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Compiled by

Functional Responsibility

Authorised by

N Rammarian

N Rammarian

N Rammarian

SHEQ Business Partner

SHEQ Business Partner

SHEQ Business Partner

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## 1. INTRODUCTION

- 1.1 Eskom Rotek Industries responsibility and commitment is to ensure a safe working environment which is in line with the Safety, Health, Environmental and Quality Policy, along with legislative obligations.
- 1.2 The SHEQ specification is Eskom Rotek Industries minimum requirements which shall be met for the specific project and for the duration of the project period by contractors. The Principal Contractor is expected to develop a SHEQ Plan which meets these requirements as well as the relevant applicable legislation they conform to.
- 1.3 Eskom Rotek Industries in no way assumes the Principal Contractors legal responsibilities. The Principal Contractor is and remains accountable for the quality and the execution of his/her SHEQ programme, for his employees and appointed contractor employees.
- 1.4 This SHEQ specification reflects minimum requirements and should not be construed as all encompassing.  
*NOTE: All the requirements listed hereunder are in relation to the contract and project and do not supersede or replace any organisational SHEQ requirements.*

## 2. SUPPORTING CLAUSES

### 2.1 Scope

#### 2.1.1 Purpose

To provide a detailed SHEQ Specification for the corrosive treatment and painting of various transformer and its components all over the country on various Eskom sites for ERI Transformer site.

#### 2.1.2 Applicability

This SHEQ specification is applicable to principal contractors and their appointed contractors who intend to tender for the project.

#### 2.1.3 Effective Date

This document shall be effective once authorised.

### 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

- a) Occupational Health and Safety Act 85 of 1993 including Regulations
- c) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- d) National Road Traffic Act 93 of 1996
- e) National Environmental Management Act 107 of 1998
- f) National Water Act 36 of 1998
- g) ISO 9001: 2015, Quality Management System

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- h) ISO 14001: 2015, Environmental Management System
- i) OHSAS 18001: 2007, Occupational Health and Safety Management System

### 2.2.2 Informative

- a) Eskom Procurement and Supply Management Procedure (32-1034)
- b) Procedure for the effective Management of Safety, Health and Environmental Related Incidents (32-95)
- c) Safety, Health, Environment and Quality (SHEQ) Policy (32-727)
- d) ERI SHEQ Statement of Commitment (240-94027409)
- e) Supplier Contract Quality Requirements Specification (QM-58)
- f) Life Saving Rules (240-6219227)
- g) Substance Abuse Procedure (32-37)
- h) Eskom Vehicle Safety Specification (32-345)
- i) Vehicle and Driver Safety Management Procedure (240-62946386)
- j) Eskom PPE Specification (240-44175132)
- k) Eskom Procedure 32-418
- j) Environmental Incident Management Procedure 240-133087117

## 2.3 Definitions

Definition	Explanation
Occupation Health and Safety Act 85 of 1993 including Regulations	To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety and safety arising out of or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.
Principal contractor	Means a an employer appointed by the client to perform the work
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Hazard	(OHS Act) Means a source of or exposure to danger
Risk	(OHS Act) Means the probability that injury or damage will occur

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Definition	Explanation
Environmental aspect	Element of an organization's activities or products or services that interacts or can interact with the environment
Environmental impact	Change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects
Authorised person	Means a person, who has been authorised in terms of these regulations
SHE Plan	Means a documented plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified

## 2.4 Abbreviations

Abbreviation	Explanation
OHS Act	Occupational Health and Safety Act 85 of 1993 including Regulations
ERI	Eskom Rotek Industries
SHEQ	Safety Health Environment and Quality
T&SS	Transformer and Switchgear Services
NEMA	National Environmental Management Act
EMP	Environmental Management Plan
SHE Plan	Safety Health and Environmental Plan
COID Act	Compensation for Occupational Injuries and Diseases Act
CE	Chief Executive

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## 2.5 Roles and Responsibilities

### 2.5.1 SHEQ Department

It is the responsibility of T&SS SHE/Q officer to audit/evaluate the contractor SHE file to ensure compliance as set out under this specification before any work is performed by the contractor.

### 2.5.2 Principal Contractor

It is the responsibility of the contractor to ensure that requirements listed in this specification are complied with before any work commences.

## 2.6 Process for Monitoring

Monitoring of compliance will be done via site inspections, walkabouts, audits and evaluation of SHEQ files.

## 2.7 Related/Supporting Documents

Not Applicable

## 3. SCOPE OF WORK

The scope entails:

The corrosion treatment and painting of various of transformers and components all over the country at various Eskom sites for ERI Transformer Site.

## 4. Contractor organisational Structure

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

### 4.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project, 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 diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.

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

## 5. AGREEMENTS

### 5.1 Section 37(2) Agreement

A section 37(2) agreement shall be signed by client's Section 16(2) Appointee and the principal contractor. A copy of the agreement shall be placed in the SHE file of the principal contractor and a copy retained by the T&SS SHEQ Department.

## 6. OHS Act

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

## 7. 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 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.

## 8. COID

The Letter of Good Standing ensures that a principal contractor is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the contractor. A valid copy of the Letter of Good Standing shall be placed in the SHE file.

**NOTE:** *No proof of payment or deposit slips will be accepted as confirmation of having a valid Letter of Good Standing*

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## 9. APPOINTMENTS

### 9.1 Dedicated Employer (16) (2)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. A 16(2) Appointment does not alleviate the 16(1) from his/her responsibilities with regards to Occupational Health and Safety issues but allows a 16(2) to assist the 16(1) in his/her responsibilities. Contractors shall appoint a 16(2) and a copy of the appointment shall be placed in the SHE file.

### 9.2 Responsible Supervisor

9.3 The contractor shall ensure that the Authorised Person has attended the ORHVS Regulations and is declared competent. The Responsible Supervisors must have also a supervisor training certificate and a trade test certificate. All training certificates must be valid.

### 9.4 Authorised Person (if supervisor is not the permit holder)

The contractor shall ensure that the Authorised Person has attended the ORHVS Regulations and is declared competent. This person must be authorised for the grid in which they work in.

### 9.5 Safety Officer (if applicable)

The contractor must, after consultation with the client and having considered the size of the project and the risks likely to be encountered, appoint a full-time or part-time safety officer. The appointed person shall have a National Diploma in Occupational Health and Safety Management, Environmental Health or equivalent.

### 9.6 Risk Assessor

The appointed person shall have a valid Hazard Identification and Risk Assessment competency training certificate to support the appointment.

### 9.7 Fall Protection Plan Developer

9.7.1 The appointed person shall have a valid Working at Height or Fall Protection competency certificate to support the appointment. The training will as per unit standard 229994. The Working at Height or Fall Protection training course shall include as a minimum:

- a) Fall Prevention and not Only Fall Arrest;
- b) Anchor points;
- c) Equipment and PPE to be used;
- d) Training;
- e) Rescue;
- f) Objects falling;
- g) Use of netting;
- h) Demarcated drop zones;

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- i) Safe rigging systems;
- j) Assessment of medical and psychological factors; and
- k) Inspection and maintenance of equipment to be used

#### **9.8 Competent Person for Vehicle**

9.8.1 The contractor shall ensure that operators of a vehicle are competent for the vehicle in use.

9.8.2 The operator is issued with a valid medical surveillance for the vehicle being operated.

9.8.3 Daily inspections of the vehicle are conducted prior to use.

#### **9.9 Competent Person for Fire Fighting**

The appointed person shall have a valid firefighting competency certificate to support the appointment.

#### **9.10 Incident Investigator GAR 9(2)**

This appointment shall be made in terms of General Administrative Regulation 9. The appointed person shall have a Root Cause Analysis (RCAT) or Incident Investigation competency training certificate to support the appointment.

#### **9.11 Competent Person for First Aid GSR 3(4)**

This appointment shall be made in terms of General Safety Regulations 3(4). The appointed person will have a valid first aid certificate Level 2 to support the appointment.

#### **9.12 Competent person for Scaffolding (If applicable)**

9.12.1 Scaffolding use shall conform to the requirements of CR 14, Eskom procedure 32-418 and used in terms of GSR 6.

9.12.2 The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.

9.12.3 All scaffolding that will be used shall conform to the SANS standard 10085 and the requirements of CR 16 shall be carried out.

9.12.4 Scaffolding shall be erected and inspected by the competent personnel.

9.12.5 The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.

9.12.6 The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds.

9.12.7 A detailed inspection of all scaffolding shall be conducted monthly by a competent person and every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site SHE files.

#### **9.13 Competent person for Hazardous Chemical Substances Controller**

9.13.1 The contractor shall comply with Hazardous Chemical Substances Regulations.

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9.13.2 The appointed person shall have a valid Hazardous Chemical Substance training certificate.

9.13.3 When any chemical substances are brought onto site, the SHE Officer must be provided with the following information:

- a) An inventory list of the substances used on site
- b) Copies of the Material Safety Data Sheet (MSDS)
- c) Training records showing training the employees have received
- d) Handling and storage of chemicals must be according to the manufacturers specifications
- e) Persons handling the substances must be trained in its uses, dangers and precautions
- f) Adequate pre-cautions must be taken when toxic substances are used, e.g. notices posted, demarcation and warning signs
- g) Personal protective clothing must be provided and employees must ensure its correct usage and compliance with recognised code

## 10. Competent person for stacking and storage

A competent person must be appointed in writing to supervise and inspect stacking.

## 11. Housekeeping

11.1.1 Contractors shall ensure that suitable housekeeping is continuously implemented, including provisions for the following:

- a) Proper storage of materials and equipment;
- b) Removal of waste and debris.

### 11.2 Employees Facilities

11.2.1 An adequate supply of drinking water and sanitary shall be provided at or within reasonable access. The contractor must, consult with the client.

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## 12. COMPLIANCE REQUIREMENTS

### 12.1 Induction Training

- 12.1.1 Every contractor shall provide the T&SS SHE officer with proof of induction conducted by his/her organisation.
- 12.1.2 Every contractor shall attend the Eskom Rotek Industries SHEQ Induction provided by the T&SS SHEQ Department.
- 12.1.3 The contractor shall further attend the client's site induction.

**NOTE:** *The T&SS SHE officer shall induct contractors once the SHE file is approved. Where a new employee or contractor joins the team after the project has already commenced, that employee or contractor employees may only start working after the completion of the contractor, Eskom Rotek Industries and Eskom induction (where applicable).*

### 12.2 SHE Plan

- The contractor is expected to develop a SHE plan which meets the requirements of this SHEQ Specification as well as all the relevant applicable legislation they conform to.
- Eskom in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

### 12.3 Medical Surveillance

- Contractors shall ensure that a valid medical certificate of fitness conducted by an Occupational Medical Practitioner (OMP) or Occupational Health Practitioner (OHP) is available for each employee that will be performing the corrosive treatment and painting of the transformers for the ERI Transformer Site. The T&SS SHE officer may request verification that the Practitioner is an OMP or OHP if need be, in which case the contractor will provide such verification.

### 12.4 Toolbox Talk

- The toolbox talks shall be conducted daily by the contractor with his/her team members and an attendance register signed for verification purposes. Toolbox talks shall address topics relevant for the work to be performed. The ERI SHE officer can request toolbox talks from previous jobs if need be.

### 12.5 Monthly Reporting

Monthly SHE statistics shall be provided to ERI SHE officer. The report shall include:

- 12.5.1 The names of contractors used while performing the corrosive treatment and spray painting of transformers.
- 12.5.2 Actual man-hours worked on the project.

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12.5.3 The contractors' Lost-Time Incident Rate (LTIR).

12.5.4 Number of near miss, first aid, medical, lost time, fatality, environmental or rework incidents.

12.5.5 Volumes of waste generated and disposed for each waste stream.

12.5.6 Safe Disposal Certificates (copies), for hazardous waste disposed.

## **12.6 Issuing of Personal Protective Equipment (PPE) GSR 2**

12.6.1 Every contractor shall issue his/her employees with PPE as per General Safety Regulations 2. If additional and/or specialised PPE is required in order to address hazards as per the scope of work to be performed, the contractor shall provide such PPE. PPE shall be inspected every month and results of such inspections recorded.

12.6.2 Personal Protective Equipment shall include, but will not be limited to, the following:

- a) Eskom approved head protection;
- b) Foot protection;
- c) Respiratory equipment;
- d) Hand protection;
- e) Hearing protection;
- f) Fall arrest equipment e.g. full body safety harness, no safety belts allowed;
- g) Protective clothing e.g. overalls; and
- h) Reflective vests.

12.6.3 Personal Protective Equipment shall be maintained in a good and clean condition. Torn (damaged) equipment should be replaced when necessary.

12.6.4 Personal Protective Equipment shall comply with Eskom PPE Specification (240-44175132).

## **12.7 Fire Management**

12.7.1 Fire extinguishers

The contractor shall provide fire extinguisher(s) with each team and such fire extinguisher(s) must be inspected by a competent person on a monthly basis and tested and services annually by an accredited supplier.

12.7.2 Fire Alarm

Contractor employees shall be made aware of the meaning of the Eskom Rotek Industries or the client's alarms, how to report a fire, where to report it and what to do in case of a fire.

## **12.8 First Aid Box**

- Each vehicle shall have First Aid box. First aid boxes shall be equipped with medical supplies as listed under GSR 3(3) (a) Annexure. Every first aid box under a contractor's control shall be inspected monthly. An inspection register shall be kept in the

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- SHE file. The name of the first aider including contact details must be placed on the first aid box.

### **13. INCIDENT MANAGEMENT**

#### **13.1 Reporting of Incidents**

All incidents occurring while performing corrosive treatment and painting of transformers for ERI Transformer site must be reported within twenty-four (24) hours on an Initial Notification of Occurrence or similar document to the ERI SHE officer. In addition, the contractor shall immediately report incidents by telephone/personally to the ERI Responsible Manager. The incident must be investigated by the contractor's incident investigator and the investigation report shall to be handed to the relevant Eskom Rotek Industries SHEQ Department within four working days of the incident occurring. The investigation report shall cover the following aspects:

- 13.1.1 Scope of Work
- 13.1.2 Project Reporting Structure;
- 13.1.3 Investigation Team;
- 13.1.4 Interviewees and Statements;
- 13.1.5 Dates when Investigation Took Place;
- 13.1.6 Sequence of Initial Events;
- 13.1.7 Root and Contributory Causes;
- 13.1.8 Management and System Shortcomings;
- 13.1.9 Immediate Corrective Action;
- 13.1.10 Preventive Action;
- 13.1.11 Conclusion;
- 13.1.12 Appendices; and
- 13.1.13 Photographs of Incident.

**NB: All contractor incidents shall be aligned and investigated in accordance to the Incident Management Procedure 32-95**

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## 13.2 HAZARD AND RISK MANAGEMENT

### Risk Assessments

- 13.2.1 A baseline risk assessment shall be conducted before the work is to be performed. This needs to be assessed and approved by the Client. Thereafter a task specific risk assessment shall be conducted and discussed daily or when there is a change in the task/risk/mitigation with all affected employees.
- 13.2.2 Every risk assessment conducted shall be discussed with employees performing the work and a register signed for verification purposes.
- 13.2.3 Environmental aspects and impacts shall be recorded as part of the baseline and task specific risk assessment.
- 13.2.4 Where any other person, other than the team performing the actual work may be impacted by the hazards and risks of the activity being performed, those other persons must also be aware of and sign the risk assessment.
- 13.2.5 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.

### 13.3 Fall Protection Plan

- 13.3.1 A fall protection plan shall be submitted to T&SS SHE officer for approval for work where any work at a height is carried out. This shall be compiled by a competent person. Work at a height is defined as any work performed above a stable work surface or where a person is in a position that exposes them to fall from or into something.
- 13.3.2 The fall protection plan shall address the following aspects:
- a) Scope of Work;
  - b) Fall prevention and not fall arrest only;
  - c) Anchor points;
  - d) Equipment and PPE;
  - e) Training (Certificates of Competence and not Attendance Registers will be accepted);
  - f) Rescue;
  - g) Objects falling;
  - h) Use of netting;
  - i) Demarcated drop zones;
  - j) Safe rigging systems;
  - k) Medical surveillance;
  - l) Inspection and maintenance of PPE; and
  - m) Stoppage of work in elevated positions during inclement weather.
- 13.3.3 The approved fall prevention plan will be implemented by the contractor on the commencement date of the Project and for the duration of the project.

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### **13.4 Notices and Sign GSR 2B**

All symbolic safety signage shall conform to the requirements of SANS standard 1186.

### **13.5 Health and Safety Meetings**

The contractor shall conduct and/or be part of the following SHE Meetings:

#### **13.5.1 Contractors Statutory Meetings**

- a) Individual contractors shall hold a Statutory SHE meeting at least once a month. Where a contractor has sub-contractors the sub-contractor shall be included in the contractor's meetings.
- b) All appointed SHE Representatives shall be a member of at least one committee and the meeting must be held in accordance with the OHS Act.

#### **13.5.2 ERI Contractor SHE Meetings**

Where T&SS SHEQ Manager convenes a contractor SHE Meeting, a Senior Representative from each contracting company shall be present at the meeting.

### **13.6 Safe Work Procedure (SWP)**

The contractor shall demonstrate to ERI SHE officer in a documented format the procedure undertaken to perform work safely. The approved SWP will be implemented by the contractor on the commencement date of the project and for the duration of the work.

### **13.7 Planned Job Observations**

The contractor shall perform job observations on a monthly basis. Two (02) job observations shall be conducted by the contractor on a monthly basis and proof of such job observations shall be kept in the SHE file for approval.

### **13.8 Inspection and Audit Reports**

T&SS SHE officer can at any such time inspect and audit any contractor under their control. Findings from the inspection or audit shall be closed out as per the report close out date. Where any deviations are found, a System Deficiency Report (SDR) will be issued to the Contractor. A copy of the inspection or audit report must be kept in the SHE File together with a copy of any SDR's that were issued.

### **13.9 Permit to Work, Lock-out Procedures, Safe Work Procedures**

13.9.1 The Permit to Work shall be issued by the Client. The Responsible Person for the project shall indicate to the contractor which task requires a Permit to Work.

13.9.2 The Responsible Person shall ensure that:

- a) The conditions of permits and cautionary notices are strictly adhered to.
- b) The lock-out procedures, mechanical as well as electrical, are strictly adhered to and any deviations shall be corrected immediately.

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- c) Those safe work procedures as laid down by the T&SS SHE officer shall be followed.
- c) The workers register and cautionary notices are discussed daily with the workers.
- d) A Supplier Access Form (SAF) shall be obtained from Security on a daily basis before the commencement of work on site.

### **13.10 Ladders**

- 13.10.1 Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
- 13.10.2 The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- 13.10.3 The ladder wheels, brakes and platform must be in good condition.
- 13.10.4 All metal parts to be in good condition, no cracks.
- 13.10.5 Non-slip devices must be in good condition and no paint to be on wooden ladders
- 13.10.6 The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
- 13.10.7 The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- 13.10.8 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

### **13.11 Driver Management Plan**

- The contractor shall develop a driver management plan for the project.

### **13.12 Environmental Management**

#### **13.12.1 Training and Awareness**

- The contractor workers must receive basic training in environmental management, including the storage and handling of hazardous substances, management of waste, prevention of pollution, and basic oil spills management.

#### **13.12.2 Oil Spill Management**

- Vehicles must be equipped with oil spill kits to manage minor spills. Contractors should be trained on oil spills management. Such a proof must be provided prior to the contractor commence the work on site.

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### 13.12.3 Environment Management Plan

- The contractor must submit an EMP for review and approval to the responsible T&SS SHE Officer prior to the commencement of the contract. Copy of the approved EMP must be placed in SHE file. ERI Environment Department will review and make recommendation to the EMP if there is such a request. The responsible T&SS SHE Officer will have to incorporate the recommendations in his/her final report.

### 13.12.4 Waste Management

- If there is any contaminated waste produced during the corrosive treatment and spray painting of transformers, it must be disposed as hazardous waste. Proof of disposal site permit must be obtained and kept on file. The disposal of waste shall be in accordance with all relevant legislation. Under no circumstances may solid waste be burnt on ERI or any Eskom site.

### 13.12.5 Handling of dangerous goods

- For handling and transportation of dangerous goods, the contractor must be registered with the local authority and provincial government. Certificate of registration must be kept on file.

### 13.12.6 Incident management

- All Environmental incidents must be reported within 24 hours to the ERI Responsible Manager and T&SS SHE officer and appropriate mitigation measures should be put in place to prevent pollution to the environment. All environmental incidents must be investigated to avoid recurrence. All contractor incidents shall be aligned and investigated in accordance Environmental Incident Management Procedure 240-133087117

## 13.13 Life Saving Rules

13.13.1 ERI views health and safety in high esteem and encourages that any organisation who performs work for ERI in Eskom adopt the same view.

13.13.2 Five Life-saving rules have been developed that will apply to all ERI Employees, agents, consultants, and contractors. Failure to adhere to these rules by any ERI 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.

13.13.3 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.

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Compliance and adherence to Eskom/ERI Life Saving Rules, which consist of the following:

Rule	Description of Rule
Rule 1	<p><b>Open , Isolate, Test, Bond and/or Insulate Before Touch</b></p> <p>No person may work on any electrical network unless:</p> <ul style="list-style-type: none"> <li>• He/she is trained and authorised as competent for the task to be done.</li> <li>• A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to any work commencing.</li> <li>• An equipotential zone is created for each worker on the job site by earthing, bonding and/or insulating according to approved procedures.</li> <li>• He/she follows the applicable Operating Regulations for High Voltage Systems (ORHVS) or Plant Safety Regulations (PSR) requirement or any other related standard, procedure and outcome of Risk Assessment fit for the type of work or task to be performed.</li> <li>• The authorised person (Team Leader) has certified and shown all Team Members that the apparatus is safe to work on.</li> </ul>
Rule 2	<p><b>Hook Up at Heights</b></p> <ul style="list-style-type: none"> <li>• Working at height is 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.</li> <li>• No person may work at height where there is a risk of falling unless: <ul style="list-style-type: none"> <li>○ A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to commencing any work at height.</li> <li>○ You are appropriately trained.</li> </ul> </li> </ul>
Rule 3	<p><b>Buckle Up</b></p> <ul style="list-style-type: none"> <li>• No person may drive any vehicle on Eskom business and/or on Eskom premises: <ul style="list-style-type: none"> <li>○ Unless the driver and all passengers are wearing seat belts.</li> </ul> </li> </ul>
Rule 4	<p><b>Be Sober</b></p> <ul style="list-style-type: none"> <li>• No person is allowed to work under the influence of drugs and/or alcohol.</li> </ul>
Rule 5	<p><b>Ensure you have a Permit to Work</b></p> <ul style="list-style-type: none"> <li>• Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by Plant Safety Regulations, Operating Regulations for High Voltage Systems (ORHVS), etc.</li> <li>• No plant is to be returned to service without the cancellation of all permits on the plant in accordance with procedure.</li> </ul>

### 13.14 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Transformer and Switchgear Services 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.

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Should Transformer and Switchgear Services 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 T&SS of such issues when signing the contract.

### 13.15 Non-Conformance and Compliance

- Any non-compliance to any Health, Safety and Environmental requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
- Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
- The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
- Where non-conformances are issued by Transformer and Switchgear Services then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

### 13.16 Quality

The contractor shall ensure that the requirements listed under the Supplier Contract Quality Requirements Specification (QM-58) are complied to.

### 14. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Dumisane Sibeko	CoE Environmental Manager
Thobile Tshirbiluni	SHE Officer

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## 15. REVISIONS

Date	Rev.	Compiler	Remarks
N/A			

## 16. DEVELOPMENT TEAM

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

- Dumisane Sibeko
- Nalini Ramnarain
- Thobile Tshimbiluni

## 17. ACKNOWLEDGEMENTS

N/A

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**18. Annexure A: SHEQ Check Sheet**

Name of Contractor		
Name of Contractor's Representative		
Signature of Contractor's Representative		
Project No.		
Scope of Work		
Date of Submission		
File Approved	Y	N
Name of T&SS SHE Officer		
Signature of T&SS SHE Officer		

No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
1	Organisational structure		
1.1	Organogram		
1	<b>AGREEMENTS</b>		
1.1	Section 37(2) Agreement		
1.2	SHEQ Policy		
1.2	Letter of Good Standing		
2	<b>APPOINTMENTS</b>		
2.1	Dedicated Employer Section 16(2)		
2.2	Responsible Supervisor		
2.3	Authorised person		
2.5	Safety Officer (if applicable)		
2.7	Risk Assessor		
2.8	Fall Protection Plan Developer		
2.10	Competent Person for Vehicle and Mobile Plant		
2.13	Competent Person for Fire Fighting		
2.15	Incident Investigator GAR 9(2)		
2.16	Competent Person for First Aid		
2.9	Competent Person for Scaffolding CR 16(1)		
2.14	Hazardous chemical substance controller		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
2.11	Housekeeping		
2.12	Competent Person for Stacking and Storage		
3	<b>COMPLIANCE REQUIREMENTS</b>		
3.1	Induction training - Contractors induction - ERI Induction		
3.32	SHE Plan		
3.2	Medical Surveillance		
3.3	Toolbox Talk		
3.4	Monthly Reporting		
3.5	Issuing of PPE GSR 2		
3.6	Fire Extinguisher Inspections/Certificate		
3.7	First Aid Box Inspections		
3.8	Reporting of Incidents		
	Risk Assessments		
3.10	- Baseline risk assessment - Task specific risk assessment		
3.11	Fall Protection Plan		
3.12	Portable Electrical Equipment Inventory List and Inspections		
3.15	Pressure Equipment Certificate/s		
3.16	Ladder Inspections		
3.17	Scaffolding Inspections		
3.18	Compressed Gas Cylinders Storage		
3.19	Notices and Sign GSR 2B		
3.20	Health and Safety Meeting (Minutes)		
3.21	Safe Work Procedure (SWP)		
3.22	Planned Job Observations - Previous Projects		
3.23	Inspections and Audit Reports - ERI Audits		
3.24	Permit to Work, Lock-Out, Procedures, Safe Work Procedures - Supplier Access Form (SAF) - Permit To Work (PTW)		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
3.26	Dust/Asbestos - SWP - PPE		
3.27	Fire Alarm - ERI Emergency Evacuation Procedure		
3.28	Transportation of Employees - Driver Management Plan		
3.29	Walkways and Storage Demarcation - Area designated		
3.30	Environmental Management Plan Training and Awareness <ul style="list-style-type: none"> <li>• Environmental Management</li> <li>• Management of waste</li> <li>• Prevention of pollution</li> <li>• Basic oil Spill Management</li> </ul>		
	Registration for the transportation of dangerous goods		
3.31	Life Saving Rules Acknowledgements		
3.33	SHE/Q File		
4	<b>QUALITY MANAGEMENT</b>		
4.1	Valid copy of ISO 9001 certificate (if certified)		
<i>If not certified to ISO 9001, the following documents must be submitted to demonstrate compliance to ISO 9001</i>			
4.2	SHEQ/Quality Manual (Signed)		
4.3	SHE/Q Policy (Signed)		
4.4	Procedure for the Control Of Documents		
4.5	Procedure for the Control Of Records		
4.6	Procedure for Internal Audits		
4.7	Procedure for the Control Of Non-Conforming Products		
4.8	Procedure for Corrective Action		
4.9	Procedure for Preventive Action		

**COMPLIANCE FEEDBACK**

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