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Project Name Provision of Horticultural Maintenance Services

Enquiry number:

Project Address: Camden Power Station


Eskom Contract's Manager/End User

Name **Ilze Podge**

Signature 
2024-02-12

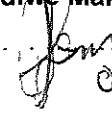
Eskom's Procurement Manager /Officer

Name **Msizi Blose**

Signature 
2024-02-12

Eskom's OHS/SHE Manager

Name **Lindiwe Makhubo**

Signature 
08/02/2024

Eskom's OHS/SHE Officer


Name **Melusi Ntangi**

Signature 

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- Occupational Health and Safety Act and Regulations No 85 of 1993
- OHS Act "Regulations on Hazardous Work by Children in South Africa"
- National Environmental Management Act 107 of 1998
- National Road Traffic Act 93 of 1996
- 32-37 Eskom Substance Abuse Procedure
- 32-136 Contractor Health and Safety Requirements
- 240-62196227 Life- saving Rules
- 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- 32-727 SHEQ Policy
- 32- 418 Working at Heights Procedure
- 240-62946386 Vehicle and Driver Safety Management Procedure
- 32-520 Risk Assessment procedure
- Plant Safety Regulations
- ISO 45001
- Eskom Covid-19 policy
- National Disaster Management Act 57 of 2002

2.2.2 Informative


- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011 05 19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane

DEFINITIONS

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

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2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
O&M	Operating and Maintenance
LoG	(COID) Letter of Good Standing
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 RELATED/SUPPORTING DOCUMENTS

Section 37(2) of the OHS Act requires Eskom to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to the project manager/end user who will facilitate the signing of the document by Eskom and contractor representatives

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

Provision of Horticultural Maintenance Services


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

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

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- Environment Conservation Act 1989 (Act 73 of 1989)
- National Water Act 1998 (Act 36 of 1998)
- Civil and Building Work Act
- National Road Traffic Act 93 of 1996
- Compensation for Occupational Injuries and Diseases Act
- SANS Standards –Contractor shall use the relative standards applicable to the project

3.3 ESKOM REQUIREMENTS

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

3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization’s CE and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities The policy must be signed by the organisation’s 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’s OHS files and attached as an annexure to the OHS Plan

3.5 COVID -19 POLICY

Due to the current pandemic the contractors are required to submit the Covid policy signed by the most senior person The policy must be displayed in a prominent place within the workplace A copy of the policy must be filed in the contractor’s OHS files and attached as an annexure to the OHS Plan


3.5.1 Covid -19 requirements

Covid-19 costs are not for profit making purpose and Eskom reserves the right to accept and/or decline the list of PPE which will be listed in the detailed Covid-19 costs Due to the current pandemic the contractors are required to provide Eskom with a Covid-19 risk assessment and a detailed plan on how to prevent the spread of the virus and what control measures will be put in place to protect Eskom employees and members of the public The risk assessment must include the following but not limited to, adherence to Covid-19 protocols in designated smoking areas Covid-19 costs are applicable for the duration of the pandemic and the Covid-19 costs will be ceased once the country has declared that Covid-19 is no more a pandemic The contractors have an obligation to comply with the National Disaster Management Act including the appointment of the Compliance Officer

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Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work

Eskom will take a zero-tolerance approach to these policies

Noncompliance to Life-saving rules is regarded serious misconduct and will result in serious disciplinary action, which may include dismissal.

This is to ensure that everyone who works on or visits an Eskom facility returns home to their families safely


3.10 SUBSTANCE ABUSE

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

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- 4 Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties
- 5 Ensure that the minimum legislative, regulatory and Eskom OHS requirements are complied with on all work sites
- 6 Compile a OHS (Occupational health and safety) file where all relevant health and safety records must be kept for each work site
- 7 The Main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the Main contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors. This requirement applies to the appointed contractors.
- 8 Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
- 9 Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- 10 Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- 11 Ensure that Eskom OHS requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors OHS files. Only appoint contractors who are competent to do work, have satisfied the OHS compliance requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- 12 Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
- 13 Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
- 14 Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- 15 Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- 16 Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
- 17 Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE,
Note: should the Main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
- 18 Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.
19. Be involved in all of their appointed contractor's incident investigations.

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3.12.3 Contractor Health and Safety officer full/time

- Please state if you require full time or part time Safety Officer for this contract

The contractor health and Safety officer must be trained in the following

- SAMTRAC, HIRA, Incident investigation training, Legal liability, Training, knowledge and understanding of ISO 4500, Minimum work experience 2yrs, OHS Diploma (applicable to 3-5 years contract)

3.13 RISK ASSESSMENT (REFER TO 32-520)

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

It is essentially a three-stage process

- identification of all hazards
- evaluation of the risks,
- Measures to control the risks

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


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

- Each activity is listed
- Specific hazards are identified and listed against each activity
- The magnitude of each risk is rated as Low Medium or High
- All known documentary and supervisory controls are listed. For instance What safe work procedures exist for ladders
- The relevance, effectiveness and sufficiency of these controls are assessed
- In the event of insufficient or deficient controls for the 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
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated

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- 2 First aid appointments must be made to meet the legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No 37 of 2008. It is good practice for all employees to be trained to at least level 1.
- 3 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.
- 4 A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
- 5 Main Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
- 6 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.
- 7 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.
- 8 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.
- 9 The Main Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.16.1 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)
- 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.

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3.17.2 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee


3.17.2.1 Agenda

1. The following serves as the guideline for the OHS Committee meeting agenda
 - List of agenda items
 - Matters arising from previous minutes
 - Matters arising from Contractor's OHS meetings
 - Covid-19 compliance
 - 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
 - OHS 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
 - Security
 - Rules, Instructions
 - Public Safety
 - Environmental Management
 - Emergency Preparedness
 - Statistics report

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- 5 Appropriate time must be set aside for training (induction and other) of all employees
- 6 Records of all training and qualifications of all contractor employees must be kept on the OHS file

3.19.1 Main Contractor Induction training

The contractor is required to make arrangements with the Business Unit for its employees to attend induction in order to be granted permission to access site

- 1 The Main contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom OHS induction training prior to commencing work on site
- 2 Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training
- 3 Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty A copy of the certificate of fitness must be kept in the OHS file on site for the duration of the project
- 4 All employees and visitors on site shall carry the proof of induction training
- 5 It is the contractors responsibility to keep records of induction training

3.19.2 Appointed Contractor induction training

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

3.19.3 Visitors to site induction

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


3.20 GENERAL TRAINING

The Main contractor will be required to ensure that before an employee commences work on the project/site, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Main Contractor is to ensure that the supervisor has satisfied himself

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


3.23 HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project/contract.
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal
3. Materials/objects shall not be left unsecured in elevated areas – falling objects may cause serious injuries/fatalities.

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- 2 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.
- 3 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 OHS plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
- 4 All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- 5 Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- 6 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.
- 7 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.
- 8 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.

3.25.1 Hand tools

- 1 All hand tools (hammers, chisels, spanners, etc) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
- 2 Under no circumstance will the contractors be allowed to use their equipment's with mushroom heads, to be removed at the end or beginning of shift prior to use.
- 3 Tools with sharp points in toolboxes must be protected with a cover.
- 4 All files and similar tools must be fitted with handles.
5. No make shift tools are permissible on the project.


3.26 LADDERS

- 1 Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
- 2 The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- 3 The ladder wheels, brakes and platform must be in good condition.
- 4 All metal parts to be in good condition, no cracks.
- 5 The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.

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3.28 SMOKING

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

3.29 CELLULAR PHONES

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

3.30 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.

3.30.1 Medical Assessments

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

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


3.31 ROLES AND RESPONSIBILITIES

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

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3.33 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

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

3.34 INCIDENT INVESTIGATION


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

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

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- 3 The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements
- 4 The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS plan
- 5 Each record shall be separated by partitions to afford easy identification and access Each partition must be labelled
- 6 On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager
- 7 In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.38 WORK STOPPAGE

- 1 Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site
- 2 Work stoppages that are initiated due to OHS 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

3.39 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

3.39.1 Normal work

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


3.39.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the Main contractor of such action. The Main contractor shall inform the Eskom project manager of such function and provide proof of exemption from the Department of Employment and labour Contractors shall be

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5. REVISIONS

Date	Rev.	Compiler	Remarks
May 2022	1	F Poee	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom Generation
August 2015	0	F Poee	This provides the initial OHS 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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