	<b>Work Instructions</b>	<b>Generation Komati power station</b>
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**Title: Komati Power Station – Hygiene Services Scope of Work**

**Document Identifier: 285-169294**

**Alternative Reference : N/A  
Number:**

**Area of Applicability: Komati Power Station**


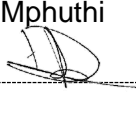
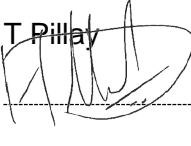
**Functional Area: Risk & Assurance**

**Revision: 1**

**Total Pages: 7**

**Next Review Date: September 2026**

**Disclosure Classification: Controlled Disclosure**

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## 1. Introduction

Komati Power Station had outsourced the provision of hygiene service. The critical item regarding this contract is the compliance with environmental legislations with regards to management and disposal of SHE bins waste.

### 1.1 Scope

The scope covers all hygiene service to be provided on all Komati toilets and showers.

#### 1.1.1 Purpose

The purpose of this document is to specify how the hygiene services must be rendered, the schedule, frequency and resources needed.

#### 1.1.2 Applicability

This document shall apply throughout Komati Power Station.

#### 1.1.3 Effective date

The document will be effective from the date of authorization.

## 1.2 Normative

[1] ISO 45001:2018 Occupational Health & Safety Management System

## 1.3 Informative

[1] OHS Act & Regulations

[2] Environmental regulations

## 1.4 Abbreviations

Abbreviation	Explanation
PPE	Personal Protective Equipment
SHE	Safety, Health & Environment

## 1.5 Roles & Responsibility

### 1.5.1 Employer – Service Manager

- Responsible for overall management of the hygiene contract.

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### 1.5.2 Contractor Manager

- The contractor must ensure that the service is provided as per agreed schedule
- Ensure that soap drums and other consumables are delivered.
- Ensure that broken or stolen hygiene equipment are replaced or repaired.

### 1.5.3 Contractor’s Employees

- Provide hygiene service as per agreed frequency and ensure that all hygiene equipment is serviced properly.
- Report broken/stolen equipment to Eskom service manager and contractor Manager.
- Replenish the consumables in the equipment.
- Report to the Eskom service manager before and after the service.

## 2. Requirements

### 2.1 Services Times

- ✓The normal working time is Monday to Friday.
- ✓The scope of work routine is expected to be executed from Monday to Thursday between 7:00 am to 4:00 pm and on Fridays between 7:00 am to 12:00 pm.
- ✓Lunch is between 12:00 pm and 13:00 pm.

### 2.2 Resources provided by the employer “free issue”

- [1] Eskom shall provide water and power supply.
- [2] Eskom will provide the contractor access to toilet and shower facilities.

### 2.3 Resources provided by the Contractor”

- [1] The contractor to supply competent staff to provide the service and maintenance of the hygiene equipment. It is the contractor’s responsibility to ensure that the required manpower is always available.
- [2] The contractor shall provide all PPE required to perform the task.
- [3] The contractor shall provide their own medical fitness certificates.
- [4] The training and travelling costs for the contractor’s staff shall be borne by the contractor.

### 2.4 Labour requirements

Position	Quantity	Minimum requirements
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Service Team (Male & Female)	2	<ul style="list-style-type: none"> <li>✓ Hazards Identification and Risk Assessment training</li> <li>✓ Training on the handling of SHE bins waste</li> <li>✓ 1 year experience in hygiene services in a power station environment</li> <li>✓ Must be able to communicate in English or understand English</li> </ul>
Installation/ Maintenance Team	2	<ul style="list-style-type: none"> <li>✓ Must be able to communicate in English or understand English</li> <li>✓ Hazards Identification and Risk Assessment training</li> <li>✓ Training in electrical tools handling and use</li> </ul>

**2.5 Additional requirements**

1. The contractor must provide sufficient labour to continuously cover the power station’s toilets and showers. Preferable the employees must be fully conversant with plant.
2. The contractor must notify at least one month in advance, his intentions to withdraw any of the employees who were providing service at Komati. During this notice period the contractor must find the replacement.
3. The contractor to comply with Eskom & statutory requirements.
4. The contractor must provide safety data sheets for all chemicals to be used at Komati and safety data sheets to comply with the requirements of the Occupational Health & Safety Act of 1993. The safety data sheets must be from the manufacturer.
5. The contractor to comply with all environmental legislations that govern the power station activities: National Environmental management Act: 107 of 1998, National Environmental Waste Act 59 of 2008 and National Water Act 36 of 1990.
6. Waste to be disposed in accordance with the station colour code. Report all environmental incidents within 24 hrs.
7. Manage waste generated in accordance with the station Waste Management and Disposal procedure, PAB20100.

**2.6 Description of service**

The works is for the provision of Hygiene Service at Komati Power Station for 24 months including the maintenance or replacement of broken or stolen dispensers. The service manager is to monitor the service that is done every second week and sign off the service slip. The contract scope maybe reduced during the contract as some of the buildings will be demolished

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to make way for PV solar project and contractor will be expected to reduce the number of dispensers.

**2.7 Equipment and quantity required as well as frequency of service**

Item	Description	Quantity	Frequency
1	Wall Bins – Stainless Steel, Dimensions (WxHxD): 330 x 450 x 180mm	100	Monthly
2	Manual Wall Mounted Liquid Soap Dispenser – Stainless Steel, 1000 – 1250ml soap capacity, vertical, manual top up reservoir, lockable.	150	Monthly
3	Liquid Soap – 25 L drums	5 drums	Monthly
4	"SHE Bins – Provides a touch-free operation for safe and hygienic disposal of sanitary waste, Slimline - ideal for smaller, confined toilets, 20-25 litre capacity"	125	Service every 14 days
5	Wall Mounted Air Freshener Dispenser – Long battery life, 6 air freshener spray fragrance choices, Lockable, Powerful dispersal of fragrance into the room, Robust vandalism resistant construction, Quiet operation, Battery low indicator.	120	Monthly
6	Air fresheners refill (Consumable)	120	Every 2 <sup>nd</sup> Month
7	Toilet Seat Sanitizer / Disinfectant Foam or liquid refill (Consumable)	250	As when required
8	Wall Mounted Manual Toilet Seat Foam/Liquid Disinfection Dispenser – Supply ability of 10000 pieces per month/ 400 ml capacity	125	Monthly
9	Deep Cleaning – Disinfecting of washroom units – toilets, urinals, basins, showers, and surrounding areas	700	6 Monthly
10	Urinal Automatic Sanitizing Dispensers	120	Monthly
11	Urinal Automatic Sanitizing Refills (Consumables)	120	Every 2 <sup>nd</sup> month

**2.8 Services to be rendered as follows**

- SHE bins to be serviced every 2<sup>nd</sup> week
- SHE bins waste taken from Komati to be recorded and manifesto (disposal records) to be send to Komati service manager at the end of every month.

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- The service team and maintenance must report to Eskom service manager before and after service/maintenance is carried out.
- The consumables to be replaced as per agreed frequency.
- Report to Eskom service manager damaged/missing equipment(dispensers).
- Repair/replace damaged equipment.
- Service the equipment as per agreed frequency.
- Deliver 20L soap drums monthly
- Conduct deep cleaning of toilets, urinals, and showers once every six (6) months.
- Service slips shall be signed off by Eskom service manager for all work done and consumables supplied.

### 3. Acceptance

This document has been seen and accepted by:

Name	Designation
D Mphuthi	Safety Manager
Thoko Ndimande	Senior Advisor Quantity Survey
Nhlanhla Mbamba	Buyer
Thevan Pillay	Acting Procurement Manager

### 4. Revisions

Date	Rev.	Compiler	Remarks
October 2022	0	Mapuleng Kobo	The scope of hygiene service contract.
August 2023	1	Mapuleng Kobo	<ul style="list-style-type: none"><li>• MSDS changed to SDS</li><li>• Changes made on the description of service and services times</li></ul>

### 5. Development Team

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

- Daniel Mphuthi

### 6. Acknowledgements

- Mapuleng Kobo for compiling the scope of work.

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