.

Note: Certain areas shall be subjected to specific/extra PPE requirement.

3.28.1 Issue, Replacement and Control of PPE

The *Consultant* shall provide a detailed procedure with a matrix on the issuing, maintenance, and replacement of PPE for all his employees and contractors on site.

The *Consultant* is required to keep an updated register of all PPE issued, including that of his employees and contractors. PPE inspector shall be appointed in writing.

Consultant's to take note of the following:

- The *Consultant* shall comply with the requirements of GSR 2 of the OHS Act.
- The risk-based PPE matrix shall be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment shall be conducted where such PPE requirements shall be identified, and the issuing be carried out.
- The *Consultant* shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- Where PPE is required and visitors are not in possession of, then it is the individual *Consultant's* responsibility to provide the PPE.
- All PPE purchased and used by all *Consultant* employees including visitors shall comply with the relevant SANS standards.
- Where deemed as a requirement, then high visibility vests shall be worn.

3.29 Traffic Management Plan

The *Consultant* shall develop implement an adequate traffic management plan, considering the safe access and egress of all anticipated traffic, plant movement, pedestrians and vehicles to all working areas of the site including the core construction area, the lay down areas and site offices. Such traffic safety measures shall include the separation of vehicle and pedestrian traffic to prevent injuries. All vehicles shall be operated by competent and authorized personnel.

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The *Consultant* shall enforce the principles of road safety both on and off the site. This shall include the control of vehicles on site, road worthiness, vehicle/plant maintenance programmes, signage, speed limits, flagmen (when driving on construction site), warning lights and high-level flags if required.

Key issues in dealing with traffic management on site shall include but not limited to:

- Management of vehicle movement e.g., movement systems, speed limits, vehicle parking, markings, signalling, loading, and unloading procedures.
- Keeping pedestrians and vehicles apart as far as is reasonably practicable by means of demarcation, signage and dedicated vehicle / pedestrian routes or other suitable means.
- Improving visibility of vehicles and pedestrians.
- Signs and instructions.
- Public interface.
- Project road maintenance.
- Operator and driver competency and medical fitness.
- Proper fatigue management plan.

The *Consultant* shall enforce the principles of road safety both on and off the site.

Detailed traffic management risk assessment should accompany the traffic management plan, and continuous assessments should be done on on-going basis.

3.29.1 Construction vehicle and Private Vehicle safety

All construction vehicles shall meet the legislative requirements pertaining to the OHS Act No. 85 of 1993, Construction Regulations 23, the National Road Traffic Act, National Environmental Act and Eskom Vehicle and Driver Safety Management Procedure 240-62946386.

The following requirements are applicable to the use and operation of construction vehicles:

- The *Consultant* shall ensure that all construction vehicles are operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles.
- Designated drivers shall be in possession of an appropriate valid driver's licence, valid for the class of vehicle and authorised in writing to operate the Construction vehicles. The driver's license shall be kept on the person and shall be produced on request.

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- Appointed driver/operator shall be authorised in writing by their supervisor and the appointment letter signed by both the supervisor and the driver/operator. Such authorization shall detail their duties, responsibilities, limitations, and areas of operation.
- All construction vehicle operators are to wear illuminated reflector vests at identified high-risk sites and construction projects.
- Drivers or operators and construction vehicles at identified high-risk sites and construction projects shall have a permit system for operating in that area.
- All drivers of construction vehicles shall have medical certificates of fitness to operate those construction vehicle and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- All drivers and operators to have a file with appointment letter, medical fitness certificate and proof of competency always in the plant or vehicle.
- No drivers or operator may text, talk on cell phones or two-way radios whilst driving under any circumstances. This includes the use of hands-free kits. Cell phone calls by drivers shall only be made when the vehicle is stationary, in a place of safety, and with the engine switched off.

It is the responsibility of the driver to ensure that:

- He/she and their passengers wear seat belts whilst the vehicle is in motion.
- He/she comply with all traffic road rules, safety, direction, and speed signs.
- Vehicles are not overloaded and are within their safe working load limit.

The *Consultant* shall ensure that his employees and those of his visitors do not:

- Ride on back of bakkie, crane or other mobile plant equipment.
- Leave vehicles unattended with the engine running. Ignition keys shall be removed in all cases when the vehicle is left unattended.
- Park vehicles in unauthorised zones/areas or where parking shall obscure other vehicle or pedestrian visibility.

Pre-Use Inspection of Construction Vehicles

The *Consultant* shall take reasonably practicable measures to ensure that construction vehicles are inspected prior to use, which measures shall include:

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- That the driver/operator of the construction vehicle physically inspects and ensures that the brakes, lights and any other defined safety features and devices are functioning as intended prior to setting such construction vehicle in motion; and
- Pre-use checklists are completed by all drivers/operators of construction vehicle at the beginning of their shift. Such checklists shall clearly identify all the components, features, and functionalities to be inspected by the driver/operator. For each component, feature or functionality, the checklist shall clearly indicate the pre-established criteria under which the mobile machinery may or may not be put in motion.
- Inspection logbooks or checklists are always kept in the vehicle. In case where there is no logbook and a checklist is used, then the checklists shall be kept in a file and always available in the vehicle. The logbook or checklist shall as a minimum include the following details on the top: Company name, Project/site name, Date, driver/operator name, vehicle registration number. Space for remarks shall be available to allow the driver/operator to record deviations, and the signature space at the bottom for both the driver/operator and the supervisor.
- Vehicles shall be provided with fixed & firmly secured seats and seat belts - adequate for the number of passengers being transported. Passengers in vehicles shall only be transported according to the number of seat belts present.
- All vehicles shall always carry warning triangles, fire extinguishers and first aid box.
- Drivers of all vehicles shall allow appropriate travel distance between vehicles travelling in front of them and at no time shall "tailgating" be permitted.
- The *Consultant* shall submit a detail list of all vehicles that shall require site access to the Employer.
- *Eskom* reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- The *Consultant* shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises.
- The *Consultant* shall maintain his vehicles in roadworthy condition and hold a valid vehicle license (DISC). These vehicles shall be subject to inspection by the Client representative on random basis. Vehicles which are not roadworthy shall not be allowed onto the Project site.
- In the event where the *Consultant* do not own the equipment, the *Consultant* is still responsible for ensuring all conditions are complied with by all his suppliers or hire companies.

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- Ensure that all construction vehicles are maintained according to the manufacture's specifications. All servicing and repairs shall be carried out by the Consultant in a designated area.
- Records of maintenance shall be kept on site.
- All waste from servicing shall be disposed of in accordance with the environmental legislation.

The use of amber, rotating or flashing lights on construction vehicles:

- The use of amber, rotating or flashing lights shall only be used in accordance with the requirements of the National Road Traffic Act ,1996 (Act no 93 of 1996).
- No construction vehicle is allowed to use the amber light whilst driving on a public road and,
- The construction vehicles fitted with amber rotating lights shall have a manual operated switch. The amber rotating lights shall be switched off when the construction vehicle enters a public road.

3.29.2 Private Vehicles and on-site driving Rules

All vehicles required to enter on site shall only be allowed on site once a permit application has been made and approved.

- Privately owned vehicles shall be limited on site.
- Drive professionally.
- Keep to the speed limits (taking weather conditions into consideration);
- Reverse parking is mandatory.
- Drive with your head lights switched on.
- Obey road signs and all safety signs.
- Always wear your seatbelt.
- Drive 10 km/h in all parking areas.
- Refrain from talking on cell phones or two-way radios whilst driving.
- *Eskom* reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- The following speed limits are applicable on site: 10km/h at the parking areas and speed limit as per posted signage shall apply at all other roads on site. A speed of 40km/h shall apply in all other roads where there is no posted speed limit sign.

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Ensure that all drivers and passengers wear seatbelts, while travelling in a motor vehicle. Vehicles not fitted with seatbelts shall be retrofitted according to the vehicle manufacturer's specifications.

Ensure that no employees, including *Consultant* employees, when performing work for *Consultant*, shall be transported in the back of open vehicles. This applies both on and off-site.

3.30 Housekeeping and Order

- The *Consultant* shall ensure compliance any other pandemic or any declared disaster. Health risk assessment should be conducted and appropriate measures taken to minimise exposure. Any new developments regarding health disaster and latest updates should be communicated to the employees and visitors to stay well informed. shall maintain a high standard of housekeeping within the site. Prompt disposal of waste materials, scrap and rubbish is essential.
- The *Employer* requires the *Consultant* to conduct housekeeping daily and perform housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The *Consultant* shall document the results of each inspection and shall maintain records for viewing.
- Housekeeping shall be done before and after every shift. After completion of every task, each *Consultant* shall conduct a proper housekeeping and keep evidence of housekeeping in that area.
- Materials/objects shall not be left unsecured in elevated areas; falling objects may cause serious injuries/fatalities.
- 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 *Consultant* in the first instance and the Eskom project/site manager in the second instance.
- The Eskom Project/Site Manager has the right to instruct the *Consultant* 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 because of such a stoppage. Failure to comply with this requirement shall result into site cleaning by another cleaning contractor company at the cost of the *Consultant*.

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3.31 Workplace Signage

Symbolic safety signage shall be displayed where it is required by legislation. All symbolic safety signage that the *Consultant* is to use/display shall conform to the requirements of SANS 1186. Signs shall be positioned to be seen from most positions within the work sites / areas. All signage shall be always clear and be replaced timeously when worn out.

The display of the following signs is mandatory:

- The location of every First Aid Box; Fire Extinguisher and Emergency Exit is to be clearly indicated by means of appropriate signage inside each and every vehicle that will be transporting employees.
- *Consultant* shall post Company Name Sign on all fuel storage containers.

The meanings of the appropriate symbolic signage shall be discussed during induction training and toolbox talks.

3.32 Hazardous Materials/Chemicals/Agents Management

HCA shall be managed in accordance with HCA Regulations of the OHS Act 85 OF 1993.

Prior to any HCA being brought onto the site or produced on the site, the *Consultant* shall supply the client with the following:

- Safety Data Sheets (SDS) in accordance with the requirements of the OHS Act and regulations.
- Proposed arrangements for safe storage.
- Proposed methods for handling/usage.
- Proposed method of disposal and,
- Hazard communication / training plan.

The information is to be provided at least two (2) working days prior to the expected delivery on site. The client representative shall approve the use of any hazardous substance after receiving the above information. No HCA are to be brought onto the site until the client representative approval is received.

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When purchasing hazardous materials and/or chemicals, buying departments can fulfil the legislative requirements by ensuring that purchases are made only from suppliers and manufacturers that comply with the requirements of section 10 (General duties of manufacturers and others regarding articles and substances for use at work) and section 22 (Sale of certain articles prohibited) of the OHS Act.

Any hazardous materials and chemicals, including gases, shall be stored in compliance with the legislative requirements, local municipal by-laws, and SANS building standards.

3.33 Flammable and Combustible Liquids

- Proposals to store fuel on site shall have written approval from the *Consultant* HSE team/Contracts/Project Manager. The volumes of fuel allowed to be stored shall depend on site conditions and Statutory Regulations.
- Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed, and maintained.
- All fuel storage areas shall comply with the following requirements: -
 - Storage shall be well clear of buildings.
 - Storage areas shall be kept free from all combustible materials.
 - All Safety signs shall be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
 - Adequate firefighting equipment shall be available.
- Diesel tanks are to be installed in a bunded area; bunded area shall be able to contain 110% of tank capacity.
- Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
- Bunded area shall have a drain valve.
- No other material/equipment shall be stored in the bunded area.

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3.34 Refuelling at the construction site

Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays shall be used to prevent spillage at the filling nozzle.

Hazard and danger warning signs shall be prominently displayed at storage area, e.g.

- No Smoking
- No Naked Flames
- Consultant Identification and Emergency Contact information

3.35 Record keeping

- A register shall be used which indicates the name, number of the machine or tool.
- The register shall be kept in a safe place for record purposes.

3.36 Incident Management

The *Consultant* shall report all incidents/accidents as required in terms of the legislation.

All incidents/accidents including near miss incidents, first aid, medical treatment, lost time incidents (disabling injuries & fatalities); OH&S Act Section 24 and 25 incidents; electrical contact; and major equipment damage Incidents shall be reported to the Contracts/Project Manager within 24 hours of them occurring or, before the end of the work shift. The *Consultant* shall ensure that all incident reporting classifications, recording, and investigation requirements are done according to the requirements set out in the Eskom document 32-95 (Occupational Health and Safety Incident Management Procedure - latest revision). This may include investigation format or documentation requirements.

The objective of incident investigation shall not only be a legal requirement but shall 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.

For any lost-time incident (LTI), section 24 or major environmental incident, *Consultant* Chief Executive Officer (CEO) shall be asked to do a presentation to Eskom Project Director on site. Note, this is not for Site Manager to present, CEO of *Consultant* shall also on behalf of his contractor do

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presentations. All Incidents shall be presented to Eskom Management within seven days (counting from the day incident occurred).

If it is found that the *Consultant* are not reporting incidents, steps (which may include disciplinary action) shall be taken against the line management of the Contractor and /or Subcontractors.

The *Consultant* shall ensure that all accidents / incidents are investigated by a competent person and are discussed at the relevant SHE committee meeting. The *Employer* reserves the right to participate in any accident / incident investigation if the accident / incident is directly linked to any activity related to the Works.

Investigations shall begin as soon as practicable after the incident / accident has occurred. Where applicable and with appropriate authorisation (when required), photographs shall be taken of the scene of the incident as well as any equipment involved. Interviews with witnesses shall be conducted as soon as possible after the incident occurred whilst it is still fresh in their memory and if necessary, followed up later to determine if further information was recalled.

The *Employer* reserves the right to conduct an independent investigation of any accident/incident reported by the Contractor or Subcontractors over and above their own investigations. The *Consultant* shall co-operate fully with the investigation and implement any additional improvement measures.

The *Consultant* shall investigate all incidents immediately and supply to the Contracts/Project manager, which shall include:

- Date, time, and place of incident.
- Description of incident.
- Root causes of incident/accident.
- Type of injury and/or (if any).
- Medical treatment provided (if any).
- Persons involved.
- Loss or damage sustained (if any).
- Names and contact details of witness/s.
- Description of corrective action to prevent a recurrence (with clear deadlines and persons identified for taking remedial action).

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- All corrective actions shall be closed out within 14 days of the date of the incident, unless otherwise agreed by the Project Manager.

3.37 Environmental Management

The *Consultant* shall comply with the Projects' Environmental Management Plan/Programs' (EMPr), Environmental Authorisations, Licences, permits and other related requirements.

Minimum requirements for compliance by *Consultant*:

- Ensure that the Method Statements are submitted to the TM/ECO for approval before any work is undertaken. Any lack of adherence to this shall be considered as non-compliance to the requirements.
- Ensure that any instructions issued by the Engineer, on the advice of the ECO, are adhered to.
- *Consultant* shall maintain the environmental legal register.
- Ensure that there shall be communication tabled in the form of a report at each site meeting, which shall document all incidents that have occurred during the period before the site meeting.
- Ensure that a register is kept at the site office, which lists all the transgressions issued by the ECO.
- Ensure that a register of all public complaints is maintained.
- Ensure that all employees, including those of suppliers receive training before the commencement of construction in order that they can constructively contribute towards the successful implementation of the environmental requirements of the Contract.
- Ensure compliance with the environmental requirements, relating to the provision of adequate resources for the implementation and monitoring of the requisite environmental controls.
- Compile an Environmental monitoring plan outlining all the construction activities, associated environmental impacts and how they shall be mitigated.
- Ensure that the project pricing makes provision for environmental costs.
- *Consultant* shall attach a company waste management plan including the typical waste inventory and templates used for keeping waste records.
- Include environmental considerations as an item on the agenda of the monthly site meetings.
- Compile and implement the necessary Method Statements; and undertake environmental awareness training of all site staff during the commencement of each Contract, with regular refreshers for the duration of the Contract.
- Appropriate measures shall be undertaken to minimise the generation of dust from work activities
- The work area is kept clean, tidy, and free of waster/rubbish. Waste shall be disposed of in designated bins
- Adherence to current and amended Water Use License and Regulation 704 of the National Water Act (Act 36 of 1998).

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- Plant and machinery shall be equipped with drip trays. Oil refills for plant and machinery shall take place in designated areas.

Ensure that the environmental authorizations required in terms of National Environmental Management Act, 1998 (section 24) are sought prior to storage of dangerous goods, including petrol, diesel, liquid petroleum gas or paraffin,

3.37.1 Spillage of Hazardous Chemical Agents

- Any spillages that occur shall be managed using project procedures and legal requirements and as indicated on the SDS.
- Identify appropriate storage areas for stockpiling of materials, storage of hydrocarbons and storage of hazardous substances and ensure that these areas are appropriately prepared for their purpose.
- Disposal of hazardous substances shall be done in terms of the relevant legal requirements.
- Limit spillage of hazardous substances or substances with the potential to cause contamination of the environment.
- Develop emergency protocols for dealing with spillages particularly where these pose a pollution risk or involve hazardous substances.
- Compile and implement the necessary Method Statements; and undertake environmental awareness training of all staff.

3.37.2 Herbicide usage

Only registered pest control operators shall apply herbicides on a commercial basis. All staff applying herbicides shall be trained in the application thereof and shall be provided with suitable PPE.

The application of herbicides shall be in accordance with the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act No. 36 of 1947. Only approved and tested herbicides with a low environmental risk shall be used.

A herbicide register for usage shall be compiled and maintained, and a copy handed to the project leader / environmental advisor on completion of the project / contract.

3.37.3 Fire hazard

The *Consultant* shall develop emergency protocols for dealing with fires, which may include a Fire Management Plan in accordance with the National Veld and Forest Fire Act (No 101 of 1998) and ensure that all staff is educated in fire prevention and shall be held responsible to avoid the risk of fire. Firebreaks shall be created to prevent fires from spreading. No open fires are allowed on site. The *Consultant* shall ensure that operations always comply with statutory requirements. The *Consultant* Environmental Officer shall ensure that in areas with a high fire danger rating, staff are

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made aware thereof. Smoking shall be restricted to designated areas or shall not be allowed, particularly in areas that have a high fire danger rating.

Consultant shall ensure that adequate Fire Fighting equipment is available where there is a risk of fire .

3.37.4 Waste

All waste generated shall be disposed of at a licensed facility. A waste inventory of all waste streams generated or handled shall be developed and kept. A waste management plan shall be compiled before commencement of work. Records of waste disposal shall be submitted to TM as required in terms of Medupi Waste Management Work Instruction.

No waste, be it biodegradable or not, shall be left on site once work has ended.

Industrial general waste and hazardous waste generated shall not be burned, buried, or disposed of on *Eskom* or Landowner property, but instead be controlled and removed to a licensed waste site on a regular basis. The *Consultant* working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the construction period. These materials shall be stored in a bund/secondary containment with adequate containment for potential spills and leaks.

Waste shall be collected by the registered supplier or alternatively taken by the *Consultant* to a registered landfill site. Of most important legal requirements pertaining to transportation of waste shall be adhered to.

The Consultant shall ensure that sufficient waste bins / containers, with lids are made available for waste control. The *Consultant* shall comply with the requirements of NEM: Waste Act 59 of 2008.

Quantities of disposed waste shall be recorded and reported monthly. Set up system for regular waste removal to an approved facility and minimize waste by sorting wastes into recyclable and non-recyclable wastes.

Equipment maintenance and storage:

- Ensure that all plant is in good working order.
- Undertake maintenance within specified area (workshop); and use drip trays for all stationary or parked plant and when servicing equipment away from designated areas.

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3.37.5 Material requirement

The use of any material or property belonging to any landowner shall not be permitted prior to arrangements with the relevant landowner. Written proof of such agreement shall be handed to project leader / co-coordinator for record keeping.

3.37.6 Dust and Noise

The *Consultant* shall monitor dust and noise caused by mobile equipment. Factors such as wind can often affect the intensity to which these impacts are experienced.

To ensure that noise does not constitute a disturbance during construction activities, all construction works shall occur between specific working hours. This shall be stipulated in the contract.

Mitigation measures to be implemented as required / agreed upon with the project leader / environmental advisor.

Dust suppression measures shall be in place to reduce the dust caused by the movement of heavy vehicles and other *Consultant* activities.

3.37.7 Environmental Incidents

All environmental incidents such as pollution (air, water, land, noise, etc.), bird kills, and animals killed, plants destroyed, public complaints etc. shall be reported to TM and/or ECO before the end of the shift.

All environmental incidents occurring on site shall be recorded according to current *Eskom* Environmental Incident Management Procedure (SPO No. 348– 693723) detailing how each incident was dealt with. Proof thereof shall be kept in an incident register.

The *Consultant* shall be held liable for any infringement of any Environmental statutory requirements.

3.37.8 Water

Always implement the current project Water Use Licence

No construction shall be allowed within the 1:100-year flood lines. Shall any pollution of the watercourse occur, the Department of Water and Sanitation shall be notified immediately.

Water usage on site shall be verified with the substations/power stations responsible person, the project leader / environmental advisor to ensure compliance with legislation. Borehole water shall be

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verified as suitable for human consumption. All incidents related to water contamination shall be reported as per the requirements stipulated under *Eskom* Environmental Incident Management Procedure (SPO No. 348–693723). Records of water quantities abstracted shall be kept and submitted on the 25th of every month as part of the Contract Environmental Compliance Report.

Chemical toilets shall not be within proximity of the drainage lines / ways and shall be serviced on regular basis.

3.37.9 Environmental File

Environmental file including the following but not limited to shall be approved by the Client. Ensure the files is updated regularly.

- Declaration Letter of Compliance to *Eskom* Environmental Requirements.
- Resource allocation/organogram
- SHE policy signed by top management.
- Environmental Legal Register.
- Auditing procedure
- Risk management and assurance protocol
- Site inception plan and programme

3.38 Consultant SHE Plan

The *Consultant* shall prepare a suitable and sufficient site specific SHE Plan in accordance with the SHE Specification requirements, submitted with tender documents that shall indicate to the Employer the level of compliance to the SHE Requirements. The *Consultant's* SHE Plan shall be assessed for compliance to confirm compliance to the requirements in the *Client* SHE specification. The *Consultant* shall ensure that the site specific SHE Plan is submitted at least one-month prior site establishment, for the works permit application. Once compliance is confirmed and works permit obtained, only then shall the *Consultant* be allowed site access to start with site mobilisation.

The *Consultant's* SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this Specification and other contract documents requirements. The SHE Plan shall identify each works to be undertaken by the *Consultant*, the foreseeable internal and external hazards, the specific precautions and controls that

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shall be necessary to ensure that the works proceeds safely and without risks to health or adjacent operations.

Upon reviews with the *Consultant*, a final accepted SHE plan shall be signed and approved. The *Consultant* shall not be allowed to commence work on site until the SHE Plan has been approved.

The SHE Plan shall further demonstrate the *Consultant's* commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:

- a. Compliance to this Specification
- b. The *Consultant* SHE Policy. (OH&S Act section 7)
- c. Indication of Competent Supervision (CV's to be included). (Construction Regulation 8(7))
- d. Documented proof of assessment of competencies of appointed persons employees.
- e. Duties and safety responsibilities of all appointed persons.
- f. Selection, placement and training procedures, including induction and ongoing training in 'Basic Safe Work' and Occupational Health & Safety training for newly hired or promoted supervisors. (OH&S Act section 8(2)(i))
- g. Occupational Health & Safety communications and meetings, including daily safe task instructions and project SHE meetings.
- h. Assessment and management procedure for their contractors, including audit requirements for SHE Plans.
- i. Safety awareness promotions.
- j. Occupational Health and Safety Workplace Environment controls, including provision for monitoring employee exposures to noise, dust, etc. (Hazardous Chemical Agents Regulation 5 – 'Assessment of Exposures')
- k. Personal Protective Equipment procedure and rules. (OH&S Act section 8, General Safety Regulation 2)
- l. Control of dangerous and hazardous substances. (Hazardous Chemical Agents Regulations 2021, Section 43 of OH&S Act, 1993)
- m. System of hazard identification and risk control, such as Risk Assessments, Daily Safe Task Instructions and Communications. (OH&S Act section 8, Construction Regulation 9)
- n. Inspection and maintenance of plant, tools, and equipment prior to introduction to the Project Site (and to other places, if any, as may be specified under the Contract as forming part of the Site) and regularly thereafter. (Construction Regulation 23)

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- o. Accident and incident reporting, recording, investigation, and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators. (General Administrative Regulations 8 & 9)
- p. Evacuation and emergency planning arrangements; (Construction Regulation 29) Environmental Regulations for Workplaces 9)
- q. Substance abuse policy and procedure and programme. (General Safety Regulation 2A)
- r. Worker's welfare facilities. (Construction Regulation (30)
- s. Daily site safety inspections and audits processes.
- t. Letter of good standing with a compensation insurer
 - a. Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.

The *Consultant* SHE Plan shall be reviewed from time to time (and in any event as and when required by the Engineer) to ensure that it fully addresses all the issues and complies with requirements of the SHE Specifications and contract.

3.39 SHE File

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.

All *Consultant* 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. *Consultant* may keep additional files at their head office as additional records. The SHE File shall be maintained by all the *Consultant* on their construction sites and shall be available on request for audit and inspection purposes.

The SHE File shall consist of the requirements in terms of the project's safety specification, the Eskom's safety, health, and environmental plans. The sequence of filing the documentation shall be kept in the same sequence as listed in this SHE specification and the SHE plan. Each record shall be separated by partitions to afford easy identification and access. Each partition shall be labelled.

On completion of the construction work/project, the *Consultant* shall hand over a consolidated health and safety file to the Contracts/Project Manager. The *Consultant* shall also hand over all drawings,

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designs, lists of materials used, and other applicable information about the completed structure, as well as the list of contractors, the agreement, and the type of work completed.

In case where the project is extended, shall the documentation in the SHE Files become cumbersome, the older documentation shall be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation shall be handed over at the completion of the project.

3.40 Auditing

3.40.1 Approval and compliance of *Consultant* SHE Plan.

The *Consultant's* SHE Plan shall be audited against compliance checklist to verify compliance to the requirements of the Eskom SHE specifications. Once there is compliance only then shall the *Consultant* SHE Plan be approved by the Contracts/Project Manager or Client safety representative. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis. This shall include physical conditions evaluation.

3.40.2 Eskom SHE Audits

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

There shall be Adhoc audits conducted by Eskom on the *Consultant*. These audits shall be attended by the contractor's Site Manager or his representative. Non-compliance raised during these audits shall be closed by the *Consultant* within 30 days. Overdue audit finding(s)/non-compliances/CARs shall result in the contractor's activity/works being stopped until the deviations are corrected, and proof submitted to the Client and accepted thereof. Audit shall be conducted on specific audit criteria and sampling of different site areas. The Safety Manager and Safety Officer shall be always available when these audits are conducted.

Ad hoc audits shall be conducted when a need arises and the Consultant safety personnel to avail themselves for such audits.

If there are any findings / non-compliance identified as serious in these audits, an activity shall be stopped for that specific *Consultant*. Refer to section on "Work Stoppage" in this SHE Specification.

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Note: (a) Eskom reserves the right to conduct unannounced audits on Consultant.

(b) Failure to close audit finding, non-compliance or CAR raised during an audit or site inspection, shall result in site closure/suspension of all activities, until the deviation/non-compliance is corrected, and proof of closure submitted to the Client and accepted thereof.

3.40.3 Consultant audits

Consultant are required to conduct internal audits on the implementation of their SHE Plan bi-annually and when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom Project Manager within a week after completion of the audit.

3.41 Non-Conformance and Compliance

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.

Action plan with proposed corrective actions, target dates and a responsible person for the action shall be submitted for all non-conformance raised.

3.42 Reporting and SHE Governance

Consultant shall develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they shall employ and how they shall measure the effectiveness of their SHE communication.

Below is a brief on how communication shall take place:

- Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be always available on site. Minutes of meeting shall be compiled and filed in the relevant SHE Files. All employees shall have access to these minutes.
- Attendance register shall be kept for all the health and safety meetings. The terms of reference shall be established for each governance structure on the project.

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3.42.1 OHS Performance Status Reports

The *Consultant* shall provide OHS statistical and non-statistical reports, dashboards, presentations as per the Client requirements on weekly and monthly basis.

3.42.2 Environmental Weekly Inspection

Consultant conducts daily inspections and submit the progress report Friday afternoon's before 13:00pm.

Weekly reports, proof of awareness/training shall form part of the monthly reports.

3.42.3 Environmental Monthly Reporting

Contractors Environmental Management Report to be submitted on the 25th of every month to TM Environmental Department and ECO's. The report shall also be submitted contractually.

Eskom project team shall define and provide a reporting template.

ECO Environmental Monthly report shall be distributed to all relevant stakeholders and authorities.

3.42.4 Emergency Coordinators Meeting

The Project Emergency coordinators meet on an agreed basis to discuss emergency activities, changes on the acts and bylaws and any other feedback from activities conducted by the Employer on various *Consultants* as well as lessons learnt.

3.42.5 SHE Managers (*Consultant* and Contractors) Meeting

The Project Site Management shall host a SHE Managers meeting monthly in which all *Consultants* shall attend. The meeting discusses SHE performance, progress, and improvement initiatives etc.

3.42.6 Contractors Environmental Meetings

Contractors Environmental Meetings are held at intervals as determined by project Environmental Department, such meetings are chaired by the project HSE Manager or Environmental Practitioner and attended by the ECO, project Environmental Practitioners as well as designated environmental resources of all contractors.

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Attendance registers shall be kept for all the health and safety meetings.

3.42.7 Statutory Health and Safety Committees

- The *Consultant* shall attend the statutory health and safety committee in terms of Section 19 of the OHS Act, Act.
- The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, audit findings action plans and other relevant SHE issues. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee. Statutory health and safety committees may make recommendations for the revision of current standards, procedures, and practices.
- SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act). The number of persons nominated by employer shall 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)
- 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.
- The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson shall be competent to chair meetings and be able to make informed decisions.
- Minutes and record of action items shall be kept of all health and safety committee meetings. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting. The original copy of the minutes and record of the action items shall be signed by the chairperson.

Listed below is a preferred agenda (The following serves as the guideline for the SHE Committee meeting agenda):

- Matters arising from previous minutes.
- Matters arising from *Consultant's* SHE meetings.
- Audit results and feedback (corrective actions with target dates).
- Review Health and Safety Representative Inspection Reports.

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- Review
 - Incident investigation reports.
 - Non-Conformances.
 - Announcements (near miss/injury/damage).
 - Follow up on recommendations made by the employer in incident investigation reports.
- Accident Prevention – Safety Promotion
 - Planned Job Observations.
 - SHE Training.
 - Protective clothing and equipment.
 - Incident Announcements / Recall.
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention.
- Occupational Hygiene Assessments, Health Risks and Actions.
- Security.
- Construction vehicles and mobile equipment.
- Rules, Instructions.
- Public Safety.
- Environmental Management.
- Emergency Preparedness.
- Statistics report.
- Closure.

3.42.8 Toolbox talks/Daily team talks/pre job meetings

- A meeting shall 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.

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Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they understand the task(s), risks and control measures required.

- Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, then weekly toolbox talks shall be conducted. The toolbox talk topics shall be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.43 Consultant OHS Performance Evaluation

Eskom shall evaluate *Consultant's* OHS performance on an on-going basis against the *Consultant* requirements.

A post-contract review evaluation shall be conducted and shall be supported by the objective evidence documented during the term of the contract.

The following criteria (but not limited to) shall be considered for the review:

- Accident and injury data for the contract.
- OHS non-conformances.
- Duration and effectiveness in addressing and closing out OHS deficiencies/corrective actions.
- Legal compliance with OHS requirements.
- Number of behavioural safety observations conducted by contract manager and the Consultant supervisors.
- Close-out of Incident Investigations.
- No. of staff members (incl. contractors and suppliers) who contravened the *Eskom* Lifesaving rules.
- Prohibition and contravention notices issued by Department of Labour/Dept. of Mineral Resources notices, Department of Environmental affairs etc.
- Contributions and effort made to improve OHS performance.
- Consultant /Supplier total number of incidents:
 - Fatalities.
 - Lost-time injuries.
 - Reportable incidents (Department of Labour/Department of Mineral Resources/Department Environmental affairs).

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3.44 Employee's right of refusal to work in an unsafe situation.

Employees have a duty to take reasonable care of their own as well as other person's health and safety at work and to cooperate with the employer, carry out lawful orders, including reporting unsafe situations and incidents.

Refer to Eskom Procedure 240-43848327 Employees' right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment is created that promotes zero harm by empowering employees and Contractors to take responsibility for their own safety and that of others.

3.45 Work Stoppage

The aim of the section is to outline the conditions under which work shall be stopped and the process to be followed to ensure that the worksite is rendered safe.

The Client 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 *Consultant* contracted to work at that site.

The temporary stoppage of an activity/activities or task(s) may be because of SHE concerns, including the following circumstances which shall not warrant any financial compensation:

- Ad hoc safety intervention by Eskom management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant supplier shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack, and
- Ad hoc safety intervention by any person, especially SHE functionaries, may be due to unsafe work or unsafe behaviour by the contractor. The conditions that gave rise to the work stoppage shall determine the corrective measures to be taken urgently to protect the health and safety of employees and protect the environment and plant or equipment, etc.

The process to be followed is:

- The relevant activity shall be stopped.
- The Eskom responsible Manager and/or *Consultant* shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area that is competent to make the area safe.

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- The *Consultant* shall ensure that no other work is being performed during this time. Shall the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area shall be barricaded, and a sign placed with the wording “Unsafe Area – Authorized Access Only”.
- The Eskom responsible Manager shall review the affected parts/sections of the SHE specification with the purpose of providing sufficient SHE information to the *Consultant*.
- The Eskom shall then revise the relevant sections in the SHE Plan to accommodate the changes.
- The Eskom responsible manager shall ensure that the revised provisions in the SHE plan are adequate and shall approve it before the work activity commences and.
- Before the workforce is allowed back in the area, *Consultant* shall ensure:
 - The area is re-inspected by *Consultant* Safety Practitioner and supervisor and note corrective actions taken, and
 - Declare the area safe for work by signing off on the “work stoppage” notice issued by the Eskom responsible Manager.

NOTE: *Work stoppages that are initiated because of SHE concerns, non-compliance, or poor performance related to the Consultant’s works or services shall not warrant any financial compensation claim lodged against Eskom where the Consultant has not met the requirements defined legally or contractually.*

- Further note that Eskom do have two compulsory work stoppages per annum. Safety discussions shall be held on those days and no financial compensation claim lodged against Eskom. This is in line to support our safety culture of Zero Harm.

3.46 Hours of Work

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

3.46.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors shall notify their Eskom Supervisor or contracts/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 shall include

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proof of application, for overtime, to the Department of Labour and/or the letter of approval from the Department of Labour.

3.46.2 Overtime

When overtime is required to be performed, the appointed *Consultants* shall inform the *Employer* of such action. The *Consultant* shall inform the Eskom Project Manager of such function. Consultant shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment shall be reviewed to include the management of overtime work.

3.47 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 to assist the *Consultant* in adequately addressing the health and safety management of persons on site.

Shall Eskom not have addressed all SHE aspects pertaining to the work that is tendered for, the Consultant needs to include it in the SHE Plan and inform Eskom of such issues when submitting the tender. The *Consultant* needs to ensure that all applicable SHE requirements are identified and included in their management system.

3.48 Project Close-out/Contract Sign-Off

- On completion of the project, all appointed Consultants shall close out their project documentation, SHE Files and site demobilisation plan and forward such to the *Employer*.
- The *Consultant* shall likewise close out his/her project documentation and SHE/Environmental Files and forward such to the Eskom Contracts/Project manager.
- All required documentation shall be submitted and handed over using relevant medium (hard copy files as well as soft copies in hard drives/USB) as per:
 - Project procedure (Project Closeout and H&S documentation (348-9942695) and De establishment and Rehabilitation Inspection Checklist (348-682304)).
 - A checklist shall accompany the submission to verify that all documents are submitted/or handed in to the client.
 - The ECO shall issue Contractors Close-out Letter.

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- Eskom Environmental Department must receive and review Consultant documents and site handover from the environmental side and issue confirmation indicating documents submitted.
- No project shall be signed off before Business Unit or Department has given assurance that no environmental liabilities exist. The responsible person, project leader or environmental advisor shall carry out a physical inspection before acceptance of work done.
- No invoice shall be processed before work done is accepted.

4. Process for Monitoring

4.1 Key Performance Areas and Indicators

Not applicable

4.2 Document Review and Self-Assessment

4.2.1 Document Self-Assessment

The “Process Owner” identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a “self-check” review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

- a) the process / procedure operational integrity
- b) process efficiency
- c) the level of stakeholder knowledge and implementation.

Participants and results of the “self-check” review shall be documented by the Process Owner in the “Self-Assessment Checklist” (**Template No. 348-655890**) included as an Appendix to this specification which shall be submitted via SharePoint to Medupi Documentation Department Help Desk by the Process Owner once completed.

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Process Owner shall proceed with any revision requirements in line with Medupi Procedures, 348-653867 "Development and Change of Medupi QMS Documents" and 348-883808 "Document and Record Management".

4.2.2 Review Period

All QMS documents shall undergo a 3-yearly compulsory review.

4.3 Training Requirements

No project specific training required to implement the process documented in this document beyond normal job function.

5. Acceptance

This document has been seen and accepted by:

Name	Designation
Ntahli Khuzwayo	Contracts Manager
Brenda Mgidlana	Project Quality Manager
Zandi Shange	General Manager

6. Revisions

Date	Rev.	Compiler	Remarks
March 2024	1	Pauline Malindi	New SHE specification for new scope of work.

7. Development Team

The following people were involved in the development of this document:

- Ntahli Khuzwayo

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- Dovhani Mudzielwana
- Phathutshedzo Sumbana
- Sakutanya Mamabolo

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Appendix A: Consultant Document Hierarchy




<p>Annexure A: SHEQ Policy</p>  <p>32-727 SHEQ Policy poster rev 6.pdf</p>	<p>Annexure B: Acknowledgement form for Consultant SHE Rules</p>  <p>Annexure B - Acknowledgement of</p>	<p>Annexure C: Consultant Health and Safety Requirement</p>  <p>Contractor Health and Safety Req 32-13</p>
<p>Annexure D: Life Saving Rules Standard</p>  <p>Life Saving Rules Standard 240-621962</p>	<p>Annexure E: OHS Incident Management Procedure</p>  <p>32-95 OHS Incident Management Pcedur</p>	<p>Annexure F: Consultant PPE Spec</p>  <p>240-44175132 Eskom PPE Spec Rev</p>
<p>Annexure G: Smoking Policy</p>  <p>32-1126 Smoking Policy Rev 2.pdf</p>	<p>Annexure H: Substance Abuse Procedure</p>  <p>32-37 Substance Abuse Procedure Rev</p>	<p>Annexure I: Employee's Right of refusal to work</p>  <p>Employees' Rights of Refusal to Work in an</p>
<p>Annexure J: OHS Risk Assessment Procedure</p>  <p>32-520 OHS Risk assessment procedur</p>		

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APPENDIX B: Medupi Document Hierarchy


<p>Annexure K: Project Closeout and HS Documentation</p>  <p>348-9942695 Project Closeout and H&S Dc</p>	<p>Annexure L: Consultant Weekly Report template</p>  <p>348-9990544 Contractors Weekly R</p>	<p>Annexure M: Handling of H&S Non-conformities and Corrective and Preventative Action Work Instruction</p>  <p>348-880771 Handling of H&S Non</p>
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Appendix C: Process Self-Assessment Checklist

	MEDUPI POWER STATION PROJECT	Template Identifier	348-655890	Rev	2
		Document Identifier	XXXXXXX	Rev	XX
		Effective Date	January 2022		
		Next Review Date	January 2025		
TITLE: Document Self-Assessment Checklist					

Discipline: Health and Safety		Applicable Document No.:			Self-Assessment Date: DD / MM /YYYY	
Item No	Ref Section	Self-Assessment Question	Compliant			Comment
			Yes	Part	No	
1	2.5.1.2&4	Was the SHE Specification issued with the enquiry for the project?				
2	3.3	Is the 37(2)-agreement entered & signed between <i>Consultant</i> and the Contractor?				
3	3.6	Did the <i>Consultant</i> notify the relevant Provincial Director of employment and labour of the intention to carry out construction works?				
4	3.7	Does the Consultant have a valid letter of Good Standing?				
5	3.28	Did the Consultant prepare and provide a Baseline Risk Assessment?				
6	3.63	Did the Consultant prepare and submit a SHE plan, and is the plan approved?				
Comments:						
Self-Assessment by:		Name:	Position:	Revision Required? (Yes / No)		Planned Revision Date:
Attendees:						

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