
	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
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		Effective Date	April 2022		


Project Name: Hygiene services for all Komati toilets and showers


Enquiry number:

Project Address:

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		


Table of Contents

1. INTRODUCTION.....	4
2. SUPPORTING CLAUSES	4
2.1 SCOPE.....	4
2.1.1 Purpose.....	4
2.1.2 Applicability	4
2.2 NORMATIVE/INFORMATIVE REFERENCES	4
2.2.1 Normative.....	4
2.2.2 Informative	5
3 DEFINITIONS	6
2.4 ABBREVIATIONS	10
3. DOCUMENT CONTENT	10
3.1 SCOPE OF WORK	10
3.2 LEGAL COMPLIANCE.....	10
3.2.1 Section 37(2) (Legal) Agreement.....	10
3.2.2 Hazardous Work by Children (Child Labour)	11
3.2.3 OHS Act	11
3.2.4 Legislative Compliance.....	11
3.3 ESKOM REQUIREMENTS	12
3.4 SHEQ POLICY.....	12
3.6 OCCUPATIONAL INJURIES AND ILLNESS INSURANCE	12
3.7 COSTING FOR OHS WITHIN THE PROJECT	12
3.8 STATUTORY APPOINTMENTS	13
3.9 ESKOM LIFE-SAVING RULES.....	13
3.10 SUBSTANCE ABUSE	14
3.11 CONTRACTOR ORGANISATIONAL STRUCTURE	15
3.11.1 Main Contractor Organogram	15
3.11.2 Appointed Contractor/s Organogram.....	15
3.12 ROLES AND RESPONSIBILITIES	15
Commitment	15
3.12.1 Main contractors and appointed contractors	15
3.13 RISK ASSESSMENT (REFER TO 32-520).....	17
3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS	19
3.15 SHE COMMUNICATION SYSTEMS	19
3.15.1 TOOLBOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS.....	19
3.15.2 SHE AWARENESS AND TRAINING.....	20
3.15.3 Main Contractor Induction training.....	20
3.15.3.1 Appointed Contractor induction training	21
3.15.3.2 Visitors to site induction	21
3.16 VEHICLE MANAGEMENT.....	21
3.17 HOUSEKEEPING AND ORDER.....	22
3.18 AUDITING	23
3.18.1 Approval and compliance of Main contractor SHE plan	23
3.18.2 Eskom OHS audits	23
3.18.3 Contractor audits.....	23
3.19 SMOKING	24
3.20 CELLULAR PHONES	24

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

3.21 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION.....	24
3.21.1 Medical Assessments	24
3.23 ROLES AND RESPONSIBILITIES	25
3.24 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS.....	25
3.25 INCIDENT INVESTIGATION	25
3.26 EMERGENCY MANAGEMENT	25
3.27 NON-CONFORMANCE AND COMPLIANCE.....	26
3.28 SHE FILES.....	26
3.29 WORK STOPPAGE	27
3.30 HOURS OF WORK.....	27
3.30.1 Normal work.....	27
3.30.2 Night work.....	27
3.30.3 Overtime	28
3.31 OMISSIONS FROM SAFETY, HEALTH AND ENVIRONMENT REQUIREMENTS SPECIFICATION	28
3.32 CONTRACTOR PERFORMANCE MONITORING	28
3.33 ENVIRONMENTAL REQUIREMENTS	28
3.34 CONTRACT SIGN OFF	29
3.35 ESKOM'S RIGHT TO TERMINATE THE CONTRACT	29
4. AUTHORIZATION	29
5. REVISIONS.....	30

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

1. INTRODUCTION

Eskom (Komati Power Station) responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy 32-727, Komati OHS statement of commitment (325-919) and applicable legislative obligations. This SHE specification is Eskom Komati Power station minimum requirements which are required to be met for the duration of the contract period by contractors/suppliers. The contractor is expected to develop an SHE plan that is aligned to the requirements of SHE specification as well as all the relevant applicable legislation and any other requirements that they conform to. Eskom (Komati Power station) in no way assumes the contractor's legal responsibilities and liabilities. The contractor remains employer on their own right as such they are accountable and responsible for the health and safety of their employees.

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

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

2. SUPPORTING CLAUSES

2.1 SCOPE

This SHE specification lists the legislative and Eskom - (Komati Power Station) requirements and, where applicable, any other local authorities' requirements that must be met by the contractor.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE plan for Hygiene services at Eskom- (Komati Power) station and any other ancillary.

2.1.2 Applicability

This SHE specification is applicable to any contracting organisation that intends to respond to Eskom (Komati Power Station) Hygiene services tender/enquiry.

2.2 NORMATIVE/INFORMATIVE REFERENCES

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


2.2.1 Normative

- Basic Conditions of Employment Act No 75 of 1997.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

- Occupational Health and Safety Act No 85 of 1993 and Regulations under it.
- National Road Traffic Act 93 of 1996.
- National Environmental Management: Waste Act 59 of 2008
- ISO 45001 Occupational health and safety management system
- ISO 14001 Environmental management system
- National Health Act N0 61 of 2003
- Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- SANS 1186 Symbolic Safety Signs
- Constitution of the Republic of South Africa No 108 of 1996
- Compensation for Injuries and Occupational diseases Act No 130 of 1993


2.2.2 Informative

- [1] 32-37 Eskom Substance Abuse Procedure.
- [2] 32-136 Contractor Health and Safety Requirements
- [3] 240-62196227 Life- saving Rules
- [4] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [5] 32-727 SHEQ Policy
- [6] 240-62946386 Vehicle and Driver Safety Management Procedure
- [7] 32-520 Risk Assessment procedure
- [8] 235-919 Komati OHS Statement of Commitment
- [9] PAB 20632 Komati Environmental statement of commitment

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

3 DEFINITIONS

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

Definition	Explanation
Appointed contractor	Means a contractor appointed by the Main contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes Main contractors
Contract's Manager/End User	Contract's Manager/End User
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

Definition	Explanation
Environment	(32-94) means: a) the land, water, and atmosphere of the earth; b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Occupational Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Occupational Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Occupational Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

Definition	Explanation
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Main contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, Main contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
SHE	Safety, Health and Environment
COID Act	Compensation for Occupational Injuries and Diseases Act
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
SDS	Safety Data Sheet
OHS Act	Occupational Health and Safety Act 85 of 1993 and its regulations
LoG	(COID) Letter of Good Standing

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

Hygiene Services for all Komati toilets and showers

A copy of the scope of work must be retained by the contractor.

Note: The contractor who will be awarded this contract will be known as the “**Main contractor**” and any contractor appointed by the Main contractor will be known as the “**Appointed contractor**”.

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom (Komati Power station) and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main contractor and all their appointed contractors for the contract. The original copy of the section 37(2) agreement must be retained by the contractor, and a copy must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor’s SHE file.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

3.2.2 Hazardous Work by Children (Child Labour)

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

1. *being protected from exploitative labour practices.*
2. *not be required or permitted to perform work or provide services that*
3. *are inappropriate for a person of that child's age; or*
4. *This places at risk the child's well-being, education, physical or mental health, or spiritual, moral, or social development* and the Basic Conditions of Employment Act, Chapter six, Section 43, "Prohibition of employment of children."

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

3.2.3 OHS Act

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

3.2.4 Legislative Compliance

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


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

- Basic Conditions of Employment Act No 75 of 1997.
- Occupational Health and Safety Act and Regulations No 85 of 1993
- OHS Act "Regulations on Hazardous Work by Children in South Africa"
- National Road Traffic Act 93 of 1996.
- National Environmental Management: Waste Act 59 of 2008
- ISO 45001 Occupational health and safety management system
- National Health Act No 61 of 2003
- SANS 1186 Symbolic Safety Signs
- Constitution of the Republic of South Africa No 108 of 1996
- Compensation for Occupational Injuries and Disease Act No 130 of 1993
- Code of Practice - Managing Covid-19 in the workplace

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

3.3 ESKOM REQUIREMENTS

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom's SHE documentation that is applicable to contract services.

3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization's CEO and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities. The policy must be signed by the organisation's CEO or the appointed assistant to the CEO, OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's SHE files and attached as an annexure to the SHE Plan. OHS Act Section 7 and ISO 45001:2018, Clause 5.2. The policy will have to be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's SHE files and attached as an annexure to the SHE Plan.

3.5 COVID-19 REQUIREMENTS

The contractors are required to submit the Covid-19 risk assessment which take into accounts requirements of Hazardous Biological Agents Regulation, assessment must reflect all requirements prescribed by supra legislation and COVID-19 Plan which as minimum must consider Code of Practice: Managing Exposure to SARS-COV-2 at Workplace, OHS Act Section 8, Hazardous Biological Agents Regulation, Incident management, Emergency management, and waste management.

Note: All service provider shall submit COVID-19 plan irrespective of the employees' number.

3.6 OCCUPATIONAL INJURIES AND ILLNESS INSURANCE

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


3.7 COSTING FOR OHS WITHIN THE PROJECT

The costing for SHE must be itemised based on the overall scope of the project, and the following will be minimum SHE resources to be cost for: SHE Human Resources, SHE

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

Training, PPE, Medical, monitoring/survey, SHE file etc. no lump sum allocation for SHE costing will be accepted.

3.8 STATUTORY APPOINTMENTS

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

- Incident Investigator (Competency Certificate should be from Accredited institution and Eskom shall reserve rights to ask the contractor to provide any accreditation documents in respect to the competency in question)
- Risk Assessor (Competency Certificate should be from Accredited institution and Eskom shall reserve rights to ask the contractor to provide any accreditation documents in respect to the competency in question) and must be onsite on all activities.

3.9 ESKOM LIFE-SAVING RULES

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

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.

1. Eskom will take a zero-tolerance approach to these policies.
2. Noncompliance to Life-saving rules is regarded serious misconduct and will result in serious disciplinary action, which may include dismissal.
3. This is to ensure that everyone who works on or visits an Eskom facility returns home to their families safely.

3.10 SUBSTANCE ABUSE

1. Alcohol and substance abuse are serious threats to any business, especially when it comes to workplace accidents and car driving. As a result, Eskom has the right to take reasonable procedures to identify and prohibit drunk people from entering the company.
2. General Safety Regulation 2A specifies the legal position on intoxication.
3. The allowable alcohol and drug level is 0%.
4. All contractors must follow Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: (BE SOBER), and anyone entering the Eskom site will be subjected to ad hoc alcohol testing if the BU has self-alcohol testing equipment.
5. Contractors are invited to develop their own manual and test their own employees for alcohol on a regular basis.
6. Test results must be marked "Confidential" and kept in the employee's personal file.
7. Eskom's life-saving rules must be included in the induction process.
8. All employees involved in the scope of work must sign the Life-saving rule pledge before commencement of work.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

3.11 CONTRACTOR ORGANISATIONAL STRUCTURE

3.11.1 Main Contractor Organogram

The Main contractor must provide an organisational organogram on the company's letter head related to this contract, depicting all the levels of responsibility from the CEO down to the supervisors responsible for the contract. List the relevant positions held, names of appointees, legal appointments and the Organogram must be signed off by the company's 16(1) or 16 (2).

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

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

3.11.2 Appointed Contractor/s Organogram

1. Appointed contractor is required to compile their company organogram for the project (Site specific) on the company's letter head, listing the reporting structure from their CEO down to their project supervisors. The diagram must list the names, positions held, any appointments made and must be signed off by the company's 16(1) or 16 (2).
2. This diagram must be kept up to date, a copy of which must be given to the Main contractor and a copy filed in the relevant project SHE files.
3. This diagram must be kept up to date and filed in the project SHE files.
4. Appointed Contractor is required to compile also the Job profile for each employees, which must be signed by both employee and employer, The Job profile should include but not limited to Job title, minimum requirements, Duties.

3.12 ROLES AND RESPONSIBILITIES

Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

3.12.1 Main contractors and appointed contractors

Note 1: Most of the roles and responsibilities listed apply to both Main contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
6. Compile a SHE file where all relevant health and safety records must be kept for each work site.
7. The Main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the Main contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors. This requirement applies to the appointed contractors.
8. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
9. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
10. Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
11. Ensure that Eskom SHE requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors SHE files. Only appoint contractors who are competent to do work, have satisfied the SHE compliance requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely.
12. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
13. Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
14. Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
15. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

16. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
17. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
Note: should the Main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
18. Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.
19. Be involved in all of their appointed contractor's incident investigations.

3.13 RISK ASSESSMENT (REFER TO 32-520)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in the activity, work, site, and an estimate of the extent of the risks involved, considering whatever precautions are already being taken.

It is essentially a three-stage process:

- identification of all hazards.
- evaluation of the risks.
- Measures to control the risks. Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments.
- Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

- Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example, if a job / task is extended over a day or halted due to inclement weather.

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


- 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 the activity, steps to be taken to rectify this shall 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 must 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, 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.

Note: Baseline risk assessment must address Activities while clearly stating whether those activities are routine or non-routine, Hazards, risks, Consequences/Effects; Control Measures,

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

pure risk rating; additional controls; latent risk rating and Legal and other requirements for each risk.

3.13.2 HEALTH RISK ASSESSMENT

The Contractor shall develop Health Risk assessment taking into consideration all applicable related statutory requirements.

3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when: -

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

The safe working procedure should identify:

- d. The supervisor for the task or job and the employees who will undertake the task;
- e. The tasks that are to be undertaken that pose risks;
- f. The equipment and substances that are used in these tasks;
- g. The control measures that have been built into these tasks;
- h. Any training or qualification needed to undertake the task;
- i. The personal protective equipment to be worn;
- J. Actions to be undertaken to address safety issues that may arise while undertaking the task.

3.15 SHE COMMUNICATION SYSTEMS

Main Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE related issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place:

3.15.1 TOOLBOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they understand the tasks, 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 must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the project site. The topic and the contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.15.2 SHE AWARENESS AND TRAINING

- The Main contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the Main contractor.
- The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the Main contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
- 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.
- Appropriate time must be set aside for training (induction and other) of all employees.
- Records of all training and qualifications of all contractor employees must be kept on the SHE file.
- The Main contractor will be required to ensure that before an employee commences work on the project/site, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Main Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with the work to be performed by conducting task/job observations.

3.15.3 Main Contractor Induction training

The contractor must induct employees based on their organisation and SHE related matters associated with Hygiene services; thereafter the contractor is required to decide with the Business Unit for its employees to attend induction to be granted permission to access site.

- The Main contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom SHE induction training prior to commencing work on site.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.
5. It is the contractor's responsibility to keep records of induction training.

3.15.3.1 Appointed Contractor induction training

The Main contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan, hazards prevalent on the work site, scope specific risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

3.15.3.2 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the Eskom site-specific safety induction prior to being allowed access to site.
2. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.16 VEHICLE MANAGEMENT

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction, and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
2. No persons maybe transported at the back of the bakkie.
3. Drivers are required to conduct the route risk assessment prior to travelling/driving.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving.
5. All drivers shall have a valid medical fitness certificate.
6. The First aid box with valid contents and fire extinguishers must be included in the vehicle, be services annually and inspected monthly. Drivers must be trained on how to use the First aid box and fire extinguishers.
7. Two triangles must be included in the vehicle and the emergency number be displayed at the back of the vehicle.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

8. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
9. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times and this is applicable to yellow plant.
10. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine.
11. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on site.
12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting materials.
13. The vehicle inspection checklist must include but not limited to:
 - Reverse alarm / beeper
 - Yellow reflective tape
 - Mud flaps
 - Fire Extinguisher
 - 2 Triangles
 - First Aid Box
 - Safety belts for every seat
 - No fold-up or jockey seat
 - Tyres
 - License disc
 - Yellow reflective tape that must be fitted at a height of between 250mm and 1.5 metres
 - Speed warning sign (100km/h) at the back of the minibus
 - Driver have a Public Driving Permit

3.17 HOUSEKEEPING AND ORDER

1. Contractors shall maintain a high standard of housekeeping
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.
3. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
4. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

5. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Main contractor in the first instance and the Eskom project/contract manager in the second instance.
6. The Eskom project/contract manager has the right to instruct the Main contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the Main contractor.
7. The Main contractor shall carry out regular safety/housekeeping inspections daily to ensure maintenance of satisfactory standards. The Main contractor shall document the results of each inspection and shall maintain records for viewing.

3.18 AUDITING

3.18.1 Approval and compliance of Main contractor SHE plan

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

3.18.2 Eskom OHS audits

Eskom (Komati Power Station) shall evaluate all contractors OHS performance on an ongoing basis against the legal, Eskom (Komati Power station) requirements, SHE specification and the contractors SHE plans.

Note: Eskom reserves the right to conduct unannounced audits on contractors

There will be monthly audits conducted by Eskom on the Main contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Main Contractor and appointed contractor. Refer to section on "Work Stoppage" in this SHE Specification.


3.18.3 Contractor audits

Main Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the audit. Where appointed contractors are audited by the Main contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

3.19 SMOKING

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

3.20 CELLULAR PHONES

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

3.21 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.

3.21.1 Medical Assessments


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

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

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

3.23 ROLES AND RESPONSIBILITIES

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

3.24 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

1. The Main contractor must provide a detailed programme that includes the issuing, maintenance, and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act and PPE Specification Standard 240-44175132.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement (as per risk assessment), then high visibility vests shall be worn.
9. Monthly inspection records of PPE must be kept in the Safety file
10. The contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.

3.25 INCIDENT INVESTIGATION

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

Contractors shall use the Eskom Flash report to report incidents immediately or before end of shift. The standard General Administrative Regulation Annexure 1 "Recording of an Incident form" for all incident investigation reports. The objective of incident investigation should not only be a legal requirement but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

3.26 EMERGENCY MANAGEMENT

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

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

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

3.27 NON-CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to SHE File not being approved.
2. Main contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE (as per PPE standards) to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.


3.28 SHE FILES

1. SHE file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. All contractors are required to keep the SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
3. The SHE file shall consist of the SHE documentation/information in line with the SHE requirements/specification, legal and other requirements.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE requirements /specification and the SHE plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

6. On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.
7. In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.29 WORK STOPPAGE

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
2. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.30 HOURS OF WORK

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

3.30.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Employment and Labour and /or the letter of approval from the Department of Employment and Labour.


3.30.2 Night work

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

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

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

3.30.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the Main contractor of such action. The Main contractor shall inform the Eskom project manager of such function and provide proof of exemption from the Department of Employment and labour. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.31 OMISSIONS FROM SAFETY, HEALTH AND ENVIRONMENT REQUIREMENTS SPECIFICATION

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

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

3.32 CONTRACTOR PERFORMANCE MONITORING

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

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

3.33 ENVIRONMENTAL REQUIREMENTS

- Waste collected from Komati PS to be recorded
- Waste collection record should contain:

Transporter Information

- ✓ Company name and Address
- ✓ Emergency Contact
- ✓ Registration of health care risk waste Collector and transporter Number

Disposal Facility/ Consignee

- ✓ Waste disposal facility name and address
- ✓ Facility Permit/ License Number

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	Hygiene services Hygiene service	Template Identifier	32-726-17T	Rev	1
		Document Identifier	285-169359	Rev	0
		Effective Date	April 2022		

Waste Details

- ✓ Waste Name
 - ✓ Unit
 - ✓ Transport method
 - ✓ Disposal Method/ treatment
 - ✓ Waste Type
- Waste manifesto (disposal records) to be send to the environmental Department monthly.
 - Waste management procedure with disposal method.
 - Environmental Management plan
 - Registration of health care risk waste Collector and transporter with the Department of Agriculture.
 - Service level agreement with a registered waste site disposal facility.
 - Vehicle to be labelled as hazardous transporter.

3.34 CONTRACT SIGN OFF

On completion of the project, all Eskom team must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the contractor and Eskom contract manager, who must facilitate the closeout. Once the contractor has closed all findings the Eskom's team will verify and sign off prior to issuing a completion certificate and final payment.

3.35 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

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

4. AUTHORIZATION

All respective role players as per first page ought to authorise this document, include their names before this document is deemed operational.

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5. REVISIONS

Date	Rev.	Compiler	Remarks
August 2023	0	Cebisile Zulu	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for Hygiene services in Eskom Generation-Komati Power Station.

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