


	<b>THE PROVISION FOR SECURITY GUARD SERVICES for NCOU (Kimberley Zone – Karoo Sector)</b>  <b>HIGH RISK PROJECT</b>	Template Identifier	240-73416879	Rev	2
		Document Identifier	NCOUSEC1	Rev	1
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**Project Name:** THE PROVISION FOR PHYSICAL SECURITY SERVICES

**Project Address:** NCOU Various Sites in Kimberley Zone, Karoo Sector


**Scope of the project:** PROVIDING OF PHYSICAL SECURITY GUARDING SERVICES, AD HOC ARMED RESPONSE SERVICES AND AD HOC ARMED ESCORT SERVICES AT VARIOUS SITES IN THE NORTHERN CAPE OPERATING UNIT (KIMBERLEY ZONE – KAROO SECTOR)

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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.

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

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

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

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

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

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.

## 2. Supporting Clauses


### 2.1 Scope

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

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### 2.1.1 Purpose

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

### 2.1.2 Applicability

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

## 2.2 Normative/Informative References

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


### 2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 240-62196227 Life- saving Rules
- [7] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [8] 32-727 SHEQ Policy
- [9] 32- 418 Working at Heights Procedure
- [10] 240-62946386 Vehicle and Driver Safety Management Procedure
- [11] 32-520 Risk Assessment procedure
- [12] Plant Safety Regulations.
- [13] Directive: Consolidated COVID-19 Direction on Health and Safety in the Workplace Published 4 June 2020, Government Gazette 43400, GNR 639.

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[14] PSIRA

[15] Criminal Procedure and Law of evidence Act (Act 51 of 1977)

[16] The Control of Access to Public Premises and Vehicles Act (Act 53 of 1985)

[17] Protected Disclosure Act (Act 26 of 2000)

[18] Minimum Information Act (MISS) 1996

[19] Protection of Information Act (Act 84 of 1982)

[20] OHS Act 85/1993 and Regulations

[21] Sectoral determination 6

### 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

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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>Business unit (BU)</b>	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
<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
<b>Construction work</b>	Any work in connection with <ul style="list-style-type: none"> <li>a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure.</li> <li>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.</li> </ul>
<b>Consultant</b>	means a person providing professional advice
<b>Controlled disclosure</b>	controlled disclosure to external parties (either enforced by law or discretionary)

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Definition	Explanation
<b>Duty of care to the environment</b>	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
<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>Environment</b>	(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
<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>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
<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
<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

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Definition	Explanation
<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
<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>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.


## 2.4 Abbreviations

Abbreviation	Description
<b>AIA</b>	Approved Inspection Authority
<b>BU</b>	Business Unit
<b>CE</b>	Chief Executive
<b>CNC</b>	(Eskom) Customer Network Centre

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Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
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)
EAP	Employee Assistance Program
EP	Emergency Preparedness
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
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

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## 2.5 Roles and Responsibilities

### 2.5.1 Commitment

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

### 2.5.2 Principal contractors and appointed contractors


**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:

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. The principal contractor must notify the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 4of the Construction Regulations (if this has not been arranged and or done by the client/agent);
3. 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;
4. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
5. 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.

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6. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
7. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
8. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
9. The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
10. Contractors must hand over a consolidated (to include any appointed contractors files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
11. The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.
12. 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.
13. 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

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employees understand the hazards associated with all other work being carried out on the project.

14. 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.
15. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
16. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
17. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
18. Take reasonable steps to ensure cooperation between all their appointed contractors.
19. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
20. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

**Note 2:** No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.

21. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.


**Note 3:** In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

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**Note 4:** If a sufficient number of competent employee(s) have been appointed to assist the construction supervisor, the construction supervisor may supervise more than one site.

22. Appoint one Safety officer / OHS consultant registered with SACPCMP – This appointed persons' responsibilities include but are not limited to, the maintenance of OHS documentation, audit 4 sites per sector per quarter, produce audit reports quarterly to Eskom Contracts manager, Incident management, Appointments and competencies, Training and awareness, Updating Baseline Risk Assessments and Standard Operating Procedures (SOP's).
23. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
24. 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.
25. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
26. 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.
27. 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.
28. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
29. 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.

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30. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
31. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
32. 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.
33. Ensure that pre-employment, periodic and exit medicals are carried out on all their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner.
34. Ensure, prior to the commencement of construction work, that all persons involved in the project 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.
35. Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
36. 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.

37. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom project manager and the relevant site safety and fire prevention requirements;
38. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.

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39. 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.
40. Respect the rights of land owners/lessors and the preservation of their registered activities;
41. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
42. 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.

43. 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;
44. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
45. Be involved in all of their appointed contractor's investigations.
46. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
47. Chair their own health and safety committee meetings and record such meetings.
48. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites. One competent safety representative per sector elected, appointed and trained within 60 days of contract commencing.
49. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

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50. 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 Project Manager.

### 2.5.3 Contract Managers


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

1. Not supervise construction work on any construction site other than the site they have been appointed to supervise;
2. Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
3. 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;
4. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
5. Stop any construction 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;
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to the client and are investigated.
9. Be involved in all investigations that occur within their area of responsibility.
10. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
11. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
12. 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.;
13. 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;
14. Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;

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15. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
16. 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;
17. 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.
18. Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
19. 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).
20. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
21. Stop any employee or contractor from performing construction 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.

#### 2.5.4 Contract Supervisor


Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;
3. Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors for adhere to statutory requirements and safety standards.
6. Monitor contractors overall SHE performance on site in order to achieve excellent results
7. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.

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8. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
9. Ensuring that quality records are maintained in accordance with legislative and Eskom requirements;
10. Continual liaison between the principal contractor, appointed contractors and employees.
11. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
12. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
13. Submit the observation reports to the relevant management.
14. Have meaningful participation in the project statutory health and safety committee meetings.
15. Participate in all appointed contractor incident investigations.
16. Participate in the principal contractors emergency preparedness planning.
17. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
18. Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
19. Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

### 2.5.5 Employees


Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
  - a. familiarising themselves with their workplaces and safety and health procedures;
  - b. working in a manner that does not endanger them or cause harm to others;
  - c. ensuring that the work area is kept tidy;

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- d. reporting all incidents and near misses;
  - e. protecting fellow workers against injury by performing job observations;
  - f. reporting unsafe acts and unsafe conditions;
  - g. reporting any situation that may become dangerous; and
  - h. carrying out lawful orders and obeying safety and health rules;
4. 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 project manager or supervisor immediately.
  5. 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.
  6. Obey any safety signs and adhere to any site demarcation at all times.
  7. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
  8. 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.
  9. 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.
  10. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
  11. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
  12. 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 immediately of such danger.
  13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, 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.
  14. 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.
  15. Maintain the surrounding area of the work site in a neat and tidy condition.
  16. Have meaningful participation in regular health and safety meetings.
  17. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.

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18. When given instructions, understand the instructions and be permitted to clarify those instructions.

### 2.5.6 Contractor Health and Safety officer

1. Promote a SHE culture within the organisations involved in the project / contract.
2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project SHE plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
5. Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
6. Conduct audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.
8. Participate in the organisation's statutory and non-statutory health and safety committees meetings.
9. Conduct organisational, site and visitor induction training.
10. Stop any employee or contractor from performing construction 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.
11. 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.
12. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
13. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
14. Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

### 2.6 Related/Supporting Documents


Eskom OHS Act section 37 (2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

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### 3. Specification


#### 3.1 Scope of work

<b>GENERAL:</b> <ul style="list-style-type: none"> <li>• Ensure the safeguarding of Eskom personnel and assets within the Northern Cape Operating Unit</li> <li>• The Service provider will be penalized or contract terminated for non-compliance</li> <li>• The Service provider liability resulting from the failure to provide the service are limited to the equivalent amount of the loss incurred by Eskom.</li> <li>• A LDV vehicle with a vehicle monitoring device shall be utilised by the Contractor Security Supervisor, when doing the required site visits at the various sites, listed in the NEC.</li> <li>• <b>The Service provider (Management Team) rendering the service, must furnish Eskom Security Services with:</b> a weekly report <b>per site</b>;</li> <li>• Service provider personnel on duty are not allowed to misuse any assets of Eskom</li> <li>• Service provider Management to visit Eskom Security Services OU Manager or Section Heads in the area of responsibility on a monthly basis or when required by Eskom to discuss services</li> <li>• The Service provider will comply with PSIRA regulations, for example UIF, Minimum wage, Provident Fund, and all Eskom Policies, Standards and Procedures, Sectoral determination 6, OHS 85/1993 and other related legislative requirements</li> <li>• Hard copies of Suppliers Senior Supervisors monthly trip sheets must be submitted to Eskom's Security Operations Officer at the end of each month before signing off of invoices, for audit purposes.</li> <li>• No deviations from this Contract unless authorized or agreed upon by both parties, and confirmed in writing</li> <li>• Eskom reserves the right to alter the number of guards per site as per Eskom's requirements</li> <li>• Eskom reserves the right to add sites or take away sites, as specified in this Contract, as per Eskom's requirements</li> <li>• Eskom reserves the right to permanently suspend any Security Officer from Eskom sites, who contravenes any of Eskom's Life Saving Rules, or is to be found to be involved in criminal activities, or behaves or acts in a way that undermines the good discipline at any site, or is found to be grossly negligent in the performances of his/her duty.</li> </ul>
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<ul style="list-style-type: none"> <li>Where possible guards must be rotated on a 3 monthly basis from site to site. Control room guards not to be rotated.</li> </ul>
<b>REQUIREMENTS:</b>
<b>SECURITY GUARDS:</b>
<ul style="list-style-type: none"> <li>Ensure that there is <b>an</b> hourly communication between the security personnel on site and the Service providers control room. Hourly reports to be logged in the site Occurrence Book</li> </ul>
<ul style="list-style-type: none"> <li>Service providers Supervisors to ensure that guards are fit for work prior to the commencement of the shift</li> </ul>
<ul style="list-style-type: none"> <li>Service providers Senior Supervisors/Area Manager will visit Security Officials on site at least once per week</li> </ul>
<ul style="list-style-type: none"> <li>The Service provider will <b>submit weekly proof</b> of ALL the site visits to Eskom Security Services prior to invoice submissions.</li> </ul>
<ul style="list-style-type: none"> <li>Service provider will not appoint a Security Guard on site as a Supervisor. The Supervisor will be an official office bearer</li> </ul>
<ul style="list-style-type: none"> <li>A Senior Manager from the Service provider, together with an Eskom Security Official, will visit all sites, and interact with all guards once every 6 months, for the duration of the Contract</li> </ul>
<ul style="list-style-type: none"> <li>Service provider Security Officials, to be deployed on the various Eskom sites, as per this Contract,</li> </ul>
<p>must be properly trained for the required service and registered with PSIRA. Proof of training records</p>
<p>must be submitted to Eskom Security Services, before any Security Official is deployed at any of</p>
<p>the sites specified in this Contract, or any other site that might be added as part of the Contract.</p>
<ul style="list-style-type: none"> <li>None of the Service provider`s Security Officials deployed at any Eskom site as part of this Contract, will work <b>more than</b> 12 hours per shift. Eskom reserves the right to deny any such Security Official access to an Eskom site, and such Security Official will immediately be booked off duty</li> </ul>
<ul style="list-style-type: none"> <li>No Security Official, employed by the Service provider as part of this Contract, will exceed the maximum Number of working hours as per the Basic Condition of Employment Equity Act 1998</li> </ul>
<ul style="list-style-type: none"> <li>No Security Official, employed by the Service provider, as part of this Contract, and deployed at any</li> </ul>
<p>Eskom substation, which is part of this Contract, will be allowed to enter and/or work in a Prohibited</p>

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Area
<ul style="list-style-type: none"> <li>The Service provider to ensure that all Security Officials deployed at Eskom sites, as part of this</li> </ul>
Contract is trained in the site requirements. Training must be concluded within 5 days after the
Starting date of this Contract. Site requirements together with site specific Standard Operational
Procedures will be supplied by Eskom Security Services. Proof of the training must be supplied to
Eskom Security Services. All new employees deployed by the Service provider at any Eskom site, which is part of this Contract, must undergo this mentioned training before deployment and proof of
such training must be submitted to Eskom Security Services, before any new employee commence
Service on an Eskom site which is part of this Contract. Eskom reserves the right to evaluate any
Security Official, employed by the Service provider as part of this Contract, on the Site requirements and SOP's, and found to be incompetent will be denied continuing with the duties, until such time that the Employee is found to be competent
<ul style="list-style-type: none"> <li>The Service provider will ensure that Security Officials deployed at any Eskom site, which is part of this Contract, will adhere to Eskom Safety Standard, Procedures, Policies and Requirements</li> </ul>
<ul style="list-style-type: none"> <li>Service provider will ensure that Security Officials deployed at Eskom sites as per this Contract, wear the full prescribed uniform, issued by the Service provider, when on duty, as well as the prescribed PPE as and when required by Eskom.</li> </ul>
<ul style="list-style-type: none"> <li>Security Officials must be neatly dressed, sober and friendly when on duty.</li> </ul>
<ul style="list-style-type: none"> <li>Eskom reserves the right to conduct compulsory alcohol tests on Security Officials on duty on Eskom</li> </ul>
Sites, in line with Eskom's Safety Standards, Procedures and Policies
<ul style="list-style-type: none"> <li>All Security Officials, deployed by the Service provider at any Eskom site, which is part of this Contract, <b>will always</b> display his/her PSIRA and Company ID cards on a visible place on the left</li> </ul>
hand side of the chest. Under no circumstances will any Security Official be allowed to commence
duties, unless they in possession of the mentioned identification cards
<ul style="list-style-type: none"> <li>Service provider will ensure that official duty/shift rosters will be <b>always displayed in the guard rooms.</b></li> </ul>
Shift/duty rosters must be in line with staff compliment on duty, unless otherwise stated in the

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<p>Occurrence Book on site and Eskom made aware of changes.</p>
<ul style="list-style-type: none"> <li>Service provider will ensure that the full staff compliment as required per shift, will be deployed. Eskom Security Services must be informed immediately in case of short postings. An hour will be allowed to fill short postings.</li> </ul>
<ul style="list-style-type: none"> <li>List of stand-in staff (Relievers) to be added on the duty roster that address lack of staff on sites.</li> </ul>
<ul style="list-style-type: none"> <li>Service providers Security Officers deployed at Eskom sites, as part of this Contract, must already be trained In First aid and Firefighting and also have a valid medical certificates of fitness issued by OHP before they are deployed at any Eskom site in the NCOU.</li> </ul>
<ul style="list-style-type: none"> <li>Service provider to ensure that job observations are done at least once per month on a specific site. Proof of the job observations must be submitted to Eskom Security Services on the last day of each month.</li> </ul>
<ul style="list-style-type: none"> <li>Service provider to ensure that Security Officials deployed at Eskom sites, as part of this Contract, must receive on-job training at least once every 6 months. Proof of the on-job training must be submitted to Eskom Security Services on a 6 monthly basis</li> </ul>
<ul style="list-style-type: none"> <li>The Service provider will <b>NOT</b> deploy female Security Officers on night shifts at any Eskom site, which is part of this Contract. <b>This requirement will be strictly applied by Eskom</b></li> </ul>
<ul style="list-style-type: none"> <li>Guards will not be allowed to work double shifts.</li> </ul>
<ul style="list-style-type: none"> <li>Sites to be kept neat and tidy. Service provider to provide WEEKLY rubbish bags at ALL substations for rubbish and must remove bags on weekly basis.</li> </ul>
<ul style="list-style-type: none"> <li>Service Provider to provide and ensure Standard operating procedure that addresses (Emergency preparedness, Escalation process, Operational procedures, Control room procedures/ protocol, Patrolling/Guarding procedure, and driver risk procedure, provide standard operating procedure on shortage of staff, provide substance abuse policies in the workplace).</li> </ul>
<ul style="list-style-type: none"> <li>Service provider to submit annual updated medical certificates of all guards posted at Eskom sites in the Northern Cape Operating Unit</li> </ul>
<ul style="list-style-type: none"> <li>The Service Provider to ensure that relevant retraining is being conducted on all guards and Supervisors in the NCOU, on amended standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>In the event where Eskom (NCOU) suffered financial losses due to negligence on the side of the guards who were on duty on site / absconded the sites, the Contractor will be held liable for all losses suffered. An investigation will then be conducted, and the relevant losses will be deducted from the monthly submitted invoices.</li> </ul>
<ul style="list-style-type: none"> <li>The Contractor to ensure that he/she is financial sustainable for at least three</li> </ul>

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months, if resulted in Eskom's late payment.....

**Requirements for Reaction Officers:**

All Reaction Officers (RO's) will be PSIRA registered (not lower than C grade) and have successfully passed the required PSIRA grading courses of armed response/CIT training. All ROs are required to read, write, and speak English. All security officers will have an up to date PSIRA registration cards on their person at all times or a certified copy of the PSIRA certificate.

Up to date criminal background checks results shall be provided to the Employer for all reaction officers working on the contract within 30 days of starting the contract.

The Employer shall require criminal checks to be done on Reaction Officers annually or when required by site Security Manager.

All supervisors and security officers provided by the armed response service providers must have received appropriate PSIRA and SASSETA training including weapons handling, radio communications, access control, armed response capability training.

The armed response Contractors will provide refresher training during the year .e.g. Reg. 21 training 2 x times per year.

All personnel of the armed response contractors must have received training, prior to deployment, on the site instructions and work procedures. The armed response contractors shall be required to provide attendance registers prior to deployment for each individual employee.

The armed response Contractors will maintain training records for each security officer and supervisor including failures and subsequent remedial training and requalification. These records will be made available to the Employer designated representative upon request.


The Employer representative has the authority to monitor, evaluate and audit all training delivered to the armed response Contractors.

The supervisors will arrange for weekly training on actions to be taken by the personnel of the armed response contractor in the event of incident, designed around **scenario-based** situations. ROs must be professional, friendly and helpful in the performance of their duties at all times.

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The RO must provide proof that he/she is authorized by PSIRA to practice as a RO. The RO must display proof of identity on his person whilst on duty or while in uniform. The ID should be in form of a tag or laminated plastic card and should display the following: -

- I. Name
- II. Photograph
- III. Company name and telephone number
- IV. PSIRA registration number (personal)
- V. Cards expiry date
- VI. I.D Number
- VII. Blood Group
- VIII. Allergies

The RO must wear the company uniform while on duty together with clear indication by means of a badge or suitable insignia.

The RO must be issued with a SA MIX level 3 bullet proof vest to be **always worn** while on duty.

All response officers responding to the alarm activations must respond with vehicles that clearly display the company logos.

The officers must always be in possession valid firearm permit and a valid firearm competency certificate. The officers must always present a neat and presentable image.

The response officers deployed to the contract must Sign a declaration of secrecy prior to deployment on site.

The RO/s must have functional radio communication to the control Centre (fixed unit in the vehicle or mobile device), torches, pepper spray and handcuffs. There must be uninterrupted communication channels between the response officers and the control room/center for regular reporting and to obtain assistance when required.


The armed response Contractors will conduct radio checks at the start of each shift and periodically during each shift to ensure that equipment is functioning correctly, and guards are alert and monitoring their radios. The armed response Contractors must ensure back up communication aids is readily available.

All officers must be declared fit for duty, and the fitness and medical certificates must be

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handed to the Employer prior to deployment.

All officers must be equipped with first aid kits for any emergencies, as well as cell phones, communication devices to use when required (call other members or law enforcement agencies or emergency units for back up)

Two armed officers (not lower than a grade C and trained in armed response duties) **must always respond to all alarm activations together.**

Conduct a thorough shift handover at each shift change ensuring that information and instructions are passed on to the next ROs and a detailed inventory is conducted of all weapons, ammunition, radios, keys and other equipment provided.

**Armed Escorting - Ad hoc Service Only:**

Ad hoc Services (consisting of an armed driver, armed crew member and a suitable vehicle) shall be required for escorting services on an “as and when” required basis.

Guards doing the armed escorting duties must have up dated competency certificates with strict adherence to the Firearms Control Act. The security officers performing these armed escorting and protection duties shall be armed and comply with the current Firearm Control Act, 2000 (Act No. 60 of 2000). All armed escorting officers must have a Valid PSIRA certificates in compliance to the PSIRA Act 2001 (Act No. 56 of 2001). All armed escorting officers must not be lower than Grade C.

Valid firearm permits issued by the authorized firearm control officer for TSP, Firearm Control Act, 2000 (Act No. 60 of 2000).

Accredited valid training certificates with results (Regulation 21), Firearm Control Act, 2000 (Act No. 60 of 2000).

Valid South African driver’s license (EB)

Level 3 bullet-proof vests handcuffs, batons, spotlight, torches with spare batteries, pocket books and pens, head protection.

A road worthy all-terrain vehicle, preferably a 4x2 suited for the terrain where Eskom employees will be travelling to. The vehicle must be equipped with a first aid kit and fire extinguisher.

The armed escort team/s must be in constant contact with a control room for regular reporting and to obtain assistance when needed. A proper register must be kept at the control room containing situation reports, incident reports and any communication with the armed escort team.


The armed escort team must do the escorting in a tactically sound manner:

- i. Possible ambush positions must be secured before the Eskom members being escorted are allowed to proceed through the position.
- ii. When the site where the Eskom members are to perform their duties is

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<p>reached, the armed escort team needs to secure the area before the Eskom employees commence work.</p> <p>iii. The armed escort must then take up a position for all round defence of the area where the Eskom employees are working and be constantly vigilant.</p> <p>All armed escort vehicles shall be equipped with a local global positioning system or Satellite Surveillance or any other system that would assist them.</p> <p>The armed security officers are to travel in their own vehicle and provide protection to the Eskom employee/s.</p> <p>The security officer shall be required to meet the Eskom employees at an Eskom site or predetermined place; escort and protect the Eskom employee for the required period and then return to where they first met or an alternative drop-off point.</p> <p><b>Vehicle contingency plan: TSP shall have contingency plans in place to react immediately to any emergency request.</b></p> <ol style="list-style-type: none"> <li>I. Vehicle breakdowns</li> <li>II. Vehicle accidents</li> </ol> <p><b>TASK ORDER:</b></p> <ul style="list-style-type: none"> <li>• No work is to commence before verbally instructed, and agreed upon, and confirmed in writing</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• The details of the tasks may vary from site to site and will be stipulated in the respective task orders</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• At least 48 hours' notice of the required service will be given by Eskom, except in emergency situations when guards must be immediately supplied.</li> </ul> <hr/> <p><b>TRAINING:</b></p> <ul style="list-style-type: none"> <li>• Service provider must avail all Security personnel, who will be deployed on Eskom sites, as part of this Contract, for Induction training that will be conducted by Eskom. Site specific induction must also be conducted by the service provider to their personnel prior to start of the project.</li> </ul> <hr/> <p><b>INSPECTIONS/AUDITS:</b></p> <ul style="list-style-type: none"> <li>• Eskom Security Services will visit the Service providers Control Room and carry out evaluation at any random agreed upon time. Evaluations/audits may include the following:</li> </ul>
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Personnel PSIRA Registrations, Training Records, Communication, Health and Safety Programs etc. Evaluations/audits will not be limited to the before mentioned
<ul style="list-style-type: none"> <li>Eskom will carry out random inspections at any Eskom site, which is part of this Contract, at any time</li> <li>Results will be discussed with the Service provider with the view to improve services and correcting deviations</li> <li>The Service provider must comply fully with all Legislation, Eskom Policies, Standards and Procedures:</li> </ul>
PSIRA
Criminal Procedure and Law of evidence Act (Act 51 of 1977)
The Control of Access to Public Premises and Vehicles Act (Act 53 of 1985)
Protected Disclosure Act (Act 26 of 2000)
Minimum Information Act (MISS) 1996
Protection of Information Act (Act 84 of 1982)
OHSA 85/1993 and Regulations
Sectoral determination 6
<ul style="list-style-type: none"> <li>The Service provider shall submit H&amp;S file to Eskom Security on 6 monthly basis for assessment by H&amp;S department. The Service provider shall ensure that all H&amp;S documentation is updated as and when required</li> </ul>
<b>INCIDENTS:</b>
<ul style="list-style-type: none"> <li>All incidents on a specific site must be handled according to the site SOP that should be aligned to Eskom 32-95 Incident management procedure. Service providers Security</li> </ul> <p>Official on duty in the Control Room, must immediately inform the Eskom Security Official on standby and act according to the site SOP. Standby roster for Eskom Security Officials will be submitted to the Service provider on a monthly basis</p> <ul style="list-style-type: none"> <li>Investigations will be conducted into all incidents, and if negligence on the side of the Service provider can be proved, the Service provider will be held responsible for all losses on site</li> </ul>

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<ul style="list-style-type: none"> <li>The Service provider shall develop, implement and maintain an incident Management Process aligned with Eskom 32-95 Incident management procedure, which shall be approved by Eskom Security Services The Service provider is to ensure that the Process is properly Communicated to all his employees on Eskom sites</li> </ul>
<ul style="list-style-type: none"> <li>All incidents, occurrences and irregularities are to be logged in the Occurrence Book on site</li> </ul>
<ul style="list-style-type: none"> <li>The Service provider, on request shall at all times co-operate with Eskom Representatives, by furnishing all documents and information required in an Eskom incident investigation where the Service providers employees were involved</li> </ul>
<ul style="list-style-type: none"> <li>Any incident involving Health and Safety, for example injuries on duty, Lost time injuries, must immediately be reported to Eskom Security Services, and must be handled according to Eskom's Health and Safety Procedures (32-95). Eskom Manual Flash Reports must be used and submitted within 24 hours to report any incidents</li> </ul>
<p align="center"><b>EQUIPMENT: (TO BE PROVIDED BY SERVICE PROVIDER)</b></p>
<ul style="list-style-type: none"> <li>The Service provider must provide the Security Officials, deployed on Eskom sites, as part of this Contract, with the necessary equipment to adequately perform their duties as per the site work instruction</li> </ul>
<ul style="list-style-type: none"> <li>The Service provider must ensure that the status of all equipment is constantly monitored and maintenance carried out, so that all equipment is always in an operational condition</li> </ul>
<ul style="list-style-type: none"> <li>Equipment to be supplied by Service provider:</li> </ul>
Two way radio or cell phone link to Service providers Control room
Torches (Rechargeable or batteries) Torches must give adequate light
Chargers for batteries
Handcuffs
Pocket Books

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Batons/Shock sticks
Pens – Black and Red Pens
Pepper Spray with pouch
Occurrence Books per site (OB) Service provider to ensure that sites does not run out of OB Books
Visitor Register per site Service provider to ensure that sites does not run out of Visitors Registers
Fan Heater (One per guardhouse/site) Must be in a safe and working condition. Broken heaters to be removed immediately when reported broken and replaced within 24 hours
Chairs and tables in guard houses (One chair per guard) Must be in a safe condition
Fire-extinguisher (9 kg DCP) fixed inside guard house (One per site) Security Officials must be trained in fire- fighting. Extinguishers must be inspected monthly and proof kept, maintained yearly by approved service provider, or after use, or after seal has been broken and proof thereof must be submitted to Eskom Security Services
One First-aid kit to be available per site. Security Officials on site must be trained in first aid – level 1. First-aid kits must be inspected monthly and proof thereof kept and maintained once per year, and proof thereof. Content of the first aid kit to be as per GSR 3. When incident occurs and content of first aid kit is used the information should be recorded on the first aid logbook must be supplied to Eskom Security Services
A bio-metric monitoring system must be installed at all guard houses or offices on site, where security officers are deployed as part of this Contract, in order to monitor guards.
Panic Buttons must be issued per site and must be tested daily and record thereof must be kept and made available to Eskom Security Services
<b>GUARD HOUSES: (Where required)</b>
<ul style="list-style-type: none"> <li>The Service provider must provide one Guard House per site, or as and where required by Eskom. Eskom will approve standard of Guard House before delivery on site. Guard house must either be constructed from wood or steel. No Zink or shanty type guard houses will be allowed.</li> </ul>
<ul style="list-style-type: none"> <li>No service will commence on any site unless a Guard House was supplied on site</li> </ul>
<ul style="list-style-type: none"> <li>The Guard House must be safely secured to the ground</li> </ul>
<ul style="list-style-type: none"> <li>Measurements of the guard house must be at least 2 x 2,5 meter</li> </ul>

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<ul style="list-style-type: none"> <li>The guard house must have a lockable door</li> </ul>
<ul style="list-style-type: none"> <li>The Guard House must be fitted with at least two windows, with glass, in opposite directions</li> </ul>
<ul style="list-style-type: none"> <li>The Guard House must be fitted with a tightly and safely secured light fitting with bulb. There must</li> </ul>
<p>always be a spare bulb available in the Guard House</p>
<ul style="list-style-type: none"> <li>The light must be fitted with an on/off switch</li> </ul>
<ul style="list-style-type: none"> <li>There must be a multi-plug available in the Guard house, for use off the fan heater and chargers.</li> </ul>
<p>The plug must always be safely maintained, and in a safe condition. If not, it must be replaced</p>
<ul style="list-style-type: none"> <li>A 20 meter lead cable must be supplied</li> </ul>
<ul style="list-style-type: none"> <li>Guard house must be weather proof and adequately insulated. (Wind and Rain) (No cardboard boxes used for insulation allowed)</li> </ul>
<ul style="list-style-type: none"> <li>A electricity distribution box with earth leakage must be supplied with each guard house</li> </ul>
<ul style="list-style-type: none"> <li>Guard houses must be in a good condition throughout the duration of the contract. Damaged guard houses must immediately be repaired or replaced. Guard houses in a dilapidated condition will not be accepted and paid for.</li> </ul>
<p><b>WATER: (Where required)</b></p>
<ul style="list-style-type: none"> <li>The Service provider will ensure that adequate, clean and safe/purified water is supplied for use by Security Officials at remote sites at all times, this includes water for washing hands and for drinking purposes.</li> </ul>
<p><b>TOILETS: (Where required)</b></p>
<ul style="list-style-type: none"> <li>A serviceable toilet must be supplied to sites, as and where required by Eskom</li> </ul>
<ul style="list-style-type: none"> <li>No service will commence on any site unless a toilet was supplied on site</li> </ul>
<ul style="list-style-type: none"> <li>Toilets must be maintained in line with Eskom’s Health, Safety and Environmental Policies,</li> </ul>

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Standards, Procedures and requirements.
<ul style="list-style-type: none"> <li>Toilets buckets will not be emptied or dumped in the veld, but it must be taken to the nearest</li> </ul>
Municipality's sewerage site where it will be emptied or dumped. Permission must be obtained from.
Municipalities, and proof thereof must be supplied to Eskom Security Services
<ul style="list-style-type: none"> <li>Toilets must be maintained and cleaned at least once per week.</li> </ul>
<ul style="list-style-type: none"> <li>Toilets must be safely secured to the ground</li> </ul>
<ul style="list-style-type: none"> <li>A maintenance record must be kept on site, as proof of maintenance done</li> </ul>
<b>TRANSPORT: (Where required)</b>
<ul style="list-style-type: none"> <li>The Service provider must supply transport to Security Official to the different sites and vehicle management should be aligned to Eskom's vehicle safety management procedure 240-62946386 and Eskom vehicle specification 32-345 and also include vehicle monitoring devices for all vehicles used on Eskom's contract</li> </ul>
<ul style="list-style-type: none"> <li>The Service provider will be allowed to make use of hired or subsidized transport.</li> </ul>
<ul style="list-style-type: none"> <li>The Service provider will <b>not</b> be allowed to deduct any costs for transport from the salaries off the Security Officials, working on Eskom sites, which is part of this Contract</li> </ul>
<ul style="list-style-type: none"> <li>The Service provider to ensure that Security Officials must be transported safely to and from the Eskom sites</li> </ul>
<ul style="list-style-type: none"> <li>Vehicles to be used for the purpose of transporting guards must be at all times in a roadworthy condition and comply with Eskom's vehicle requirement as per 32-245</li> </ul>
<ul style="list-style-type: none"> <li>Factory fitted seatbelts must be fitted for all passengers in vehicles transporting guards</li> </ul>
<ul style="list-style-type: none"> <li>Eskom reserves the right to inspect transport vehicles at any time, including Suppliers operational vehicles.</li> </ul>

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<ul style="list-style-type: none"> <li>Guards are not to be transported on the back of LDV's (Bakkies), unless the vehicle is factory build for this purpose.</li> </ul>
<p><b>COMMUNICATION:</b></p> <ul style="list-style-type: none"> <li>Service providers personnel must be able to communicate fluently in English (Writing and verbally)</li> <li>Patrolling guards must be in constant contact at all times to ensure safe and effective service delivery</li> <li>A reliable panic button must be issued to guards on site. The panic button must be linked with the Service providers Control room.</li> <li>Service provider to supply cell phones (Adequate air time must be available on company cell phones), or radio communication to each site for communication between the Service providers Control room and guards</li> <li>Communication between Control room and guards must be adequate, reliable and sustainable</li> <li>Whatever means of communication is used; it must have a reliable panic button function. Eskom</li> </ul> <p>Reserves the right to test the communication at any random time</p>
<p><b>FIRE-ARMS:</b></p> <ul style="list-style-type: none"> <li>No private fire-arms will be allowed on any Eskom site which is part of this contract</li> </ul>
<p><b>DOCUMENTS TO BE SUPPLIED BY THE SERVICE PROVIDER:</b></p> <ul style="list-style-type: none"> <li>Approved emergency plan available per site</li> <li>Name list of all Service providers employees, who will be deployed as part of this Contract, Copies of ID's, Copies of PSIRA Certificates, Proof of all training as prescribed in the Scope of Works</li> </ul>

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<ul style="list-style-type: none"> <li>Weekly and monthly reports, Site inspections, Duty Rosters</li> </ul>
<p align="center"><b>PROTECTIVE PERSONAL EQUIPMENT (PPE):</b></p>
<ul style="list-style-type: none"> <li>The following PPE must be provided to the Service providers Security personnel, by the Service provider, free of charge:</li> </ul>
Bullet Proof vests – Level 3
Full company uniform (2 sets of washable uniform)
Safety Boots when working at substations, Shoes when working at office environments
Hat and sunscreen lotion, at least SPF 15, when working at substations
Warm jacket
Rain suit
PPE as per Covid-19 PPE Legislative Requirements
Any other PPE identified as per risk assessment

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

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

### 3.2 Legal Compliance

#### 3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.


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

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

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### 3.2.2 Hazardous work by children (Child Labour)

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

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

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

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

### 3.2.3 OHS Act

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

### 3.2.4 Legislative compliance

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

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


- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).

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- 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).
- 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.
- Directive: Consolidated COVID-19 Direction on Health and Safety in the Workplace Published 4 June 2020, Government Gazette 43400, GNR 639

### 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 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.

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### 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 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 Project

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

### 3.7 Statutory Appointments


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

- OHS Act Construction Regulation 8(5) – Health and Safety Officer
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act Construction Regulation 7(1)(V) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act: Construction Regulations 24(e) Portable Electrical Equipment Inspector

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- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector
- OHS Act General Safety Regulations 3(4) – First Aider/s

### 3.7.1 Non-statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement - Chairperson of Health and Safety Committee

### 3.8 Eskom Life-saving Rules

1. Eskom reserves the right to permanently suspend any Security Officer from Eskom sites, who contravenes any of Eskom’s Life Saving Rules, or is to be found to be involved in criminal activities, or behaves or acts in a way that undermines the good discipline at any site, or is found to be grossly negligent in the performances of his/her duty.
2. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
3. 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 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.
4. 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)

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	<b>HOOK UP AT HEIGHTS</b>
Rule 2	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.
	<b>BUCKLE UP</b>
Rule 3	No person may drive any vehicle on Eskom business and/or on Eskom premises:  Unless the driver and all passengers are wearing seat belts.
	<b>BE SOBER</b>
Rule 4	No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
	<b>PERMIT TO WORK</b>
Rule 5	Where an authorisation limitation exists, no person shall work without the required permit to work.

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%.

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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.

### 3.10 Contractor organisational Structure

#### 3.10.1 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.


#### 3.10.2 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.
3. This diagram must be kept up to date and filed in the project SHE files.

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### 3.11 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.

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.


A site specific baseline risk assessment for the project need to be developed and approved by Eskom's safety practitioner prior to the start of any work. No contractor shall be allowed on site or allowed to start work without an acceptable baseline risk assessment and accompanying method statements.

The contractor needs to have an appointed competent risk assessor who can conduct these risk assessments.

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### 3.12 Safe work procedures / method statements/ Standard operating procedures (SOP's)

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.

The safe working procedure should identify:

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

Service Provider/ Principal contractor to provide and ensure Standard operating procedures that addresses (Emergency preparedness, Escalation process, Operational procedures, Control room procedures/ protocol, Patrolling/Guarding procedure, and driver risk procedure, provide standard operating procedure on shortage of staff, provide substance abuse policies in the workplace).


### 3.13 Fire Equipment and maintenance

1. All firefighting equipment's that have been provided shall:
  - a. Be clearly labelled
  - b. Conspicuously numbered
  - c. Entered in a register
  - d. Inspected monthly by a competent person
2. Tested and serviced at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.

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### 3.14 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. 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. Principal 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 Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

#### 3.14.1 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).

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- 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.

### 3.15 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 project 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.


Additional communication requirements:

- Service providers personnel must be able to communicate fluently in English (Writing and verbally)
- Patrolling guards must be in constant contact at all times to ensure safe and effective service delivery

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- A reliable panic button must be issued to guards on site. The panic button must be linked with the Service providers Control room.
- Service provider to supply cell phones (Adequate airtime must be available on company cell phones), or radio communication to each site for communication between the Service providers Control room and guards
- Communication between Control room and guards must be adequate, reliable and sustainable
- Whatever means of communication is used; it must have a reliable panic button function. Eskom
- Reserves the right to test the communication at any random time


### 3.15.1 Statutory Health and Safety Committees

1. The principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the principal contractor's safety committee.
3. 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.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. 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)
6. 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.
7. Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at DoL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.

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9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. 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.

### 3.15.2 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


### 3.15.3 Agenda

1. 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.
  - Audit results and feedback
  - Review Health and Safety Representative Inspection Reports
  - Review
    - Incident investigation reports
    - Non-Conformances
    - Announcements (near miss/injury/damage)

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

### 3.15.4 Minutes and action items for all health and safety committee meetings

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1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.
5. All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant project manager 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.

### 3.15.5 Daily team talks / pre job meetings

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be 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.
2. Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.


### 3.16 SHE Training

1. The principal contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such

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requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.

2. 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.
3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. 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.
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 SHE file.
7. Service providers Security Officers deployed at Eskom sites, as part of this Contract, must already be trained In First aid and Firefighting before they are deployed at any Eskom site in the NCOU.
8. Minimum training can include but are not limited to:
  - a. First aid level 2 –First aider
  - b. Firefighting – Fire equipment inspector and Fire fighters
  - c. Hazard identification and risk assessment techniques (HIRA) – Risk assessor
  - d. Incident investigations and RCAT – Incident investigator
  - e. Safety representative training – Safety representatives
  - f. Certificate in Safety Management (E.g. SAMTRAC) – Safety officer registered with SACPCMP


### 3.16.1 Induction training

1. 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.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.

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3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.

### 3.16.2 Site specific 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 project SHE plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

### 3.16.3 General training

The principal contractor will be required to ensure that before an employee commences work on the project, 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 Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.


### 3.17 Vehicle safety

1. It is the responsibility of the driver to ensure:
  - a. Their passengers wear seat belts whilst the vehicle is in motion.
  - b. Comply with all traffic road rules, safety, direction and speed signs.
  - c. Ensure that vehicle loads are properly secured prior to moving off.
  - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands free kit is used.

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3. All drivers of vehicles are to have valid medical fitness certificates from an OHP.
4. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
5. 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
6. 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 the project.
7. 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.
8. No persons shall be permitted to ride on the back of an LDV.
9. All vehicles provided for use on the project need to comply with Eskom Standards, Procedures and Specifications.
10. A LDV vehicle with a vehicle monitoring device shall be utilised by the Contractor Security Supervisor, when doing the required site visits at the various sites, listed in the NEC.
11. The monitoring device data needs to be downloaded and analysed on a weekly basis and where abuse or misuse of the vehicles are evident from the data, action should be taken against those individuals. Proof of downloaded and analysed data as well as action taken against transgressing individuals should be made available on a monthly basis to Eskom contracts manager as well as for audit and inspection purposes. Hard copies of Suppliers Senior Supervisors monthly trip sheets must be submitted to Eskom's Security Operations Officer at the end of each month before signing off of invoices, for audit purposes.

### 3.18 Housekeeping and Order


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

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2. Prompt disposal of waste materials, scrap and rubbish is essential. Sites to be kept neat and tidy. Service provider to provide WEEKLY rubbish bags at ALL substations for rubbish and must remove bags on weekly basis.
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/agent.
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 project/site manager in the second instance.
8. The Eskom Project/Site 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.


### 3.18.1 Stacking

1. Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
2. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
3. Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

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### 3.19 Workplace Signage and Colour Coding

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be clear at all times and be replaced timeously when worn out.
5. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
6. 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.
7. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
8. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.


### 3.20 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
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 SHE 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.

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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.

### 3.21 Auditing

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

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 project manager or an appointed Eskom contract custodian. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

#### 3.21.2 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.

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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.

### 3.21.3 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 project 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.

### 3.22 Smoking/ Open Fires

The Tobacco products control act 83 of 1993 must be observed and smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

No open fires will be allowed on site.

### 3.23 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.

### 3.24 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.

#### 3.24.1 Medicals


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

1. Principal contractors must ensure that all their employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.

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2. In order 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.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
4. 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.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
6. Service provider/ Principal contractor to submit annual updated medical certificates of all guards posted at Eskom sites in the Northern Cape Operating Unit

### 3.25 Risk Assessments

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish 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. 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

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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.

A site specific baseline risk assessment for the project need to be developed and approved by Eskom’s safety practitioner prior to the start of any work. No contractor shall be allowed on site or allowed to start work without an acceptable baseline risk assessment and accompanying method statements.

The contractor needs to have an appointed competent risk assessor who can conduct these risk assessments.

### 3.26 Safe Work Procedures and Practices / Safe Operating

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.


### 3.27 Personal Protective Equipment Requirements

1. 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.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
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. 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. Take note that COVID-19 and Asbestos sections of this SHE specifications does have additional PPE requirements due to the hazards involved.
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.

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7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards and No R. 1250: Basic Conditions of Employment Act: Sectoral Determination 6: Private Security Sector, Section 19. Weapons, uniforms, overalls and protective clothing.
8. Where deemed as a requirement, then high visibility vests shall be worn.
9. PPE could include but are not limited to:
  - Reflective vests, handcuffs, bulletproof vests, uniform, boots, baton, pepper spray, torch.

### 3.28 Incident Investigation

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

Contractors shall use the standard General Administrative Regulation Annexure 1 “Recording of an Incident” form for all incident investigation reports. The objective of incident investigation, 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.

The contractor incident management procedure need to be aligned to Eskom’s 32-95 incident management procedure and timeline must be strictly adhered to.


The high level steps of the incident management procedure are as follows:

1. Incident identification
2. Initiation and Execution of Emergency Response
3. Notification and Reporting
4. Incident prioritisation
5. Classification and Recording of Incidents
6. Incident investigation
7. Management of Corrective Actions (Safety Measures)
8. Incident close-out
9. Incident Communication

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Timelines with regards to incident management need to be strictly adhered to as per 32-95 Occupational Health and Safety Incident Management Procedure and 240-131838225 Occupational Health and Safety Incident Management Definitions and Classification Parameters.

Failure to comply with these requirements will be seen as the contractor not fulfilling their contractual obligations and the relevant consequence management actions will be taken against contractors who do not comply.

Timelines include:

1. Notification of incident to relevant Eskom SHEQS department should be done before the end of shift or within 24 hours of the incident occurring.
2. Investigation process to be initiated within 48 hours and concluded within 30 calendar days. The onus is on the contractor manager to provide evidence for the reasons why the Internal OHS Investigation could not be completed within 30 days and should be submitted to the relevant SHEQS department.

In the case of incidents involving contractor employees, the contractor must investigate those incidents as an employer in his/her own right (employer's investigation) and generate a report. The report and Annexure 1 must be submitted to the applicable OU/BU or on request to the Department of Labour by the contractor. Eskom may participate during these investigations.

### 3.29 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 to the Eskom SHEQS department for evaluation in the site specific safety file.

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The emergency management procedure to be submitted has to include emergency contact numbers relevant to the area worked in for the site supervisor, hospital, fire brigade, first aider.

The emergency plan must make provision for adequate communication devices to ensure effective notification and response can take place. Communication devices can include but are not limited to PTT's (Push to talk) and panic buttons.

If no cell phone reception is present for example in remote areas, an adequate process must be put in place to have adequate alternative communication.


### 3.30 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE 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.
7. After a contractor has been appointed a site specific safety file needs to be developed and submitted to the Eskom SHEQS department for evaluation. No

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contractor may commence with work before the site specific safety file is accepted and the site specific procedures are adhered to.

8. If a safety file reaches 80% compliance the contractor may enter the site under certain conditions. The sections of the file that is not approved may have a knock on effect on operations whereby certain duties may not commence due to the safety file requirements not being met. The sections of the file that is not approved on, work cannot commence.
  
9. Eskom reserves the right to stop any contractor performing unsafe work/conditions and can apply consequence management if any contractor fails to comply with any Legislative requirements as well as any Eskom Requirements, Standards and Procedures. Refer to 32-726 SHE Requirements for the Eskom Commercial Process Section 3.1.4.4.
  
10. Should Eskom personnel find that the site specific safety file is unsatisfactory, the process in Section 3.1.4.5 of 32-726 SHE Requirements for the Eskom Commercial Process shall be initiated.


### 3.31 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 project duration 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 project's safety specification, the contractor's safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

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

### 3.32 Work Stoppage

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

### 3.33 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.

Adherence to No R. 1250: Basic Conditions of Employment Act: Sectoral Determination 6, Section 5 Ordinary Hours of Work, Overtime and Payment for Overtime.


#### 3.33.1 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

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arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Labour and /or the letter of approval from the Department of Labour.

### 3.33.2 Night work

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

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

The Service provider will NOT deploy female Security Officers on night shifts at any Eskom site, which is part of this Contract. This requirement will be strictly applied by Eskom

All flashlights to be charged and I good working order, if flashlights are not working they should be reported and immediately replaced before night work commences.

### 3.33.3 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 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.

Guards will not be allowed to work double shifts.


### 3.34 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.

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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.

### 3.35 Contract Sign-Off

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

### 3.36 Asbestos Work

The Northern Cape is known for the prevalence of asbestos, contractors/ Eskom employees need to take precaution when working in such areas. The following towns and surrounding areas are known to be Asbestos affected.

- Kuruman
- Daneilskuil
- Lime Acres
- Kathu
- Hotazel
- Prieska
- Marydale


The following requirements need to be met in terms of working in a naturally occurring asbestos area:

1. Conduct asbestos awareness, in consultation with SHE Committee, in matters related to control measures (Reference: OHS Act, AR no.5).
2. Vehicles must be cleaned regularly inside and drivers must be discouraged to drive with open windows on dirt roads in order to minimize exposure.
3. Drivers must be encouraged to keep to a speed limit of 40km/h (or specific according to the road) on sandy dirt roads in order to minimize dust ingress.
4. Where security contractors are exposed to operations where soil is disturbed, these contractors must wear the appropriate PPE (respiratory protection) and keep to a distance while operations is taking place in order to minimize exposure. Ensure the

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respirator is an FFP2 type of respirator if required disposable overalls should be made available.

5. Medical surveillance to be provided for all employees who may possibly be exposed to asbestos which includes lung function tests and chest x-rays (Reference: OHS Act, AR no.9).

### 3.37 PERSONNEL HEALTH/HYGIENE FACILITIES

#### 3.37.1 Guard House and Security Check Points/ Desks

At the workplace, where necessary, all contractors must provide sufficient guardhouse facilities for the employees. Where any night work is to be performed, contractors shall provide sufficient lighting to enable the entire work site to be illuminated, to a degree that any employee must not have to work in any dark (un-illuminated) or dimly lit areas.

Adequate SABS approved seating should be provided and should be in working order. Only Eskom approved portable electrical equipment may be used on site. The use of bar heaters bar prohibited. Only Eskom approved SABS portable electrical equipment that is in safe and good condition will be allowed on site. Approved portable electrical equipment needs to be inspected on a monthly basis by an appointed competent person.

#### 3.37.2 Ablution facilities

At the workplace all contractors must provide sufficient portable ablution facilities for the employees where required. Such facilities must be serviced regularly and comply with Eskom as well as legal requirements.

As per SANS 10400-F:2017, The application of the National Building Regulations:

##### 3.37.2.1 Sanitary facilities shall


- a) be so sited as not to be offensive,
- b) at all times be maintained in a clean and hygienic condition, and
- c) unless they are of a permanent nature, be removed immediately once such building work has been completed.

**3.37.2.2** Sanitary facilities shall be provided at the rate of not less than one sanitary facility for every thirty (or part of that number) of the personnel concerned.

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### 3.37.3 Drinking Water

As per Facilities Regulations of 3 August 2004.

Every employer shall:

- Make available an adequate supply of drinking water for his or her employees at their workplace; and
- Clearly and conspicuously mark such, taps and pipes that is not fit for human consumption.

### 3.38 COVID-19 requirements

**Code of Practice: Managing exposure to SARS-COV-2 in the workplace, 2022  
Published in GG46596, on 24 June 2022, GNR 2191.**

As a result of the global COVID-19 pandemic the following requirements have to be put in place to ensure adequate control measures are present in workplaces:

#### Chapter 2 of GNR 2191:

##### 1. Risk assessment and plan


Every employer must –

- a. Undertake a risk assessment to give effect to its obligations under the OHSA and the HBA Regulations;
- b. On the basis of the risk assessment develop or amend its existing plan to include –
  - i. Any measures to be implemented in respect of the vaccination of its employees and, taking into account the intervals between vaccinations, the dates by which the employees must be fully vaccinated; and
  - ii. Any other protective measures contemplated section 6(1) and (2);
- c. Consult on the risk assessment and plan with –
  - i. Any representative trade union as contemplated by section 14(1) of the LRA; and
  - ii. Any health and safety committee established in terms of section 19 of the OHSA or, in the absence of such committee, a health and safety representative designated in terms of section 17(1) of the OHSA or employee representative; and

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- d. Make the risk assessment and plan available for inspection by the trade union and committee contemplated in paragraph (c) and an inspector.

## 2. Contents of risk assessment and plan

1. The risk assessment and plan referred to in section 5(1)(b) must include –
  - a. The identification of the employees contemplated in paragraph (i) of that section;
  - b. The reporting of symptoms by employees and isolation of employees who are diagnosed with COVID-19 and are symptomatic;
  - c. The workplace protective measures required to be taken in terms of HBA Regulations including personal protective equipment and ventilation;
  - d. A procedure to resolve any issue that may arise from the HRA by an employee of the right to refuse to work in the circumstances contemplated in section 15(1); and
  - e. The process by which the obligations under this Code will be complied with.
2. The risk assessment and plan referred to in section 5(1)(b) may include –
  - a. Social distancing measures including minimising the number of workers in the workplace through rotation, staggered working hours, shift and remote working arrangements;
  - b. PPE measures contemplated in section 11;
  - c. Personal hygiene measures such as the wearing of facecloth masks, barriers hand washing, sanitisers and surface disinfectants;
  - d. Any special measures to mitigate the risk of infection or serious illness or death in respect of individual employees at increased risk such as reducing the numbers in and the duration of occupancy in meeting rooms.

In developing and implementing a plan in terms of subsection (1)(b)(i), an employer must comply with section 12

### 3.39 Project Statistics

The following information should be submitted by the 1<sup>st</sup> of each month to the Contract Manager/ Custodian:


- Contractor manpower numbers and hours worked for the purpose of calculating the contractor lost-time injury (LTIR) and total recordable injury (TRIR) rates

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- Contractor incidents per month (fatalities, lost time, medicals, first aid and near-misses).
- Contractor confirmation that incident case studies were discussed and recommendations implemented.
- Contractor confirmation that all issues findings against them has been addressed as required.
- Contractor will submit their statistics every month using the latest 240-140441286 Contractor Manpower/Man-hours and OHS stats reporting form.

### 3.40 Weather Extremes

Contractors should after conducting a site specific baseline risk assessment establish what weather extremes are occurring in the area and make provision for control measures to prevent or reduce exposure to their employees to an acceptable level.

### 3.41 On Job Observations

Service provider/ Principal contractor to ensure that job observations are done at least once per month on a specific site. Proof of the job observations must be submitted to Eskom Security Services on the last day of each month.

### 3.42 Documentation, Equipment and Personal Protective Equipment required on site


Details per site should include An OHS file per site with:

Site Specific Emergency Evacuation Plan with Eskom Emergency service provider contact details and local Emergency services contact details, LOG, Appointments, and competencies of e.g. First aiders, fire fighter, Baseline RA, Proof of discussion of baseline RA with staff on site, SOP, Proof of discussion of SOP for staff on site, Valid medicals for staff on site, Housekeeping inspection register , completed monthly by Supervisor , verified on site by Eskom representative when site visits are done( Toilets, water, guard house condition, Condition of chairs, Condition of tables, Condition of electrical connections and equipment, PPE, Radio, Panic button, Bullet proof vest etc.), Name list of all employees on site who will be deployed as part of this Contract, Copies of ID's, Copies of PSIRA Certificates, Proof of all training as prescribed in the Scope of Works, Weekly and monthly reports, Site inspections, Duty Rosters

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#### 4. Acceptance

Nil.


#### 5. Revisions

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

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### ANNEXURE 1 – FLASH REPORT

ACCIDENT / INCIDENT REGISTER NO :

**PART 1 – TO BE COMPLETED FOR ALL ACCIDENTS / INCIDENTS:**

Eskom       Public       Contractor       Casual/Temp   
 Pool       Company Car       Scheme       Hired/Private

FIRST AID		ELECTRICAL CONTACT	
MEDICAL		EQUIPMENT DAMAGE	
FATAL		THEFT	
LOST TIME INJURY		ENVIRONMENTAL	
OCCUPATIONAL DISEASE		FIRE	
VEHICLE ACCIDENT		NEAR MISS	
STORM DAMAGE		ON DUTY	
OTHER		OFF DUTY	
CRIME RELATED INCIDENTS			
PRIORITISATION BY LINE & SHE USING THE MATRIX			
 Matrix.pdf			

NAME OF PERSON INVOLVED	
UNIQUE NUMBER OR IDENTITY NUMBER	
NATURE OF INJURIES SUSTAINED	
UNIT/SECTION/DEPARTMENT	
DATE OF ACCIDENT/INCIDENT	
LOCATION OF INCIDENT/ACCIDENT	
MANAGER/SUPERVISOR	
TELEPHONE NUMBER	


**FULL DESCRIPTION OF ACCIDENT/INCIDENT :**

**WHAT IMMEDIATE ACTION IS TAKEN TO PREVENT SIMILAR INCIDENT IN FUTURE?**

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<b>LESSON LEARNT (GENERAL)</b>

<b>IMMEDIATE PRELIMINARY FINDINGS OBSERVED</b>

SUBSTANCE ABUSE TEST DONE	YES		NO	
---------------------------	-----	--	----	--

**PART 2 – TO BE COMPLETED FOR PUBLIC / CONTRACTOR / LIVESTOCK ACCIDENTS**

LOW HANGING CONDUCTOR / CONDUCTOR ON GROUND		OTHER	
IRRIGATION PIPE INTO LINE			
TELKOM LINE INTO ESKOM LINE			
EXTERNAL / SUB-CONTRACTOR			
UNLAWFUL ENTRY / VANDALISM			
CRANE INTO LINE			
TREE ON LINE			
ESKOM VEHICLE INVOLVED			

**PART 3 – TO BE COMPLETED FOR ALL VEHICLE ACCIDENTS**

ESKOM DRIVER & UNIQUE NUMBER	
ESKOM VEHICLE REGISTRATION NUMBER	
DAMAGES TO ESKOM VEHICLE	
THIRD PARTY REGISTRATION NUMBER	
DRIVER OF 3 <sup>RD</sup> PARTY VEHICLE	
TELEPHONE NUMBER OF 3 <sup>RD</sup> PARTY	
NAME OF WITNESS	
WITNESS TELEPHONE NUMBER	


**PART 4 – TO BE COMPLETED FOR ALL ELECTRICAL CONTACTS**

DD SHEET NUMBER	
LINE CLEARANCE	

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SUB STATION AND NETWORK	
SECTION BREAKERS	
TEE LINE	
ESKOM VOLTAGE	
BEFORE THE METER	
BEYOND THE METER	

**PART 5 – TO BE COMPLETED FOR ALL CRIME RELATED INCIDENTS**

NAME OF INVESTIGATING OFFICER	
DATE , TIME REPORTED TO INVESTIGATING OFFICER	
ESTIMATED VALUE INVOLVED	
DESCRIPTION OF PROPERTY DAMAGE	
NAME OF POLICE STATION REPORTED TO	
DATE, TIME REPORTED TO SAPS	
PERSON REPORTING TO SAPS	

**PART 6 – TO BE COMPLETED FOR ALL MEDICAL AND LOST TIME INJURIES**

NAME OF ATTENDING DOCTOR	
NAME HOSPITAL TAKEN TO	
TELEPHONE NUMBER OF DOCTOR / HOSPITAL	
FAX NUMBER OF DOCTOR / HOSPITAL	
DATE OF TREATMENT RECEIVED	
TIME OF TREATMENT RECEIVED	


**PART 7 – TO BE COMPLETED FOR ALL INCIDENTS / ACCIDENTS**

FULL NAME OF PERSON REPORTING INCIDENT	
NAME OF SAFETY REP REPORTED TO	
TELEPHONE NUMBER	
FAX NUMBER	
DATE OF REPORTING INCIDENT / ACCIDENT	
TIME OF INCIDENT / ACCIDENT	

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## Annexure 2 – Transportation of people at the back of open vehicles

# DISTRIBUTION TECHNICAL INSTRUCTION

15 December 2011 Enquiries: Moniwa Mahlangu  
Tel: (012) 421 6625

**TECHNICAL INSTRUCTION: 11TI-027**  
**ART: 21 – RISK MANAGEMENT**

**TRANSPORTATION OF PEOPLE AT THE BACK OF OPEN VEHICLES ( BAKKIES)**

**Background**

In the past years we have experienced fatalities where people were being transported at the back of open vehicles, this has had a major impact since these vehicles are not meant for the conveyance of people but material and tools instead and furthermore it is against existing laws in the country. It was also communicated through a technical instruction (10TI-012) issued on 26 March 2010 that the practice should be stopped, it was however observed that this practice still persists in the organization.

It is further expressed that all Eskom employees and contractors should ensure Zero Harm to employees whilst performing work and even travelling on a daily basis.


**Instruction**

In order to prevent these incidents and similar consequences, it is decided that no person will be transported in a vehicle that is not intended for the conveyance of people at all times. Therefore no one will be transported at the back of an LDV regardless of whether it is covered with a canopy.

This instruction should be implemented with immediate effect and be communicated to all the relevant parties.


This Technical Instruction is in accordance with Eskom's Policies & Procedure and applicable legislation.

Your commitment to Zero Harm to all is appreciated.


23/12/2011  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**A Noah**  
**Chairperson – Distribution SHEQ Committee**


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### **ANNEXURE 3 - TRAINING NEEDS MATRIX**


X – Compulsory  
O - Optional

	First Aid Level 1 & 2	Emergency Preparedness (General) Emergency Action Plans / Evacuation / Drills	Safety Induction Eskom And Contractor Own Workers Induction Programme	Fire Fighting For Individuals	Incident Investigation (Rcat)(Management	Hazard Identification & Risk Assessment Course	Job Safety Analysis, Planned Task Observation Course	OHS Act & The Regulations	Safety Representative Training	Certificate in Safety Management (E.g. SAMTRAC)	Asbestos Awareness	Substance Abuse Management	Basic Electricity	Other
<b>CEO/Appointed Person</b>	O	X	X	O	O	O	X	X	X	O	X	X		
<b>Senior Site Supervisors</b>	X	X	X	X	X	X	X	X			X	X		
<b>Safety Officer</b>	O	X	X	O	X	X	X	X		X	X	X	O	

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<b>Incident Investigator</b>		X	X		X				O			X	X		
<b>Safety Representative</b>		X	X						X	X		X	X		
<b>First Aiders</b>	X	X	X									X	X		
<b>Risk Assessor</b>		X	X			X						X	X		
<b>Fire Equipment Inspector</b>		X	X	X								X	X		
<b>Portable Electrical Equipment Inspector</b>		X	X									X	X	X	

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### Annexure 4 - Tender Evaluation Form Construction Work

	<b>Annexure C 4: OHS Tender Evaluation Template (Construction work )</b>	Template Identifier	240-43921898	Rev	5
		Document Identifier	240-106084699	Rev	1
		Effective Date	November 2016		
		Review Date	December 2021		


#### 1. Construction work

<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable		

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<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable		
1	<b>Annexure B</b>  Is the acknowledgement of Eskom's SHE rules and requirements form signed and submitted by the tenderer?			
2	<b>OHS plan</b> (Applicable to high risk work only) <ul style="list-style-type: none"> <li>• OHS organization within the Company- Responsibility &amp; Accountability</li> <li>• SHE Incident management</li> <li>• Planning of conduct of work activities including</li> </ul>			

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<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable		
	planning for changes and emergency work <ul style="list-style-type: none"> <li>• PPE- Personal Protective Equipment</li> <li>• Emergency planning and fire risk management</li> <li>• Vehicle and driver behavior safety</li> <li>• Contractor or supplier selection and management</li> <li>• Design and specifications</li> <li>• Permits</li> <li>• Competency, training, appointments</li> <li>• Communication and awareness</li> </ul> Management commitment and visible felt leadership			

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		Review Date	October 2024		

<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable		
3	<b>Costing for Safety Health and Environmental management including Covid-19</b> Has the tenderer submitted detailed (The cost should be broken down not provided as a lump sum) costing for SHE, i.e. – <ul style="list-style-type: none"> <li>based on the overall scope of work/service to be performed;</li> <li>the generic scope of work/service risk assessment – will may serve as a guideline.</li> </ul>			

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		Y = Yes N= No N/A = Not applicable		
4	<b>Baseline Risk Assessment (BRA)</b> Identification, assessment and management of SHE risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA			
5	<b>Valid Letter of Good Standing</b> (COIDA or equivalent)			
6	<b>SHE policy signed by CEO/ MD-</b> Comply to OHS Act Section 7 or OSHAS 18001			
7	<b>SHE Competency and appointments</b> (Consider scope			

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		Y = Yes N= No N/A = Not applicable		
	of work, risks, SHE plan and applicability) CV,s and qualifications / certificates e.g. <ul style="list-style-type: none"> <li>- First aiders</li> <li>- Safety officer</li> <li>- SHE Representative</li> <li>- Incident investigator</li> <li>- Risk assessor</li> <li>- Portable electrical equipment inspector</li> <li>- Firefighting equipment inspector</li> </ul>			

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		Y = Yes N= No N/A = Not applicable		
8	Medical fitness certificate x 1 or Medical surveillance programme for non-operational suppliers or supplier with no employees			
	<b>TOTAL</b>			<b>Approved/ Not Approved</b>

**Score:**


**0 = Document not submitted OR submitted but does not satisfy the minimum requirements**

**1 = Document submitted and the content satisfy the minimum requirements**

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**\*NOTE:** For explanatory notes for the listed items (SHE requirements) please refer to [240 - 77433139 Annexure A: Supplier Risk Category](#)

## 2. Other requirements


Ref.	KPIs	Submission	Actual score	Comments
		Y = Yes N= No		
1	<b>A COVID -ready Workplace Plan-</b>  Must be developed prior to the reopening of an enterprise employing persons or serving the public.			

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Ref.	KPIs	Submission	Actual score	Comments
		Y = Yes N= No		
	<p>For small businesses, the plan can be basic reflecting the size of the business. while for medium and larger businesses, a more detailed written plan should be developed given the larger numbers of persons at the workplace.</p> <p>The Plan for medium and large businesses must include the following:</p> <p>1. The date the business will open and the hours of</p>			

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Ref.	KPIs	Submission	Actual score	Comments
		Y = Yes N= No		
	opening;  2. The timetable setting out the phased return -to -work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace:  3. The steps taken to get the workplace COVID -19 ready;			

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<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No		
	4. A list of staff who can work from home: staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home:  5. Arrangements for staff in the establishment:  (a) sanitary and social distancing measures and facilities at the entrance and exit to the workplace;			

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Ref.	KPIs	Submission	Actual score	Comments
		Y = Yes N= No		
	(b) screening facilities and systems; (c) the attendance -record system and infrastructure: (d) the work -area of employees: (e) any designated area where the public is served; (f) canteen and bathroom facilities;			

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Ref.	KPIs	Submission	Actual score	Comments
		Y = Yes N= No		
	(g) testing facilities (for establishments with more than 500 employees);  (h) staff rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work).  6. Arrangements for customers or members of the public, including sanitation and social distancing			

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Ref.	KPIs	Submission	Actual score	Comments
		Y = Yes N= No		
	measures.			
2.	<b>Vehicle and driver safety management procedure</b>			
	<b>TOTAL</b>			

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### Annexure 5 – Construction Evaluation Template

<b>Site Specific EVALUATION TEMPLATE</b>		
<b>PRINCIPAL CONTRACTOR DETAILS</b>		
<b>Site Name &amp; Address</b>		<b>Telephone:</b>
<b>Project Manager (Client)</b>		<b>Telephone:</b> <b>Cell No :</b>
<b>Principal Contractor</b>		<b>Telephone:</b> <b>Cell No :</b>
<b>Contractors</b>		<b>Telephone:</b>
<b>Construction Manager(Principal Contractor)</b>		<b>Cell:</b>
<b>Construction H&amp;S Manager (Principal Contractor)</b>		<b>Cell:</b>

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<b>Construction H&amp;S Officer( Principal Contractor)</b>		<b>Cell:</b>
<b>Nature of Construction Work</b>		
<b>Project Commencement Date:</b>		
<b>Project Completion Date:</b>		


Codes	Legal Requirements	Legal Ref	STATUS			What to look for??	Actions & Comments
			Y	N	N/A		
A1	SHE Policy	Sec. 07 OHS ACT				SHE Policy must be signed by the CEO of the company and dated.	
A2	Mandatory Agreement	Sec. 37(2)				A signed 37-2 agreement (new) by Client and Principal Contractor	
		Section 10 (4)				Is there an agreement of Client and/ or Supplier using third party equipment/ machinery on site	

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		32-726 (Annexure B)				Signed Annexure	
A3	H&S specification for the project	CR 5(b) CR5(1)(a)				Client Issued H&S Specification and Baseline Risk Assessment to be included in file	
A4	Total Number of employees on site	CR 5(1)(h)				Employee list	
A5	Letter of Good Standing	CR 5(1)(j)				A valid current FEM/COID letter of Good Standing, Number and expiry date	
A6	H&S Plan	CR7 (1)(a)				H&S Plan to be aligned to Clients H&S Specification.	

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Codes	Appointments & Competencies	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
B1	CEO	Sec.16(1)				Letter of Appointment	
B2	CEO Assignee	Sec. 16(2)				Letter of Appointment	
B3	H&S Rep.	Sec. 17				Letter of appointment and proof of competency	
B4	Site Manager	Section 8 OHS Act				Letter of appointment and proof of competency	
B5	Site Supervisor	Section 8 OHS Act				Letter of appointment and proof of competency	
B6	H&S Committee Members	Sec. 19(3)				Letters of appointment	
B7	First Aider	GSR 3(4)				Letter of appointment and proof of	

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						competency	
B8	Incident Investigator	GAR 9(2)				Letter of appointment and a certificate in incident investigation e.g. RCAT	
B9	H&S Officer	CR 8(5)				Letter of Appointment & Competency	
B10	Risk Assessor	CR 9(1)				Letter of appointment & proof of Risk Assessment course/training attended- Institution name	
B11	Portable Electrical Equipment Inspector	CR 24(e)				Letter of appointment and proof of competency	
B12	Procedure for prevention of Fall into water & rescue plan of persons in danger of drowning	CR26(1)(a)				Procedure & Rescue Plan	
B13	Fire Equipment Inspector	CR29 (h)				Letter of appointment and proof of competency	

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Codes	Risk Assessment	Legal Ref	Status			What to look for?	
			Y	N	N/A		
C1	Risk Identification	CR 9(1)(a)				Risk Assessment template -Site specific risk identification  Copy of Baseline Risk Assessment	
C2	Risk Analysis	CR 9(1)(b)				A documented method on how hazards and risks are evaluated and analysed e.g. matrices	
C3	Risk Control	CR 9(1)(c)				Documented Risk Mitigation/ Control plan  Safe work procedures to mitigate, reduce or control the risks	
C4	Monitoring Plan	CR 9(1)(d)				A monitoring plan- How are risks monitored. Note: during execution phase planned task observation at 4 per month by the	

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					supervisor,	
C5	Review Plan	CR9(1)(e)			A review plan demonstrating the frequency of review of Baseline RA's(Date of review of the plan)	
C6	Task Manuals and Safe Work Procedures				Check for Review dates of Safe Work Procedures/ Task manuals  Minimum the following SOP's are required:  Emergency preparedness, Escalation process, Operational procedures, Control room procedures/ protocol, Patrolling/Guarding procedure, and driver risk procedure, provide standard operating procedure on shortage of staff, provide substance abuse policies in the workplace	

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Codes	Induction Training	Legal Ref	Status			What to look for?	
			Y	N	N/A		
E1	The Company's Training syllabus						
E1	Training Matrix of the Company						
E2	Proof of Eskom's Induction Training on file.					Proof of Eskom Induction conducted	
E3	Was Induction done by the Company?					Proof of Company Induction (Attendance register) & Contractor Induction Curriculum Content	
Codes	Medical Surveillance	Legal Ref	Status			What to look for?	
			Y	N	N/A		
F1	Vehicle Operator's medical certificate of Fitness	CR 23(1)(d)(ii)				Medical Fitness Certificate	

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F2	Medical certificates for all employees	CR 7(8)				Medical Certificates of all employees in the project	
<b>Codes</b>	<b>Procedures</b>	<b>Legal Ref</b>				<b>What to look for?</b>	
			<b>Y</b>	<b>N</b>	<b>N/A</b>		
G1	Incident Management Procedure	32-95				Incident Management procedure to be aligned to 32-95, wrt reporting, recording, classification and investigation	
G2	Effective Evacuation Plan	CR 29(1)				Evacuation Plan (e.g. Check emergency number, appointments letters etc.)	
G6	Vehicle Safety Management	32-345				Vehicle Safety Management Procedure to be aligned to Eskom 32-345	
<b>Codes</b>	<b>COVID-19 requirements</b>	<b>Legal Ref</b>	<b>Status</b>			<b>What to look for?</b>	
			<b>Y</b>	<b>N</b>	<b>N/A</b>		

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11	Appointment of Compliance officer	Section 27(2) of the Disaster Management Act				Proof of appointment	
12	COVID-19 Policy	Clause 16 (2) of the Directive				Proof Eskom COVID-19 Policy discussed with employees	
13	COVID-19 Baseline risk assessment	Clause 16.6 of the Directive				Proof of COVID-19 adequately addressed in Baseline Risk Assessment	
14	Walkthrough risk assessment					Proof of Walkthrough risk assessment conducted on project	
15	Technical Instruction - 240-154263529	240-154263529				Proof that Technical instruction was discussed with employees and implemented	

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						on worksite	
I6	COVID-19 ready Workplace Plan	Disaster Management Act 57 of 2002: Section 27(2)				Proof of adequately addressed plan	
<b>Codes</b>	<b>Principal Contractor to inform the client regarding use of contractors</b>	<b>Legal Ref</b>				<b>What to look for?</b>	
			<b>Y</b>	<b>N</b>	<b>N/A</b>		
J1	Is the Principal Contractor using contractors?					List of contractors	
J2	Is the contractor's H&S Plan approved by the Principal Contractor (Client)					Copy of contractor's H&S plan , signed by the Principal Contractor	
<b>Other SHE Specification Requirements</b>							

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FUNCTION REPRESENTATIVE	SIGNATURE	DATE	% COMPLIANCE TO SHE SPECIFICATION
Signature of Eskom SHE Officer			100% COMPLIANT
Signature of Project Co-ordinator			80% COMPLIANT
Signature of Principal Contractor Health and Safety Officer / Representative			BELOW 80% COMPLIANT

**(100% requirements met)** - The file is FULLY compliant in all respects and the contractor may access the site and commence work.


**(More than 80% requirements met)** – The file is partially compliant – The contractor may access site solely for the purposes of planning and initial mobilization, with the agreement of the project manager. The contractor may only commence work after rectifying the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

**(Less than 79% requirements met)** - The file is non-compliant – The contractor may not have access to site or commence work. The contractor must rectify the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliance

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		Document Identifier	NCOUSEC1	Rev	1
		Effective Date	19 October 2023		
		Review Date	October 2024		

**Annexure 6 – 37(2) Agreement Template**

	<b>Occupational Health and Safety Act: Section 37(2) Agreement - Form</b>	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77037682	Rev	5
		Effective Date	May 2016		
		Review Date	December 2021		

**SECTION 37(2) AGREEMENT CONCLUDED BETWEEN**

**Select the relevant entity**

(Hereinafter referred to as **Select the relevant entity**)

**AND**

.....

**(Name of contractor/supplier)**


I, .....[*name of contractor /supplier representative*] representing ..... [*insert name of contractor/supplier*], do hereby acknowledge that ..... [*insert name of contractor/supplier*] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 (“the Act”), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that ..... [*insert name of contractor/supplier*] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

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I have been provided with SHE specifications for project/service .....*[insert brief details of project/service, for example, name, contract/project number]* ..... and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between ..... *(insert name of contractor/supplier)* and Select the relevant entity, which will ensure compliance by ..... *[insert name of contractor/supplier]* with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties,

**Annotation: The document contains the minimum statutory requirements in terms of the OHS Act. Do not alter the clauses when entering requisite details in the spaces provided.**

and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this ..... day of ..... 20 ..... at

..... *(Place)*

*(Full name)*.....


*(Signature)*

.....on

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behalf of ..... (supplier/contractor)

**Contractor Responsible Manager** (*responsible for signing the  
Select the relevant entity contract on behalf of the contractor*)

Witnesses

1. .... 2.  
.....

Signed this ..... day of .....20.....

at ..... (Place)

(Full name).....  
(Signature).....on

behalf of **Select the relevant entity**  
(Contracts and/or Project Manager or **Select the relevant entity** representative)

Witnesses


1. .... 2. ....

Annotation: The document contains the minimum statutory requirements in terms of the OHS Act. Do not alter the clauses when entering requisite details in the spaces provided.


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### Annexure 7 – Annexure B: Acknowledgement Form for Eskom SHE Rules and other Requirements

	<b>Annexure B: Acknowledgement Form for Eskom SHE Rules and other Requirements</b>	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77471499	Rev	2
		Effective Date	November 2016		
		Review Date	December 2021		

The specific requirements that will be mandatory for informing the tenderer and the requirements that the tenderer has to comply with when submitting the tender returnable:


**NOTE: the tenderer has to ensure that he/she understands the SHE requirements listed hereunder.**

<p>1. The supplier is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Eskom contractor Health and Safety requirements standards 32-136</li> <li>b. SHE specification provided</li> <li>c. Occupational Health and Safety Act 85 of 1993</li> <li>d. Mine Health and Safety Act (where applicable)</li> <li>e. Compensation for Occupational Diseases and Illnesses Act 130 of 1993</li> <li>f. National Environmental Management Act 107 of 1998</li> </ul> <p><b>Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's SHE requirements (policies, procedures, standards etc).</b></p>
<p>2. Work stoppages that are initiated due to SHE related shall not warrant any financial compensation claim lodged against Eskom.</p>
<p>3. Financial penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its sub-contractor and/or supplier) pertaining to Eskom and/or Statutory SHE requirement/s.</p>
<p>4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and company's induction</p>
<p>5. Management of Contractors and Suppliers</p> <ul style="list-style-type: none"> <li>a) The main supplier has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers.</li> <li>b) The main supplier has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work.</li> </ul>

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- c) The main supplier has to ensure that contractors and suppliers possess adequate resources and competencies.
- d) The main supplier is accountable for the management of its contractors or suppliers in order to ensure that the applicable legal and Eskom requirements (that are applicable to the main supplier during contract execution) are complied with by the contractors or suppliers.
- e) The main supplier shall monitor contractors or suppliers through audits and assessments with regard to SHE compliance during the execution of the work.
- f) The grounds for the termination of work done by contractors and suppliers shall be provided by the main supplier.
- g) All non-conformances/non-compliance by the contractors/suppliers (all tiers) to the main supplier shall be dealt with directly with the main supplier in terms of performance and penalty processes.
- h) Eskom reserves the right to verify this when deemed necessary. The contractor may be instructed to provide copies of testimonials/references and the contact detail of clients (including Eskom) for whom the Company has done previous work of a similar nature

**I, the undersigned, hereby acknowledge that I have obtained copies of the above documents and confirm that I fully understand them and the consequences of non-compliance.**

Signed at ..... on ..... day of ..... 20.....

-----

**Name of Authorised person (CEO/Director/ Managing Director)**

-----

**Signature**

-----

**Date**


**Witness 1** .....

**Witness 2** .....

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## Annexure 8 – Behavioural Observation Form


Behavioural Observation Form – Standard			
<b>Observer's Details</b>			
Name of Observer:		Date of Observation:	
Duration of Observation (min) :		Task Grading of Observer:	
Operation Unit:		Observer's Dept./Area:	
Dept. observed:		Location/Area/PS/Unit:	
People Observed		Group Observed	
Number of people observed:		Employee:	<b>Co-Observers</b>
Number of people working safely:		Principal Contractor:	Co-Observer:
		Sub-Contractor:	Co-Observer:
Number of people working unsafely:		Visitor:	Co-Observer:
<b>Type of activity Observed:</b>			
<b>Safe behaviours and Safe Conditions Observed</b>			
<b>Activity is:</b>	Safe	(If block is selected - describe safe behaviours and conditions in above block)	
	Unsafe	(If block is selected - Please identify the unsafe actions in the categories below)	
<b>Unsafe Categories</b>			
PPE		Positions of People	
<input type="checkbox"/> Ears		<input type="checkbox"/> Striking against or getting struck by	
<input type="checkbox"/> Eyes and face		<input type="checkbox"/> Caught in or between objects	
<input type="checkbox"/> Feet and Legs		<input type="checkbox"/> Fall/could fall	
<input type="checkbox"/> Hands and Arms		<input type="checkbox"/> Contacting extreme temperatures	
<input type="checkbox"/> Head		<input type="checkbox"/> Inhaling or swallowing hazardous substances	
<input type="checkbox"/> Respiratory System		<input type="checkbox"/> Repetitive motion	
<input type="checkbox"/> Trunk		<input type="checkbox"/> Awkward positions	
		<input type="checkbox"/> Electrical contact	
Tools and Equipment		Procedures	
<input type="checkbox"/> In bad, unsafe condition		<input type="checkbox"/> Not adequate	
<input type="checkbox"/> Not used correctly		<input type="checkbox"/> Not known	
<input type="checkbox"/> Wrong for job		<input type="checkbox"/> Not followed	
		<input type="checkbox"/> Not understood	
		<input type="checkbox"/> Not known	
		<input type="checkbox"/> Not followed	
Reasons for Unsafe Behaviours			
<input type="checkbox"/> Not available		<input type="checkbox"/> Knowledge (training)	
<input type="checkbox"/> Unaware of risk		<input type="checkbox"/> Not practical	
<input type="checkbox"/> Uncomfortable		<input type="checkbox"/> Time pressure	
<input type="checkbox"/> Cost		<input type="checkbox"/> Unclear responsibility	
<input type="checkbox"/> Forgetting			
<b>Comments/Follow-up Actions:</b>			

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## Annexure 9 – Annexure D SHE Post-contract Reviews

	<b>Annexure D: SHE Post-contract Reviews</b>	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77472561	Rev	2
		Effective Date	November 2016		
		Review Date	December 2021		

The objectives and outcome of the SHE post-contract review shall be reflected in any future contractual relationship with the supplier so that the supplier is aware of this exercise.

An evaluation will be conducted and will be supported by the objective evidence documented during the term of the contract. The evaluation report must be filed in the contract documents.


The following criteria (but not limited to) shall be considered for the review:

- Accident and injury data for the contract.
- SHE non-conformances.
- Duration and effectiveness in addressing and closing out SHE deficiencies/corrective actions.
- Legal compliance with SHE requirements.
- Number behavioural safety observations conducted by contract manager and the contractor supervisors.
- Close-out of Incident Investigations.
- No. of staff members (incl. subcontractors and suppliers) who contravened the Eskom Lifesaving rules.
- Prohibition and contravention notices issued by Department of Labour/Dept. of Mineral Resources notices, Department of Environmental affairs etc.
- Contributions and effort made to improve SHE performance
- Supplier (including sub-contractor) Total number of incidents:
  - Fatalities,
  - Lost-time injuries,
  - reportable incidents (Department of Labour/Department of Mineral Resources/Department Environmental affairs)

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- Environmental incidents and legal contraventions

The following matrix shall be used to assess the performance against the identified criteria. The OU/BU may add or remove KPI's to ensure practicality:


**1. Contractor OHS KPI (Business units or Operating units must ensure alignment to the business KPI's)**

KPA	KPI	Weighting	Floor	Kick	Target	Stretch	Ceiling
1. Fatalities	1.) No of fatalities experienced for the fiscal year or the duration of the project if less than 12 months	40%	2	1	0	-1	-2
2. Lost time incidents / LTIR	1.) Lost time incidents/LTIR for the fiscal year the duration of the project less than 12 months	30%	4	3	2	1	0
3. OHS compliance	1.) Supplier average audit rating for the fiscal year the duration of the project less than 12 months	20%	1	2	3	4	5
	2.) Supplier has closed out audit findings/non-conformances within a specified period.		80%	85%	90%	95%	10%
	3.) Eskom Safety rules violation for the fiscal year the duration of the project less than 12 months		40%	20%	0%	-20%	-40%
4. OHS improvement programme	1.) Supplier has implemented OHS interventions or initiatives to improve on the Health and Safety of employees	10%	60%	70%	80%	90%	100%
	2.) Supplier participate in Eskom's OHS interventions and programmes  (Safety stand offs, OHS campaigns/events, cooperation, provide the required feedback or information etc)		60%	70%	80%	90%	100%

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**Post Contract Evaluation Report:**

Unacceptable	Satisfactory	Good	Exceptional
Comments:			
<b>Decision:</b>			
<b><u>Will this Supplier be Recommended for Future Work Within Eskom? Tick Applicable Column</u></b>			
Yes, With Reservations	Yes	No	
<b>Substantiate the reasons for reservation (if applicable):</b>			
Names and designations and contact details of persons that conducted the post contract review:			

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Unacceptable	Satisfactory	Good	Exceptional
<b>Administrative:</b>  Performance record and evaluation data on this form have been completed by:  Client representative:  Name: _____ Title: _____  Signature: _____ Date: _____  Additional comments:			

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		Effective Date	20 February 2016			
		Review Date	February 2021			


## Annexure 10 – TASK OBSERVATION FORM

<b>1</b>						
.						
	Task observer's name:..... Section / department: ..... Occupation:..... Date: ..... Time with task: .....	Task observed / Scope of work: ..... Location: ..... Is there a procedure for this task? <input type="checkbox"/> Procedure ref. no. .... Work order no. ....				
<b>2</b>	<b>REASON FOR OBSERVATION</b>					
.						
	Planned	Accident repeater	Experience worker	Risk taker	Follow-up	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Name of employee/s being observed: _____					
	_____					
	_____					
<b>3</b>	<b>TASK OBSERVATION</b>					
.						
	Did employee adhere to the procedure/practice requirements?		Could observed practices / conditions lead to:			
		Yes	No		Yes	No
	1. Failure to use PPE			1. Injury:		
	2. Ignore safety specifications			a) Risk of getting caught by		
	3. Tools equipment:			b) Risk of striking against/get struck by		
	a) used correctly			c) Risk of fall from same level		
	b) In good and safe condition			d) Risk of fall from different level		
	c) Test certificates valid and available			e) Risk of slip, trips and falls		
	4. Toolbox Talk:			2. Illness (fumes, gas, etc.)		
	a) Work instructions/task manuals used			3. Costs (delays)		
	5. Complete Worker's register			4. Poor quality (non-conformance)		
	6. Risk Assessment been done					
	7. Valid work permits available					

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<b>4 NON COMPLIANCE PRACTICES OBSERVATION</b>					
.					
	Yes	No		Yes	No
1. Working at unsafe speed			7. Failure to warn		
2. Using unsafe equipment			8. Taking chances		
3. Using equipment unsafely			9. Failure to identify hazards		
4. Unsafe loading, placing & lifting			10. Failure to secure lock-out		
5. Taking unsafe position			11. Safety signs ignored		
6. Safety rules ignored					
<b>NOTE: ALL OBSERVED CLASS HAZARDS SHALL REQUIRE IMMEDIATE INTERVENTION</b>					
<b>5 OBSERVED DEVIATIONS / NON-CONFORMANCES</b>					
.					
<b>6 AT RISK BEHAVIOURS</b>					
.					
<b>7 PROPOSED CONTROLS</b>					
.					
Compile a procedure for this task	<input type="checkbox"/>	Issue a standing instruction	<input type="checkbox"/>		
Revise present procedure	<input type="checkbox"/>	Change work methods	<input type="checkbox"/>		
Retraining of employees	<input type="checkbox"/>	Professional referral	<input type="checkbox"/>		
Engineering revision	<input type="checkbox"/>	Coaching	<input type="checkbox"/>		
<b>8 ANALYSIS</b>					
.					

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IAC – inadequate capability	<input type="checkbox"/>	ABU – abuse or misuse / equip / drugs or alcohol	<input type="checkbox"/>	MAIN – inadequate maintenance	<input type="checkbox"/>
KNO – lack of knowledge	<input type="checkbox"/>	NAT – natural factors	<input type="checkbox"/>	EQU – inadequate equipment	<input type="checkbox"/>
SKI – lack of skill	<input type="checkbox"/>	LEA – inadequate leadership	<input type="checkbox"/>	STA – inadequate work / train. Standards	<input type="checkbox"/>
STR – stress	<input type="checkbox"/>	ENG – inadequate engineering	<input type="checkbox"/>	WEA – wear & tear	<input type="checkbox"/>
MOT – improper motivation	<input type="checkbox"/>	PUR – inadequate purchasing	<input type="checkbox"/>	CON – inadequate control	<input type="checkbox"/>

<b>9.</b>	<b>DISCUSSION BETWEEN SUPERVISOR/OBSERVER AND EMPLOYEE</b>	
	<b>1. EMPLOYEE EXPLANATION FOR RISK BEHAVIOUR</b>	
	<b>2. AGREEMENT TO CHANGE AT RISK BEHAVIOUR</b>	
<b>10</b>	<b>FOLLOW-UP ACTION</b>	<b>WHEN / WHO</b>

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Person being Observed signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Task Observer): \_\_\_\_\_ Date: \_\_\_\_\_

Signature Chairperson Safety Committee: \_\_\_\_\_ Date: \_\_\_\_\_

(if deviations were found)

**NOTE 1: ALL PROPOSALS / REVISIONS MUST BE ATTACHED TO THIS REPORT**


**NOTE 2: THIS FORM SHOULD USED FOR UNPLANNED OBSERVATIONS CARRIED OUT ON NON CRITICAL TASKS**

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### Annexure 11 – Contractor SHE File Hand Back Record

	<b>CONTRACTOR SHE FILE HAND BACK RECORD</b>	Document Identifier	240-76755865	Rev	1
		Authorisation Date	01 March 2014		
		Review Date	January 2019		

Delete not applicable

\*Contract / Project : \_\_\_\_\_

\*Contract / Project Number: \_\_\_\_\_

I, \_\_\_\_\_ in my capacity as \_\_\_\_\_,  
have received the SHE File for the above mentioned Contract / Project from:

**Details of Contractor**

<b>Trading Name</b>	
<b>Company Registration Number</b>	
<b>Contact Person</b>	
<b>Contact Number</b>	
<b>Address</b>	

**The contents of the file include:**


**Note:** member receiving to ✓ requirement for inclusion in file for project specific

Requirement	Minimum	In file
-------------	---------	---------

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	Requirement ✓	
All drawings, photographs, designs	✓	
Copy SHE policy	✓	
Copy Letter of Good Standing	✓	
Sect 16(2) Appointment	✓	
Project / Contract scope of work	✓	
Project / Contract SHE plan	✓	
Principal Contractor Appointment	✓	
H & S Representative appointment	✓	
Safety Officer appointment	✓	
Construction Notification application	✓	
Construction Work Permit approval	✓	
Approved copy of specific SHE plan	✓	
Project Organisational Organogram	✓	
Breakdown for costing for SHE	✓	
Scope of Work	✓	
Competency Training records	✓	
Incident investigation records	✓	
Base Line Risk Assessments	✓	
Fall protection plan	✓	
Medical Certificates	✓	
Emergency Management plans	✓	
Fire Risk Management plans	✓	
First Aid Management	✓	
SHE Communication System	✓	
Pre start job assessment / talk	✓	
Relevant Equipment check lists	✓	
Audit reports		
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- Assessor to add additional project / contract specific requirements

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