

 Eskom	Specification	
--	----------------------	--

Title: **Eskom Vehicle Safety Specification** Document Identifier: **32-345**

Alternative Reference Number: **N/A**

Area of Applicability: **Eskom Holdings SOC Ltd.**



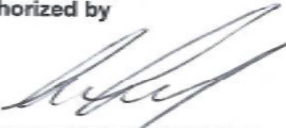
Functional Area: **Sustainability OHS**

Revision: **2**

Total Pages: **10**

Next Review Date: **April 2018**

Disclosure Classification: **Controlled Disclosure**

Compiled by	Functional Responsibility	Authorized by
		
T. Mabeleng Senior Advisor OHS Sustainability Systems	K. Pather General Manager Sustainability Systems	Dr. S.J. Lennon Group Executive Sustainability Systems
Date: <u>14/03/2014</u>	Date: <u>17/03/2014</u>	Date: <u>18/3/14</u>

Contents

	Page
1. Introduction.....	3
2. Supporting clauses.....	3
2.1 Scope.....	3
2.2 Normative/Informative references.....	3
2.3 Definitions.....	4
2.4 Abbreviations.....	5
2.5 Roles and responsibilities.....	5
2.6 Process for monitoring.....	5
2.7 Related/Supporting documents.....	5
3. Vehicle Safety Specifications.....	6
3.1 Standard Minimum Specifications.....	6
3.2 Light Delivery Vehicles (LDVs).....	7
3.3 Heavy Commercial Vehicles (HCV).....	7
3.4 Minibuses.....	7
3.5 Midi-buses and buses.....	8
3.6 Trailers and caravans.....	8
3.7 Construction vehicles.....	8
3.8 Other requirements.....	9
4. Acceptance.....	9
5. Revisions.....	9
6. Development Team.....	9
7. Acknowledgements.....	10

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.

1. Introduction

This document was developed to standardise the vehicle safety specifications across the organisation in order to comply with legislative and Eskom requirements. The specification stipulates the vehicle-related requirements that shall be adhered to in order to meet Eskom's internal procedural requirements as well as legislative requirements. In the event that this document does not include the specifications of certain vehicles or equipment used with vehicles, the division/operating unit/business unit shall ensure that all safety requirements are complied with in accordance with the relevant standard, regulations, code of practice or legislation for that specific vehicle and/or equipment.

2. Supporting clauses

2.1 Scope

This document applies throughout Eskom Holdings SOC Limited, its divisions, subsidiaries and any entity in which Eskom has a controlling interest, for example, contractors employed to transport Eskom employees. It incorporates Eskom's specifications, the requirements of the National Road Traffic Act and the Construction Regulations, as incorporated in the Occupational Health and Safety Act (Act 85 of 1993), but excludes lifting machinery and mobile equipment.

2.1.1 Purpose

The purpose of the document is to standardise Eskom's vehicle specifications by stipulating the basic vehicle-related requirements for Eskom and for contractors carrying out work for, or on behalf of, Eskom. This document specifies the basic requirements that shall apply to all Eskom vehicles and to vehicles used for Eskom activities (when contracted out to third-party service providers) and includes contractors/subcontractors that are responsible for the transportation of Eskom employees and contractor employees.

The divisions, OUs, and/or BUs may determine supplementary requirements to suit their needs or work requirements, provided that such changes comply with the manufacturer's specifications, as well as the relevant legislation, and do not expose an employee or contractor (when contracted out to third-party service providers) to risk.

2.1.2 Applicability

This specification applies to vehicles and equipment throughout Eskom Holdings SOC Limited, divisions and subsidiaries, including hired or leased vehicles, scheme vehicles or any vehicle the employee utilises for Eskom's business purposes.

2.2 Normative/Informative references

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

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.

2.2.1 Normative

- [1] 240-62946386 – Eskom Vehicle and Driver Safety Management Procedure
- [2] 32-129 – Managing Eskom Business Vehicle Scheme
- [3] 32-239 – First Aid and Emergency Care
- [4] ISO 9001 Quality Management Systems
- [5] National Environmental Management Act, No. 107 of 1998
- [6] National Road Traffic Act, No. 93 of 1996 (as amended)
- [7] Mine Health and Safety Act No. 29 of 1996
- [8] Occupational Health and Safety Act, No. 85 of 1993.

2.2.2 Informative

- [9] 32-109 – Corporate Identity Policy
- [10] SANS 1563 – The Strength of Large Passenger Vehicle Superstructures (Rollover Protection)
- [11] SANS 1055 – Rear Under-run Protective Devices.

2.3 Definitions

Definition	Explanation
Anti-spray mud flaps	Mud flaps that reduce the mist spray behind the wheels.
Bus	A vehicle that transports more than, or equal to, 35 passengers.
Construction vehicle	Any vehicle that is used to transport people, equipment, and all material on a construction site.
Driver camera	A video event recorder that continuously monitors but only captures driving behaviour and captures driving behaviour on a triggered/manual event and provides real-time driver feedback.
Eskom-owned vehicle	Any vehicle purchased by Eskom, excluding scheme vehicles, or any vehicle the employee makes available for business purposes and that is insured directly or indirectly by Eskom.
Management of change	The applicability and suitability (mechanical, electrical) of any changes or modifications to vehicles that affect the vehicle safety rating shall be approved by the Corporate OHS Manager.
Midibus	A vehicle that transports more than 16, but fewer than 35, passengers.
Minibus	A vehicle that transports up to 16 passengers.
Passenger vehicle	A vehicle used for transporting passengers, for example a minibus, midi-bus or bus, or a sedan including an LDV and a truck (HCV) when they are used for carrying passengers.
Vehicle	Any vehicle propelled by a petrol, a diesel, or an electric energy source, used for performing work and/or for transporting people for Eskom's business.
Responsible manager	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 of assisting the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.

Definition	Explanation
Vehicle monitoring device (VMD)	A vehicle-monitoring device that monitors the speed, distance, location, etc. of a vehicle.

2.4 Abbreviations

Abbreviation	Explanation
ABS	Antilock braking system
BU	Business unit
A&F	Assurance and Forensic
EDC	Eskom Documentation Centre
HCV	Heavy commercial vehicle
HRA	Health risk assessment
km/h	kilometres per hour
LED	Light-emitting diode
LDV	Light delivery vehicle
NRTA	National Road Traffic Act
OU	Operating unit
SANS	South African National Standards
SHE	Safety, health and environment
VMD	Vehicle monitoring device

2.5 Roles and responsibilities

The delegated employer, in terms of section 16(2) of the OHS Act, together with the appointed responsible managers as per the OHS roles and responsibilities and statutory standard (240 – 62582234), shall be responsible for ensuring compliance with this specification in their designated area of responsibility.

2.6 Process for monitoring

Compliance with the requirements of this specification shall be audited by the operating unit/business unit at least annually as part of an internal review process.

All records shall be audited by the Assurance and Forensic Department (A&F) or any person delegated by A&F to carry out the audit and at a frequency determined by A&F.

2.7 Related/Supporting documents

Not applicable.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.

3. Vehicle Safety Specifications

3.1 Standard minimum specifications

The standard minimum specifications are applicable to all Eskom-owned vehicles and vehicles used when performing work for Eskom Holdings SOC Limited and its subsidiaries, including contractors (subsidised transport, contractors, consultants, and any person insured directly or indirectly by Eskom, driving a vehicle within or beyond the borders of South Africa). This includes vehicles owned, hired or leased by Eskom or its subsidiaries or any vehicle an employee makes available for Eskom-related business purposes.

All vehicles used for Eskom business shall meet the following requirements where available in the market:

- Factory-fitted antilock braking system (ABS) for all vehicles.
- Factory-fitted driver and passenger air bags.
- Alarm/immobiliser – factory-fitted, and if not available by the manufacturer, it shall be fitted at approved fitment centres.
- Factory-fitted power steering.
- Factory-fitted seat belt reminder.
- Factory-fitted electronic stability control.
- Tyres as per the manufacturer's specifications for the intended purpose. Managers have to consult the Eskom Fleet Services for advice, where needed, for special circumstances.
- Two emergency warning triangles.
- Factory-fitted safety belt warning light or signal.
- Factory-fitted air conditioner.
- Audio system.
- Daylight driving lights for all Eskom-owned vehicles travelling on open roads. (When ignition is in the "on" position, lights should be switched on to the dim setting automatically)
- Reverse-park distance control sensor for Eskom-owned vehicles.
- Reverse beeper shall be standard on all heavy commercial vehicles, buses and construction equipment or vehicles being used on construction sites.
- All Eskom-owned vehicles must carry a label containing the wording "Emergency number (applicable contact number)", affixed to a conspicuous area on the rear right-hand side of the vehicle. The contact number(s) on the label must be the all-hours number(s) of the OU's/BU's fleet office. The labelling must be according to the corporate identity requirements.
- Vehicle monitoring devices (VMDs) have to be fitted in all Eskom-owned vehicles, excluding Business Scheme vehicles.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.

3.2 Light Delivery Vehicles (LDVs) – Medium Commercial Vehicles < 3 500 kg

- LDVs shall meet the minimum requirements of this specification.
- LDVs shall be fitted with a roll bar suitable for cab protection in the event that the vehicle overturns.

3.3 Heavy Commercial Vehicles with Gross Vehicle Mass (GVM) in excess of 3 500 kg

All trucks shall be in accordance with the provisions of the National Road Traffic Act, as amended, and shall meet the following basic requirements in addition to the standard minimum specifications:

- Reverse lights.
- Yellow reflective tape that must be fitted as per the National Road Traffic Act specification.
- Vehicles with cargo van bodies must have yellow reflective tape all around the body.
- Anti-spray mud flaps.
- Under-run protection device as per the SANS 1055 standards.
- Chevron warning plates as per the National Road Traffic Act specification.
- There must be a speed limit warning sign as per the National Road Traffic Act specification.
- A fixed or removable crew cab fitted, which shall be designed in accordance with the National Road Traffic Act specification. A certificate of approval shall be obtained from SANS with every installation.
- The crew cab installation shall be approved and accepted by the Fleet Services Manager, in consultation with the applicable SHEQ Managers.
- Divisions shall comply with the following minimum requirements for crew cabs:
 - Crew cabs shall be secured or fitted according to the Eskom specifications.
 - Be fitted with a roll cage designed in such a manner as to withstand the cab being crushed in a rollover incident.
 - Adequate emergency exits have to be acceptable and accommodate escape routes in all reasonably practicable vehicle positions if involved in an accident.
 - Proper seating, fitted with three-point seat belts.
 - Fitment of any other apparatus in such a manner that it would be sufficiently secured in the event of vehicle rollover or collision.
 - Large tool boxes shall be bolted down and kept locked at all times when not in use.

3.4 Minibuses

In addition to the standard minimum specifications and in accordance with the provisions of the National Road Traffic Act, as amended, all minibuses shall meet the following basic requirements:

- Three-point safety belts for every seat.
- No fold-up or jockey seats.
- A speed warning sign shall be displayed on the back of the minibus as per the National Road Traffic Act.
- Yellow reflective tape shall be fitted as per the National Road Traffic Act requirement.
- The driver's seat shall be adjustable and partitioned as per the National Road Traffic Act specification.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.

- The tyres shall comply with the manufacturer's specification for commercial use.
- The minibus shall have at least one emergency exit for every 12 passengers.
- No panel van or vehicle designed for goods delivery may be converted into a midibus. Identified buses and midi-buses transporting employees with disabilities should be wheelchair friendly to accommodate the wheelchair being driven into the vehicle.
- A sign should be affixed to the vehicle to indicate that the bus is equipped to transport people with disabilities.

3.5 Midi-buses and buses

In addition to the standard minimum specifications and in accordance with the provisions of the Road Traffic Act, as amended, all midi-buses shall meet the following basic requirements:

- SANS-approved safety belts for every seat or at least three-point seat belts where available in the market.
- No fold-up or jockey seats.
- A speed warning sign shall be displayed on the back of every midibus/bus.
- Yellow reflective tape shall be fitted as per the National Road Traffic Act specification.
- The driver's seat shall be adjustable. The driver's compartment shall be partitioned as per the National Road Traffic Act specification.
- The tyres shall comply with the manufacturer's specification.
- The midibus/bus shall have at least two identified emergency exits for every 12 passengers.
- Steps shall have anti-slip treads.
- No panel van or vehicle designed for goods delivery may be converted into a midibus.
- Identified buses and midi-buses transporting employees with disabilities should be wheelchair friendly to accommodate the wheelchair being driven into the vehicle. A sign should be affixed to the vehicle to indicate that the bus is equipped to transport people with disabilities.

3.6 Trailers and caravans

All Eskom-owned, rented and hired trailers and caravans shall meet the National Road Traffic Act requirements.

3.7 Construction vehicles

3.7.1 Minimum requirements

- All construction vehicles and equipment shall meet the legislative requirements pertaining to the OHS Act Construction Regulation 21, NRTA, the Mine Health and Safety Act and the National Environmental Act.
- Reverse beepers shall be fitted on all heavy construction vehicles.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.

3.8 Other requirements

3.8.1 The following must be retrofitted in vehicles, where applicable:

- a) To improve vehicle visibility, the positioning and effectiveness of tail and hazard lights on all reconstructed load bodies must be assessed. Where necessary, lights must be fitted at an elevated height on LDVs, minibuses, midi-buses, buses, tractors and all vehicles fitted with canopies to ensure effective warning capabilities.
- b) Any changes or modifications to vehicles must be in accordance with the Fleet Management Policy and should be certified safe by the manufacturer, as per the relevant specifications.

4. Acceptance

This document has been seen and accepted by:

- Vehicle Safety Work Group

5. Revisions

Date	Rev.	Compiler	Remarks
May 2010	1	PR Raophala	Revision of an existing document.
May 2013	2	TJ Mabeleng	Revision of an existing document to align it to amended legislative and Eskom requirements.

6. Development Team

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

- Elmarie Herbst – Eskom – Shared Services – Fleet Management
- Eric Ndlovu – RT&D Technology
- Dhaya Moodley – Engineering Technology
- Freddy Matotoka – Transmission Division
- Hugh Koegelenberg – Shared Services – Generation Fleet Manager
- Jan Nieman – Vehicle Safety Training
- Mark Ganesan – Telecommunication
- Melissa Bhagwanth – Group Commercial
- Ockert Swanepoel – Sustainability Systems (OHS)
- Pulane Raophala – Sustainability Systems (OHS)
- Richard van Zyl – Group Capital
- Tebogo Mabeleng – Sustainability Systems (OHS)

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.

7. Acknowledgements

None.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Limited, Reg No 2002/015527/06.