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		<b>Review Date</b>	November 2024		

**Project Name:**

Provision of Kitchen Repairs and Maintenance Procuring for MWP and EAL

**Project Address:**

1 Maxwell Drive, Sunninghill, Sandton, 2157 and Dale Road, P/Bag X13

**Scope of the Contract:**


Scope of work/Supply (Detailed description of Service/works needed)

- The contractor to remove lids, inspect trap to determine levels and possible overflows, collect and clean.
- Food solid, fats, oils and food particles to be removed by hand and emptied into either a wheelie bin or bucket in the case of primary traps.
- The food solids, fats, oils and grease are to be removed by vacuuming them out using specialized vacuum Tanker in the case of secondary or centralized traps,
- Once per month entire grease traps to be emptied out to ensure that the finer food particles that are not caught in the strainers are removed from the floor of the traps before they come anaerobic and start emitting foul odours.
- The grease traps and surrounding areas to get cleaned with a broom and industrial nonsolvent based biodegradable environmentally friendly degreasing agent.

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- All equipment is cleaned inside and out and lids replaced and secured in position.
- The contents of the grease traps to be disposed at the permitted area as municipality agreement.
- The supplier to issues the client with a disposal certificate conforming the date vehicle registration, Driver details, estimated quantity of effluent and collection site details.
- Where possible the contractor to obtain signature from the disposal site. A service sheet is to be presented to responsible client representative for signature.

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**SHEQ Officer**



**L Mloyi**

**Date:** 2023/11/13

**SHEQ Manager**



**K Chisebe**

**Date:** 2023/11/13

**Facilities Manager**

**D Njana**

**Date:**

**Procurement  
Officer**


**J Makume**

**Date:**

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**1. Eskom Facilities Manager**

The Facilities Manager is responsible for managing the contract with the Principal Contractor and ensures that the SHE specifications are developed and issued with tender enquiries and that the Principal Contractor’s SHE plan is approved prior to commencement of work. He/she must ensure that all the statutory requirements, Eskom and SHE specification and SHE plan requirements are always adhered to by Principal Contractor and (if applicable) their sub-contractors.

**2. Eskom SHEQ Officer/SHEQ Manager :**


The responsibility of the Eskom SHEQ Officer/Eskom SHEQ Manager is to provide assurance, as well as advice, assist and support to the client in the management of the health and safety performance on the project, which includes ensuring proper co-ordination amongst the various Contractors. The Eskom SHEQ Officer/ SHEQ Manager will also be responsible for assisting in the development of site and project specific SHE Specifications and ensuring that SHE specification are issued with enquiry documents and that the Contractors SHE plans are submitted; evaluated and approved. She/he will be responsible for auditing and ensuring compliance to legal requirements.

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## 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. The aim of this Safety, Health and Environment (SHE) Specification is to outline SHE requirements for the **Provision of Kitchen Repairs and Maintenance Procuring for MWP and EAL**

. This SHE Specification is based on the contract scope of work and related risks thereof.


The contractor must develop a site and project specific SHE Plan that meets the requirements stipulated on this SHE Specification, as well as all the relevant applicable legislation and other requirements applicable to the project as per scope of work. Eskom in no way assumes the contractor's legal responsibilities. The appointed contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed sub-contractor employees.

Eskom Real Estate strives to exceed the minimal SHE standards prevailing throughout its projects & service rendering within Eskom and requires full commitment from all parties to pro-actively and actively respond to achieve best SHE business practice.

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***This SHE Specification shall serve as a minimum guideline on the SHE Requirements. The appointed contractor, as an employer in their own right shall be responsible and accountable for compliance on site, this is inclusive of all the amendments in the OHS Act, 85 of 1993, SANS requirements as well as per Eskom's reviewed, SHE / OHS Procedures and Processes, Policies and Standards.***

The SHE Specification shall be included with the tender enquiry documentation to ensure that the tenderer is timeously made aware of the following:

- Eskom's requirements, including:
- Information that might affect the health and safety of any person at work whether directly or indirectly.
- Activities that may have an impact on the direct and surrounding environment.

This specification may not thoroughly address all hazards and aspects associated with any specialised activity or operation. In such situations, contractors shall be responsible for developing their own health and safety plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

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.

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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## 2. Supporting Clauses

### 2.1 Scope

This SHE specification lists the minimum SHE 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, during the execution of the **Provision of Kitchen Repairs and Maintenance Procuring for MWP and EAL** as per scope of work stated in the **Provision of Kitchen Repairs and Maintenance Procuring for MWP and EAL**

#### 2.1.1 Purpose

To indicate potential types of hazards, risks identified and SHE requirements pertaining to activities conducted in the contract.

#### 2.1.2 Applicability

This specification is applicable to all principal contractors, sub-contractors, service providers, suppliers and all the activities and processes carried out for and on behalf of Eskom Real Estate during the execution of the **Provision of Kitchen Repairs and Maintenance Procuring for MWP and EAL**


#### 2.1.3. Effective Date

This specification shall be implemented from date of approval. This document is subject to document control procedures and will be updated when it is due for revision or when conditions dictate.

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## 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] 32-727: Safety, Health, Environment and Quality Policy
- [2] 240-62196227: Life-saving Rules Standard
- [3] 32-245: Waste Management Procedure
- [4] 240-62946386 Vehicle & Driver Safety Management Procedure
- [5] 32-37 Substance Abuse
- [6] 32-124 Eskom Fire Risk Management
- [7] 32-136 Contractor Health and Safety Requirements
- [8] 32-95 Eskom Environmental, Occupational Health and Safety Incident Management procedure
- [9] 32-93 Eskom Vehicle and Driver Safety Management
- [10] 240-43848327 Employees' right of refusal to work in an unsafe condition
- [11] 32-520: Occupational Health and Safety Risk Assessment Procedure
- [12] 32-123: Emergency Planning Procedure
- [13] 32-407 Behaviour Safety Observation Procedure
- [14] 32-726: SHE Requirements for the Eskom Commercial Process
- [15] 32-524 Manual, Developing a SHE Specification
- [16] 32-1134 Access Control at Eskom Premises
- [17] NEC Contract Scope of Work and BOQ

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### 2.2.2 Informative

- [1] ISO 45001:2018 Occupational Health and Safety Management Systems
- [2] ISO 9001: 2015 Quality Management Systems- Requirements
- [3] ISO 14001:2015 Environmental Management Systems Specification.
- [4] Relevant South African National Standards applicable to the task/Project.
- [5] National Building Regulations Standards Act, Act 103 of 1977.
- [6] Local Bylaws applicable to the project/task.
- [7] SANS 1186 Symbolic Safety Signs
- [8] Constitution of the Republic of South Africa No 108 of 1996
- [9] Occupational Health and Safety Act and Regulations No 85 of 1993
- [10] National Environmental Management Act No 107 of 1998
- [11] National Environmental Management Waste Act 59 of 2008
- [12] All relevant South African legislation-provincial, municipal by-laws

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### 2.3 Definitions

Definition	Explanation
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Client</b>	(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.
<b>Competent person</b>	(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)
<b>Contractor</b>	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors

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Definition	Explanation
<b>Construction work</b>	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
<b>Consultant</b>	means a person providing professional advice
<b>Controlled disclosure</b>	controlled disclosure to external parties (either enforced by law or discretionary)
<b>Duty of care to the environment</b>	(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.
<b>Employee</b>	(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

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Definition	Explanation
<b>Employer</b>	(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)
<b>Environmental Management plan</b>	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
<b>Eskom requirements</b>	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Fall protection plan</b>	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(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
<b>Health and safety file</b>	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
<b>Health and safety plan</b>	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified

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Definition	Explanation
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<b>Health and safety specification</b>	(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.
<b>Health and safety requirements</b>	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
<b>Lifesaving Rules</b>	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
<b>Medical Certificate of fitness</b>	(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
<b>Medical surveillance</b>	(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
<b>Method statement</b>	(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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Definition	Explanation
<b>Employer</b>	(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)
<b>Organisation</b>	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
<b>Pre-job meetings</b>	(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
<b>Principal contractor</b>	(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.
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
<b>Responsible Manager</b>	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
<b>Risk assessment</b>	(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.
<b>Site</b>	(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

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<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Subsidiary</b>	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
<b>Supervisor</b>	Means a competent person responsible for the supervising of work activities at a work site.
<b>Supplier</b>	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
<b>Toolbox talks</b>	(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.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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## 2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAL	Eskom Academy of Learning
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERE	Eskom Real Estate
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993

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Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard
SDS	Safety Data Sheets

***This SHE specification stipulates Eskom’s minimum requirements. The contractor is expected to develop a SHE Plan which meets these requirements as well as all the relevant applicable legislation. Eskom in no way assumes the Contractors legal responsibilities. The Contractor is and remains accountable for the quality and the execution of his health and safety program for his employees and contractor employees. This SHE specification reflects minimum requirements and should not be construed as all encompassing.***

## **2.6 SHE Roles Responsibilities Accountability & Authority**


During the execution of all the activities of the **Provision of Kitchen Repairs and Maintenance Procuring for MWP and EAL**

the Facility Manager, his/her representative(s) and the appointed principal contractor are required to ensure that all activities are executed, maintained and completed in a safe manner; protecting the employees, tenants, contractor and members of the public while not compromising the quality as per Eskom’s SHEQ Policy 32-727 and other legal requirements including SANS standards and by-laws.

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The Principal Contractor management must practice its legal obligations one of which is ensuring that competent resources are made available throughout the duration of the **Provision of Kitchen Repairs and Maintenance Procuring for MWP and EAL.**

### 2.6.1. Commitment

Visible commitment is essential in 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 and the SHE aspects of the contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it from management down to the lowest task grade employee.

#### Client Duties: Eskom Real Estate: Facilities Management Team


The Client must:

- Prepare a site and scope specific SHE baseline risk assessment;
- Prepare a suitable, sufficiently documented and coherent site-specific health and safety specification for the intended work activities.
- Include the SHE specification and all supporting documents in the tender documents.
- Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures.
- Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out all the expected activities safely.
- Ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- Appoint the Principal Contractor in writing. The Principal Contractor will be appointed by ERE assigned section 16.(2), representative.

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- Contractors shall not commence with the work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation 5(k), by Eskom Representative.
- Stop any contractor from executing any activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site

### 2.6.2 Principal Contractors and Appointed Contractors

The Principal Contractor carries primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act.

None of the additional safety requirements specified by the Client reduces the Principal Contractor's accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

The Principal Contractor shall be appointed by Eskom Real Estate on the awarding of the contract and shall be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

The Principal Contractor may appoint contractors to assist in executing the contract. All appointments shall be done in writing.


**Note 1:** Most of the roles and responsibilities listed apply to both principal 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:

- 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.
- The principal contractor must notify the Provincial Director of the Department of Employment and Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations.

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- 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.
- 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 ERE representative. .
- 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 Eskom SHE requirements are complied with on all work sites.
- Give the ERE Facility Managers/ Responsible Managers and Supervisor 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 principal contractor and his contractors must hand over a consolidated (to include any appointed contractors' files) health and safety file to the Eskom Real Estate Facility Manager on completion of the contract. 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 appointed contractors, the agreement, and the type of work completed.
- The principal contractor must provide the Facility 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 contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company and nature of business must align to the scope of work. Similarly, the principal contractor must provide the Eskom Facility Manager with all the valid letters of good standing from their appointed contractors.

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- Contractors must provide the principal 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 and nature of business must align to the scope of work.
- Appoint competent staff to perform the contract 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 contract.
- 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.
- Co-ordinate the activities of all the appointed 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 contract.
- Stop his /her employees and any appointed contractors if contract 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 appointed contractors.
- 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.

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- Provide facilities for principal contractor and contractor employees, in terms of the Facilities Regulations, in the Occupational Health and Safety Act, 1993 (Act No: 85 of 1993).
- 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 2:** No work may commence and or continue without the presence of the appointed Facility Manager or Supervisor and SHE Practitioner.


**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 full-time Safety Officer in writing. The minimum qualification of the SHE Officer is an NQF level 6 Safety related diploma, with a minimum of 2 years' experience.
- 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 the 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.

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- Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
- Principal contractors are required to approve appointed 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 work, that all persons involved in the contract work, as well as the appointed 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 work or contracted work, that all their employees involved in the contract work, as well as the appointed contractors, have received task-specific training.

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- 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 principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

- 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 land owners/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:** Eskom 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 site, and ensure that appointed contractors participate in their health and safety meetings.
- Chair their own health and safety committee meetings and record such meetings.

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- Appoint Sufficient health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work site.
- When appointing contractors, advise the Facility 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 Eskom Facility Manager.

### 2.6.3 Management and Supervision of Work

The Principal Contractor shall ensure that the execution of all specified work is managed and supervised in accordance with the requirement of OHS Act Section 8 and Construction Regulations, Regulation 8 throughout the contract period.

All appointed managers and supervisors must demonstrate competencies in their field of operations and must further undergo SHEQ training for Managers/Supervisor and legal liability training respectively and to be additionally appointed as SHEQ Responsible Supervisors.


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

- Not supervise work on any other site other than the site they have been appointed to supervise;
- 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 Eskom SHE requirements are complied with at the work site;

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- 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 appointed 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 tool box talks / task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
- 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 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 contract work, to the employees for whom they are responsible for.

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- Not victimise their employees by virtue of their employees 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 contractors adhere to the plan.
- Stop any employee or contractor from performing work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.

#### 2.6.4 Contractor Site Supervisor or Contract Supervisor


Must:

- Be competent to perform the required supervisory tasks;
- Ensure their employees and all appointed contractors comply with the required statutory and Eskom contract requirements;
- Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
- Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- 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 conditions and unsafe acts by all people whilst on the contract site.
- Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom Facility Management or Supervisors in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.

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- Ensuring that quality records are maintained in accordance with legislative and Eskom requirements;
- Continual liaison between the principal contractor, appointed contractors and employees.
- Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
- 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 Contract statutory health and safety committee meetings.
- Participate in all appointed contractor incident investigations.
- Participate in the principal contractors 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 principal contractor where and when the appointed contractors deviate from safety requirements.
- Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

### 2.6.5 Employees

Must:


- Be responsible for their own safety and health and that of their co-workers;
- Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
- Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
  - familiarising themselves with their workplaces and safety and health procedures;

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- working in a manner that does not endanger them or cause harm to others;
  - ensuring that the work area is kept tidy;
  - reporting all incidents and near misses;
  - protecting fellow workers against injury by performing job observations;
  - reporting unsafe acts and unsafe conditions;
  - reporting any situation that may become dangerous; and
  - carrying out lawful orders and obeying safety and health rules;
- Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's Facilities Management or Supervisor(s) immediately.
  - Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
  - Obey any safety signs and always adhere to any site demarcation.
  - When entering or leaving the site, do so via the official designated access/departure routes.
  - Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
  - Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
  - Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
  - Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
  - Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor(s) immediately of such danger.

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- Report to their supervisor(s) (in the first instance), the principal contractor (in the second instance), and/or the Eskom Facility management / Supervisor(s) any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
- Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
- Maintain the surrounding area of the work site in a neat and tidy condition.
- Have meaningful participation in regular health and safety meetings.
- Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
- When given instructions, understand the instructions and be permitted to clarify those instructions.

### 2.6.6 Contractor SHE Practitioner


The Principal Contractor shall appoint a part time competent SHE Officer, with a minimum **NQF Level 6** SHE related qualification and minimum of **2 year SHE related work experience**.

- Provide safety management, advice, monitoring and reporting in the workplace, and engage staff in programs that ensure safe practice in the workplace.
- Compile safety programs, review existing policies and measures and update according to legislation.
- Practice safe working techniques.
- Implement and maintain health and safety standards.
- Establish a cordial and professional relationship with employees.
- Maintain compliance of all safety regulations.
- Conduct regular safety awareness session to share best practice techniques.

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- Standardize health and safety in order to remain consistent.
- Identify hazardous waste and disposal of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reports compiled for management.
- Regularly inspection of equipment & work activities.
- Support the development of OHS policies and programs
- Advise and instruct on various safety-related topics (noise levels, use of machinery etc.)
- Conduct risk assessment and enforce preventative measures
- 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.

### 2.6.7. Training Competence and Appointments of Resources


**NOTE:** The Principal Contractor shall ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment, and advice and assist these appointees in the execution of their duties.

The Principal Contractor shall ensure that competent persons are appointed in writing in accordance with the applicable appointments. Copies of all the appointments shall be kept in the SHE File.

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The Contract PC must also provide an approved SHEQ training needs tabulating the training interventions identified for the employees to undergo for the respective fiscal year, which runs from 1 April to 31 March. Attendance of training and awareness interventions must be tracked on a monthly basis and proof thereof sent to the ERE SHEQ Department as part of the month end reports. The PC and its contractors have an obligation to ensure that at least 80% of the identified training is attended by the employees at the end of each FY. SHE training should be part of SHE costing the PC submits to Eskom.

**Prior to sending employees for training the PC and its sub-contractors must ensure that all training institutions used are accredited to offer the course (s).**

### 2.6.8 Site Induction

- The Principal Contractor shall ensure that all his employees and contractor employees undergo their company induction with regard to the approved SHE plan, general hazards prevalent on the site, risk assessment, rules and regulations, and other related aspects.
- Proof of client site specific induction signed by Inductor and trainee must be submitted to the Safety department before an access permit will be issued.
- 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, of any nature.

### 2.6.9 Compliance and Non-Conformances


As legislation forms part of any country's legal system, the Client requires all its Contractors to comply with legislation as part of the contract. All expenses to the Contractor, which result from compliance with this legislation as well as special requirements specific to the site, will be for the Contractors account.

Should the Principal Contractor appoint a contractor, the Principal Contractor would then have the same role and responsibility in relation to the contractors, in a similar way as the Client has in relation to the Principal Contractor.

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The Client and appointed representative reserves the right to stop work and issue a non-conformance report whenever safety, health or environmental violations are observed for both Principal Contractors and/or their contractors. Expenses incurred as a result of such work stoppage and standing time shall be for the Principal Contractors account. Any non-conformances/findings/observations found in these audits/inspections on contractors shall be raised and discussed with the relevant Principal Contractor (with whom the contractor is contracted with).

The requirements within this specification should not be considered exhaustive and the Client reserves the right to add, delete or modify conditions where it is considered appropriate.

***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 in adequately providing 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 submitting the tender.***

*No claim shall be accepted as a result of any costs or delays being incurred due to the Principal Contractor or his contractors not complying with legislation, this SHE specification or their SHE plan approved by the Client.*

### 3. Specification

#### 3.1 Scope of work

The scope of the work is stipulated below but not limited to:


#### **Scope of work/Supply (Detailed description of Service/works needed)**

- The contractor to remove lids, inspect trap to determine levels and possible overflows, collect and clean.

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- Food solid, fats, oils and food particles to be removed by hand and emptied into either a wheelie bin or bucket in the case of primary traps.
- The food solids, fats, oils and grease are to be removed by vacuuming them out using specialized vacuum Tanker in the case of secondary or centralized traps,
- Once per month entire grease traps to be emptied out to ensure that the finer food particles that are not caught in the strainers are removed from the floor of the traps before they come anaerobic and start emitting foul odours.
- The grease traps and surrounding areas to get cleaned with a broom and industrial nonsolvent based biodegradable environmentally friendly degreasing agent.
- All equipment is cleaned inside and out and lids replaced and secured in position.
- The contents of the grease traps to be disposed at the permitted area as municipality agreement.
- The supplier to issues the client with a disposal certificate conforming the date vehicle registration, Driver details, estimated quantity of effluent and collection site details.
- Where possible the contractor to obtain signature from the disposal site. A service sheet is to be presented to responsible client representative for signature.


A copy of the detailed 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.”

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### 3.2 Legal and Other Requirements

It is required that all Contractors on site comply with the relevant applicable legislation, specifications and standards in accordance with the scope of the project:

As a minimum but not limited to the following:


- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights)
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations
- National Environmental Management Act 1998 (Act 107 of 1998)
- Environment Conservation Act 1989 (Act 73 of 1989)
- National Water Act 1998 (Act 36 of 1998)
- Electrical Installations
- COID Act
- Any other applicable South African legislation
- Applicable South African National Standards (SANS)
- Applicable international standards
- Eskom Operating Regulations for High Voltage Systems
- Eskom Plant Safety Regulations (Low Voltage Regulations)
- Relevant Eskom Procedures and standards
- ISO 45001, ISO 9001 and ISO 14001- Contractor shall use as guidelines.
- Local Authority By- Laws

It is the duty of the Principal Contractor and contractor to ensure that they are familiar with the necessary SHE legislation required.

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The Principal Contractor shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the contract. The register shall be updated bi-annually.

### 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 Facility Manager.

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

### 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

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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.

### 3.3 Eskom Requirements

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

### 3.4 SHE Policy

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 as per required by 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 SHE files and attached as an annexure in the SHE Plan.


### 3.5 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter

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of good standing (LoG) from such commissioner. 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.

### 3.6 Costing for SHE within the Contract

The Principal Contractor/contractor shall ensure that the submitted tender adequately made provision for the cost of Health, Safety and Environmental measures.

Note: the costing for SHE must be itemised based on the overall scope of the work (i.e.) Training, provision of PPE, safety equipment purchases etc.

**When there is an amendment to the Acts and/or to the regulations, a SHE plans must be reviewed, updated accordingly and changes must be communicated to all relevant employees.**

### 3.7 Statutory and Non-Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the OHS Act, legal and other requirements. 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.


### 3.8 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom

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employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

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


The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> ( That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> 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.
Rule 3	<b>BUCKLE UP</b> 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	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty

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Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work.
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Eskom will take a stance of zero tolerance on these rules.

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

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


### 3.9 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

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### 3.10 Access and Security Control

Access and Security control shall be done according to the Eskom Access Control Policy (32-1134)

Employees, contractors and visitors shall be subjected to induction training and substance abuse tests for the detection of illegal substances when entering Eskom sites, or as and when required whilst on Eskom sites.

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

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

- Firearms and ammunition (excludes Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces)
- Liquor/ Alcohol
- Dangerous weapons
- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription)
- Any other items that may be declared prohibited

### 3.11 Personnel Health / Hygiene Facilities

#### 3.11.1 Dining areas


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

1. Dining areas shall have suitable and sufficient tables and chairs for seating whilst eating.

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2. Adequate provision for washing and eating utensils must be provided for. Dining and kitchen areas shall be kept in a clean, tidy and hygienic manner.

### 3.11.2 Ablution facilities

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

### 3.11.3 Drinking water

All contractors shall provide suitable drinking water for all their employees (free of charge) whilst working in the field.

### 3.11.4 Changing areas and lockers

All contractors shall provide suitable changing facilities for employees, irrespective if they change at the premises or at the workplace. Facilities provided on the premises shall be maintained and kept in good condition when handed over back to the client at the end of contract. Once again, cognisance must be taken of the dignity of fellow workers and members of the public.

Tools are to be provided with their own lockable storage space to ensure good housekeeping practices are implemented.

## 3.11 Public Safety


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

Contractors shall factor in their safety plan, how they intend safeguarding/ controlling any traffic during their activities and have a schedule for high-risk activities which may cause injury/harm or damage to property.

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### 3.12 Contractor organisational Structure

#### 3.12.1 Principal Contractor Organogram

The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The principal contractor must ensure that all appointed contractors comply with this requirement. The principal 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 structure must be signed off and kept up to date and filed in the project SHE files.

#### 3.12.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the contract, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held, and any appointments made.
2. This structure must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant contract SHE files.
3. This structure must approved, be kept up to date and filed in the project SHE files.


### 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 an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.

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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. 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 supervisor (s), SHEQ officer(s) 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 particular 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;

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- 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 Facility manager representative and ERE SHEQ 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.

### 3.14 Safe work procedures / method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when:-

- Designing a new job or task;
- Changing a job or task;
- Introducing new equipment or substances; and


The safe working procedure should identify:

- The supervisor for the task or job and the employees who will undertake the task;
- The tasks that are to be undertaken that pose risks;
- The equipment and substances that are used in these tasks;
- The control measures that have been built into these tasks;
- Any training or qualification needed to undertake the task;
- The personal protective equipment to be worn;

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- j. Actions to be undertaken to address safety issues that may arise while undertaking the task.

### 3.15 Personal Protective Equipment Requirements

- The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
- All issued PPE must be SABS approved and shall comply with the requirements of GSR 2 of the OHS Act.
- 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.
- Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out.
- All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
- Where deemed as a requirement, then high visibility vests shall be worn.


### 3.16 Working at Heights

#### 3.16.1. General Requirements

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Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

- All appointments for the fall protection plan developer and implementer are in place.
- Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
- Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
- A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
- Appropriate training, as determined by the risk assessment, has been provided.
- Appropriate height safety equipment and personal protective equipment have been issued to the individual.
- There are equipment inspection procedures and up-to-date inspection records.
- Individuals are medically fit to work at height and have been psychologically declared fit, and records of this are kept.
- A site-specific risk assessment is performed.


While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

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### 3.16.2. Every employer shall ensure that work at height is:

- properly planned;
- appropriately supervised; and
- carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

### 3.16.3. Ladders

- Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
- The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- The ladder wheels, brakes and platform must be in good condition.
- All metal parts to be in good condition, no cracks.
- Non-slip devices must be in good condition and no paint to be on wooden ladders
- Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
- The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
- A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.


## 3.17 Fire Equipment and Maintenance

- All firefighting equipment's that have been provided shall:

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


### 3.18 First Aid and Equipment

- The requirements of the OHS Act GSR 3 must be observed.
- First aid appointments must be made to meet the requirements, this includes all work sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
- Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
- Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
- More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.

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- For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
- The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

### 3.20.1 Boxes and Equipment


The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).

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- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

### 3.19 SHE Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE 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. Where contract meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.


#### 3.21.1 Health and Safety Committees

- The principal contractor shall establish a health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors may establish their own health and safety committee.
- All appointed contractors shall be members of the principal contractor's safety committee.
- The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues. Listed below is a preferred agenda.
- SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).

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- The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
- A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
- Health and safety committees may make recommendations to the principal contractor and the Facility management and the Inspector at DoEL.
- All health and safety committees shall discuss all contract related OHS Act Section 24 and 25 incidents and other notified serious incidents.
- Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
- Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
- The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
- The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

### 3.21.2 Agenda


- The following serves as the guideline for the SHE Committee meeting agenda.
- List of agenda items:
- Matters arising from previous minutes
- Matters arising from Contractor's SHE meetings.

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- Audit results and feedback
- Review Health and Safety Representative Inspection Reports
- Review
  - Incident investigation reports
  - Non-Conformances
  - Announcements (near miss/injury/damage)
  - Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
  - Planned Job Observations
  - SHE Training
  - Protective clothing and equipment
  - Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions

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- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure


### 3.21.3 Minutes and Action Items for all Health and Safety Committee Meetings

- Minutes and record of action items shall be kept of all health and safety committee meetings.
- Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
- Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the contract or a minimum period of three years.
- Non–statutory health and safety committee meeting minutes shall be kept for the duration of the contract.
- All other meeting minutes where SHE is on the agenda, shall be kept for the duration of the contract.
- The original copy of the minutes and record of the action items must be signed by the chairperson.

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The relevant Facility management and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting

### 3.21. 4 Toolbox talks / Daily Team Talks / Pre Job-Meetings

- 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 discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of 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 site and or the contract. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.


### 3.22 SHE Training

- The principal contractor, when making a bid for this contract 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 principal 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 principal 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.

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- 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.

### 3.22.1 Site Induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved contract SHE plan, general hazards prevalent on the site, risk assessment, rules and regulations, and other related aspects.

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

Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.


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 contract.

### 3.21.2 Vehicle Safety

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- 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.
  - d. Ensure that vehicles are not overloaded.
- No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
- All drivers of vehicles are to have applicable driver's license and valid medical fitness certificate.
- Contractor must maintain their vehicles in a roadworthy condition and conduct regular vehicle inspections.
- Drivers of light vehicles must avoid stopping or parking in the vicinity of machines or equipment. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
- Contractor vehicles can be subject to inspections by the Client representative. Vehicles which are not roadworthy will not be permitted to be used on the contract.
- 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 material.


### 3.23 Housekeeping

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the contract.

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2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. 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.
7. 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 principal contractor in the first instance and the Eskom Facilities management in the second instance.
8. The Eskom Facilities Manager has the right to instruct the principal 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 principal contractor.
9. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.


### 3.24 Workplace Signage and Colour Coding

- Symbolic safety signage shall be displayed where it is required by legislation.
- All symbolic safety signage shall conform to the requirements of SANS standard 1186.
- Signs shall be positioned to be seen from most positions within the work sites / areas.

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- All signage must be clear at all times and be replaced timeously when worn out.
- The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
- When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
- Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
- Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.


### 3.25 Tools and Equipment

- Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
- Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
- All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

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- Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this contract.
- Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

**Note:** In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom’s instructions.

- Where defective tools and equipment’s are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
- Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment’s shall be subjected to regular inspections.

### 3.24.1 Hand tools

- All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the Supervisor on a monthly basis as well as by users prior to use.
- Tools with sharp points in tool boxes must be protected with a cover.
- All files and similar tools must be fitted with handles.
- No make shift tools are permissible on the project.

## 3.26 Auditing


### 3.25.1 Approval and compliance of principal contractor SHE plan

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The Contractor's SHE Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom SHE specifications. Once there is compliance only then will the principal contractors SHE plan be approved by the Eskom representative. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis, this will include physical conditions evaluation.

### 3.25.2 Eskom SHE audits

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

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

There will be monthly audits conducted by Eskom on the principal 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 Principal Contractor and appointed contractor. Refer to section on "Work Stoppage" in this SHE Specification.

### 3.25.1 Contractor Audits

Principal 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 Facilities Manager within one week after completion of the audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.


## 3.27 Smoking

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

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### 3.28 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery.

### 3.29 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.

#### 3.28.1 Medicals


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

- Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit (where applicable) medical fitness examinations.
- In order for the appropriate medical examinations to be conducted, each employee must have a person/man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

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### 3.30 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 DoEL.

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, 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.

### 3.31 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

### 3.32 Waste Management

The contractor will be expected to comply with the Eskom waste management standard and develop a plan.


All waste generated shall be re-used, recycled and where not practical possible disposed off at a registered and applicable landfill site. A register of both hazardous and general waste shall be kept. A waste management plan shall be compiled before commencement of work. Records of waste disposal shall be kept and updated all the time. No waste, be it biodegradable or not, shall be left on site once work has ended.

Domestic and hazardous waste generated shall not be burned, buried, or disposed off on Eskom or Landowner property, but will be controlled and removed to a registered waste site

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on a regular basis (Daily / Weekly). The Principal Contractor and contractor working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas. These materials shall be stored in a bunded area with adequate containment for potential spills and leaks.

Waste may be collected by the relevant Municipality or alternatively taken by the Contractor to a registered landfill site. Where the Municipality does not have a weighbridge, the Contractor is responsible for obtaining a formal notification to this effect.

Contractors shall ensure that sufficient waste bins / containers, with lids are made available for waste control. The contractor shall comply with the requirements of NEM: Waste Act 59 of 2008, other legal requirements pertaining to waste and Eskom waste management standard.

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

Equipment maintenance and storage:

Ensure that all plant is in good working order;

Undertake maintenance within specified area (workshop); and use drip trays for all stationary or parked plant and when servicing equipment away from designated areas.

### 3.33 Dust and Noise

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


Mitigation measures to be implemented as required / agreed upon with the management.

Dust suppression measures shall be in place to reduce the dust where applicable.

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### 3.34 SHE File

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during contract and all information relating to the post-contract phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
2. All contractors are required to keep a SHE file on site. The SHE file shall be maintained by all the contractors on their sites and shall be available on request for audit and inspection purposes.
3. The SHE file shall consist of the requirements in terms of the contract's safety specification, the contractor's safety and health plans.
4. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
5. On completion of the work/contract, the principal contractor must hand over a consolidated health and safety file to the Facilities Manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
6. In case where the contract 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 contract.


### 3.35 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.

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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.

### 3.36 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.

#### 3.35.1 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 Facilities Manager and Security of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously).

#### 3.35.2 Night work

A request is to be sent to the Facility Management for any planned or unplanned night work.

If work is continuing from day light into night, at dusk, a toolbox 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.


#### 3.35.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the principal contractor of such action. The principal contractor shall inform the Eskom project manager of

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such function. 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.

### 3.37 Omissions from Safety and Health Requirements Specification

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

Should Eskom not have addressed all SHEQ 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.

### 3.38 Contract Sign-Off

On completion of the contract all appointed contractors shall close out their contract documentation; SHE files and forward such to the principal contractor. The principal contractor shall likewise close out his/her contract documentation and SHE files and forward such to the Eskom Facilities Manager/ SHEQ.


## 4. Revisions

Date	Rev.	Compiler	Remarks
November 2023	01	L Mloyi	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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