	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
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Project Name: Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power Station

Project Address: Tutuka Power Station, Bethal Road, Standerton

Eskom Contract's Manager

Name: ___Vusi Mahlaba_____

Eskom's Health and Safety Manager

Name:___Thokozani Maseko_____

Eskom's Procurement Manager

Name: ___Ewert Baloyi_____


Eskom's Safety Officer

Name:___Phumzile Duma_____

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		


Content Page

1.	Introduction.....	3
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
2.3	Definitions	5
2.4	Abbreviations.....	9
2.5	Related/Supporting Documents	10
3.	Specification.....	10
3.1	Scope of work.....	10
3.2	Legal Compliance.....	11
3.2.1	Section 37(2) (Legal) Agreement.....	11
3.2.2	Hazardous work by children (Child Labour).....	12
3.3	Eskom Requirements.....	13
3.5	Personnel Health / Hygiene Facilities.....	14
3.6	Food Handling Hygiene	15
3.7	Occupational Health, Hygiene and Rehabilitation	16
3.8	Appointments	17
3.9	Roles and Responsibilities	17
3.10	Risk Assessments	26
3.11	Incident Investigation	27
3.12	Emergency Management.....	28
13	Acceptance.....	34
14	Revisions	35

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

1. Introduction

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

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

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

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

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

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

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


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

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

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

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

2.1.2 Applicability

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

2.2 Normative/Informative References

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


2.2.1 Normative

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

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

2.2.2 Informative

- [1] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [2] 240-62196227 Eskom Life Saving Rules
- [3] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [4] SANS 1186 Symbolic Safety Signs
- [5] Constitution of the Republic of South Africa No 108 of 1996
- [6] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management: Conducting EH&S Incident Management.


2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal 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
Client	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 – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Definition	Explanation
Consultant	means a person providing professional advice
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)
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
Health and safety file	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Definition	Explanation
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
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
Medical certificate of fitness	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
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
Organisation	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
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
Principal 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.

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Definition	Explanation
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, principal 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
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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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		


2.4 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

2.5 Related/Supporting Documents

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

3. Specification

3.1 Scope of work

The plants (both Tutuka and Thuthukani sewage treatment) are class C and shall be operated in accordance with Tutuka Power Station Water Use License conditions, the operating manuals, all the related plant procedures, and Regulation 2834 requirements.

The process controllers shall be classified in accordance with Regulation 2834 and Green drop guidelines.

The term of this contract shall be for 5 years, subject to periodic assessment and interventions to be done by employers as specified below. The service provider must provide the following:

- 1) Operation, analysis and optimisation of currently installed sewage treatment plant to meet all Tutuka water use license compliance for water discharge.
- 2) Contractor to ensure that we and troubleshoot the sewage treatment plants to ensure we achieve 80% in analytical and microbiological parameters as per Tutuka water use licence.
- 3) Improvement of current operational practises
- 4) Provide technical support and advice to employer on modifications or investigations concerning the sewage plants


Class C (Thuthukani sewage treatment plant) type plant, number of operators to be present is as follows:

- Site supervisor for each plant day shift only (1) – Class III Process controller/operator
- Operator per shift (4) – Class II operator/ process controller

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Operator per shift (4) – Class I operator/ process controller

Class C (Tutuka sewage treatment plant) type plant, number of operators to be present is as follows:

- Site supervisor for each plant day shift only (1) – Class III Process controller/operator
- Operator per shift (4) – Class II operator/ process controller
- Operator per shift (4) – Class I operator/ process controller

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

Note: The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal 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 and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.


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

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

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

3.2.2 Hazardous work by children (Child Labour)

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

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

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

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

3.2.3 OHS Act

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

3.2.4 Legislative compliance


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

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

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Compensation for Occupational Injuries and Diseases Act.

3.3 Eskom Requirements

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

3.3.1 Appointment of a contractor

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

3.3.2 Appointment of sub-contractors

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

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

3.3.3 SHE policy

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


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

3.3.4 COID

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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

3.5 Personnel Health / Hygiene Facilities

3.5.1 Dining areas

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

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

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

3.5.2 Ablution facilities

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

3.5.3 Drinking water


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

3.5.4 Changing areas and lockers

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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

3.5.5 Camp / office welfare

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

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


3.6 Food Handling Hygiene

3.6.1 Storage

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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

3.6.2 Transportation

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

3.6.3 Handling

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

3.7 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.

3.7.1 Medicals


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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.7.2 Health and wellness HIV / Aids

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

3.8 Appointments

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

3.9 Roles and Responsibilities

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


3.9.1 Principal contractors and appointed contractors

Note 1: Most of the roles and responsibilities listed apply to both appointed contractors and any sub-contractors. Where some of the listed do not apply to both, then the specific

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		


responsibilities will be listed and titled. The contractors shall:

- Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act appointed.
- Carry accountability and responsibility for the safety and health of their employees and their sub-contractors within their working area, as contemplated by section 37(2) of the OHS Act;
- 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 Tutuka Power station Project Manager.
- 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.
- Ensure that the minimum legislative, regulatory and Tutuka power station SHE requirements are complied with on all work sites.
- Give the Tutuka power station project managers and line managers / responsible managers their full participation and cooperation.
- Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
- The appointed contractor must hand over a consolidated (to include any sub-contractors files) health and safety file to the Tutuka power station project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub-contractors, the agreement, and the type of work completed.
- Contractors must hand over a consolidated (to include any sub-contractors files) health and safety file to the appointed contractor on completion of the project.
- This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub-contractors, the agreement, and the type of work completed.

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- The appointed contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company and the nature of the business must reflect the issued scope of work. Similarly, the appointed contractor must provide the Tutuka power station project manager with all the valid letters of good standing from their sub-contractors.
- Contractors must provide the appointed contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
- 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.
- Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the sub-contractors' responsibilities), ensure that their sub-contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- Co-ordinate the activities of all the sub-contractors in the interests of safety and health;
- Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
- Stop his /her employees and any sub-contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- Take reasonable steps to ensure cooperation between all their sub-contractors.

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
Note 2: No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.
- 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.
Note 3: In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.
- Appoint a part time safety officer.
- 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;
- Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- 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.
- Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

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		Effective Date	20 February 2016		
		Review Date	February 2021		


- Provide any sub-contractor who is making a bid or is appointed to perform work on Tutuka power station's behalf, with the relevant sections of the documented Tutuka power station's SHE Specification.
- Appointed contractors are required to approve sub-contractor's health and safety plans if they meet all the requirements.
- 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.
- Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
- Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the sub-contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
- Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the project work, as well as the sub-contractors, have received task-specific training.
- 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 5: should the appointed contractor or his/her sub-contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
- Respect the rights of landowners/lessors and the preservation of their registered activities;
- Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.


Note 6: Tutuka power station will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

- Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
- Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- Be involved in all of their appointed contractor's investigations.
- Establish health and safety committees, hold such committee meetings on all sites, and ensure that sub-contractors participate in their health and safety meetings.
- Chair their own health and safety committee meetings and record such meetings.
- Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the sub-contractors appoint health and safety representatives for their work sites.
- When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Tutuka power station Project Manager.

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

3.9.2 Contract Managers


Note 1: No work may commence and or continue without the appointed supervisor or manager during the performance of the contracted work.

- Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
- Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
- Ensure that the minimum legislative and Tutuka power station SHE requirements are complied with on all work sites;
- Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
- Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- Inspect such PPE on a regular basis and record the inspections;
- Ensure that all incidents are reported to the client and are investigated.
- Be involved in all investigations that occur within their area of responsibility.
- Carry out audits and or inspections on their contractors at least monthly and any sub-contractors on instructions of their contractor.
- Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
- Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.;
- Ensure that daily or 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. Ensure that the team are involved in the abovementioned risk assessments;
- Hold toolbox talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;
- Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
- Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
- Not victimise their employees by virtue of their employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
- Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
- Stop any employee or contractor from performing construction work which is not in accordance with the appointed contractor's and or sub-contractors' health and safety plan which poses a threat to the health and safety of persons.


3.9.3 Contractor site supervisor or Contract Supervisor Must:

- Be competent to perform the required supervisory tasks; must have attended supervisory competency training or legal liability competency training.
- Ensure their employees and all sub-contractors comply with the required statutory and Tutuka power station project requirements;
- Inspect all work done by the Contractors to ensure adherence to Tutuka power station's standards and specifications
- Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Monitor contractors for adhere to statutory requirements and safety standards.
- Monitor contractors overall SHE performance on site in order to achieve excellent results
- Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
- Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Tutuka power station project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
- Ensuring that quality records are maintained in accordance with legislative and Tutuka power station requirements;
- Continual liaison between the appointed contractor, sub-contractors and employees.
- Ensures that employees and sub-contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Tutuka power station:
- Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- Submit the observation reports to the relevant management.
- Have meaningful participation in the project statutory health and safety committee meetings.
- Participate in all appointed contractor incident investigations.
- Participate in the appointed contractor's emergency preparedness planning.
- Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
- Issue site instructions on behalf of the appointed contractor where and when the sub-contractors deviate from safety requirements.
- Assist the appointed contractor with the handing over process, in particular the SHE file and relevant documentation.


3.9.4 Contractor Safety officer

- Promote a SHE culture within the organisations involved in the project / contract.

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- Be involved in the developing the project SHE plan and SHE policy.
- Be in constant liaison and cooperate with Tutuka power station's SHE professionals responsible for providing them with a health and safety service.
- Ensure that this SHE specification is adhered to by his/her appointed contractor and is submitted to any sub-contractors.
- Conduct audits and inspections of all work sites for the duration of the project.
- Be involved in the organisations incident investigations when required.
- Participate in the organisation's statutory and non-statutory health and safety committees' meetings.
- Conduct organisational, site and visitor induction training.
- Stop any employee or contractor from performing construction work which is not in accordance with the appointed contractor's and or sub-contractors health and safety plan which poses a threat to the health and safety of persons.
- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
- Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
- Carry out frequent behaviour observations of employees under their control at least monthly and any sub-contractors on instructions of their contractor.


3.10 Risk Assessments

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish what hazards to the health and safety of persons are

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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

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

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

3.11 Incident Investigation


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

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

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

3.12 Emergency Management

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

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


3.13.1 Non-Conformance and Compliance

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

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

6. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

3.14 Hazardous Chemical Substances

The handling and the application of hazardous materials has a major impact on the health and wellbeing of all persons and the environment. Hence, strict measures shall be put place to eliminate or minimise such hazards.


All contractors shall be aware of the hazards associated with such material by ensuring the correct storage and usage/application.

1. All contractors shall ensure that adequate hazard warning information is displayed.
2. Good housekeeping shall be employed by all contractors that receive and store hazardous materials.
3. Every supplier, manufacturer, importer or distributor of a hazardous substance or mixture shall provide the party receiving such a chemical with a MSDS, free of charge and any new information on the substance or mixture shall be forwarded to the client free of charge.
4. No containers, whether full or empty, shall be left lying about where they can be damaged, be removed by unauthorised persons, or pose a hazard to employees, members of the public and the environment. The burning or burying of hazardous material containers by all contractors is prohibited.
5. Specific storage areas shall be clearly marked and demarcated.
6. Each container of hazardous material shall be labelled, tagged and marked with:
 - a) The identity of the product (cross-referenced to a MSDS), and
 - b) Relevant symbolic safety sign (Hazard warnings).

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

7. Containers shall be protected against physical damage and shall be stored in enclosed storage areas that are attached to, or separate from, buildings.
8. Appropriate fire extinguishing equipment shall be made available.
9. Records shall be kept of all hazardous material stored on site and strict inventory control shall be exercised.

Flammable and Combustible Liquids

1. Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.
2. A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store.
3. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
4. All fuel storage areas must comply with the following requirements: -
 - a. Storage should be well clear of buildings.
 - b. Storage areas must be kept free from all combustible materials.
 - c. All Safety signs must be prominently displayed i.e.
 - Flammable Liquid. • No Smoking. • No open flames.
 - d. Adequate firefighting equipment must be available.


Refuelling on site

Before a machine is refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

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		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Site specific induction training

The appointed 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, general hazards prevalent on the construction site, construction 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.

Visitors to site induction

- Visitors to the site shall be required to undergo and comply with the appointed contractor's site-specific safety induction prior to being allowed access to site.
- 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.
- Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.15 Personal Protective Equipment

All contractors shall provide the employees with suitable non-HCS impermeable protective equipment.

All contractors shall provide information, training, instruction and supervision which are necessary with regard to the use of the equipment.


All contractors shall ensure that all contaminated personal protective equipment is cleaned and handled in accordance with the following procedures:

1. where the equipment is cleaned on the premises of an employer, care shall be taken to prevent contamination during handling, transport and cleaning.
2. where the equipment is sent off the premises to a contractor for cleaning purposes.

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

3. the equipment shall be packed in impermeable containers.
4. the containers shall be tightly sealed and have clear indication thereon that the contents thereof are contaminated; and
5. the relevant contractor shall be fully informed of the requirements of these regulations and the precautions to be taken for the handling of the contaminated equipment.
6. The following minimum PPE should be provided:
 - Goggles: to protect eyes from splashes of human waste or sewage.
 - Protective face mask or splash-proof face shield: to protect nose and mouth from splashes of human waste or sewage.
 - Liquid-repellent coveralls: to keep human waste or sewage off clothing.
 - Waterproof gloves: to prevent exposure to human waste or sewage.
 - Rubber boots: to prevent exposure to human waste or sewage

3.16 Tutuka General Requirements


The Sewage Treatment plant operation and monitoring work falls under a high-risk category as chlorine gas, ferric chloride and lime will be used for water purification process. In compliance with the Handling of Dangerous Materials Act, the following requirements must be complied with fully:

- Currently, occupational exposures constitute the highest risk for serious toxicity from high-concentration chlorine. The severity of health effects depends upon the route of exposure, the dose and the duration of exposure to chlorine, therefore the contractor must provide a plan on how exposure of employees to hazardous chemical substances shall be controlled. Employees must have hazardous chemical substances training
- The appointed contractor's baseline risk assessment shall cover occupational health risks associated with the operation of a sewage treatment plant. The identified health risks must be supported by a medical surveillance programme
- The Appointed contractor is responsible and accountable for an occupational hygiene management programme and must submit an occupational hygiene monitoring plan as part of the safety file.

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	SHE SPECIFICATION Provision of 24-hour Operation and monitoring of Sewage Treatment Plants (Thuthukani and Tutuka) at Tutuka Power	Template Identifier	240-73419711	Rev	2
		Document Identifier	XXX-XXXXXXX	Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Submit a detailed SHE plan which must be suitable, practical, site specific, well documented and a workable SHE document, compiled to satisfy the requirements of the OSH Act 85 of 1993, the Appointed safety specifications and other relevant legislation. The SHE plan must be aligned in terms of suitability and adequacy to the extent of the scope of work.
- The SHE plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.
- The SHE plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE plan as well as include how deviations/non-conformances shall be managed.
- The SHE plan must be approved by the Tutuka project manager/contract manager in writing before it is submitted to OHS department
- A detailed baseline risk assessment pertaining to the scope of work shall form part of the safety file package. (this is a detailed document indicating all the associated activities and identifying hazards and associated risks).
- Part of the baseline health and safety risk assessment must detail the control measures to be implemented as per the hierarchy of controls.
- Appropriate safe work instructions/method statements must be submitted for assessment.
- The contractor must identify suitable PPE required for the activities including the identification of appropriate tools
- The contractor must document a plan for the monitoring and review of the baseline risk assessment.
- The baseline risk assessment must be compiled by a competent person.
- The contractor must submit job descriptions supported by proof of competencies for all employees as stipulated in the scope of works.
- Procedures for incident investigation, risk assessment, must be part of the safety file package
- The contractor must include proof of contractor own induction conducted for all employees.

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- The contractor must indicate how hazardous chemical substances shall be handled, stored and disposed off.
- The contractor shall include a process for the handling of hazardous waste

Note: No contractor shall commence with work without the work authorization issued in writing by the Occupational Hygiene and Safety department.

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 Tutuka power station 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.

Contract Sign-Off

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


13 Acceptance

Null.

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14 Revisions

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