

	OHS Requirements for Komati PPE distribution facility	Template Identifier	32-726-03T	Rev	1
		Document Identifier	285-169512	Rev	0
		Effective Date	April 2022		

Project Name: PPE distribution facility


Enquiry number:

Project Address: Komati Power Station, Blinkpan R35 Bethal/Middelburg Road


Eskom Contract's Manager/End User

Eskom's OHS Manager

Name: _____

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2025/07/25

Eskom's OHS Senior Advisor

Name: Cebisile Zulu
 2025/07/30

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1. INTRODUCTION

Eskom is committed to achieving and demonstrating sound Safety, health, environment management by controlling OHS risks/impacts consistent with its OHS policy and objectives.

Zero harm is one of ESKOM values. The aim of Eskom's adoption of Zero Harm as one of its values is to strive to, and achieve world class safety, health, and environmental performance, where all Guardians (employees and contractors) return home safely every day and without harm done to the environment we operate in.

The aim of the OHS requirements is to provide Contractor/s with:

- The overarching framework within which the Contractor is required to demonstrate compliance with certain high-level requirements for OHS
- Establish the manner in which the Contractor is to manage OHS risks in the execution of the contract, and
- The mandatory high-level project & scope of work specific OHS requirements that the contractor needs to adhere to in order to align & demonstrate commitment towards the zero harm of the persons during the duration of the contract.

The OHS requirements shall be included with the tender enquiry documentation to ensure that the tenderer is timeously made aware of:

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

The Main contractor and their contractors are expected to develop an OHS Manual which meets these requirements as well as the applicable legislation.

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

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2. SUPPORTING CLAUSES

2.1 SCOPE

This OHS manual lists the legislative and Eskom requirements and, where applicable, any requirements pertaining to local authorities, municipal by-laws, health and safety or environmental legislation that must be met by the contractor.

2.1.1 Purpose

To indicate to contractors the OHS requirements on the project, upon which their planning for the management of OHS will be based on and thus produce their OHS Manual.

Contractor is required to execute their works in accordance with this document as well as other applicable legal documents.

2.1.2 Applicability

This specification is applicable to all Main contractors, Contractors, Service Providers, Suppliers and all the activities and processes carried out for and on behalf of Eskom

For best practice reasons, where the work scope does not fall within the definition of Construction Regulations 2014, then this specification shall also apply as a minimum as long as the applicable Eskom and statutory OHS requirements are identified in relation to the scope of work.

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

- 32-727: Safety, Health, Environment and Quality Policy
- 240-62196227: Life-saving Rules Standard
- Occupational Health and Safety Act and Regulations No 85 of 1993 and its Regulations
- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights)
- Compensation for Occupational Injuries and Diseases Act
- National Road Traffic Act, 1996 (Act No. 93 of 1996)
- 32-95 Eskom Occupational Health and Safety Incident Management procedure
- The Vehicle and Driver Safety Management Procedure (240-62946386)
- 32-345 Eskom Vehicle Safety Specification.

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- 32-37 Substance Abuse Procedure
- All relevant South African legislation (national, provincial, and local)
- Applicable South African National Standards (SANS) for the scope of work/Project.
- 32-124 Eskom Fire Risk Management
- 240-43848327 Employees' right of refusal to work in an unsafe situation.
- 32-418: Working from Heights Procedure
- 240-100979499: Personal Protective Equipment for work at Heights Specification
- 32-123: Emergency Planning
- 32-407 Behaviour Safety Observation Procedure
- 32-726: Contract and Contractor OHS Management
- 39-98: Safe use of Lifting Machines
- 32-1126 Eskom Smoking Policy
- 32-1134 Access Control at Eskom Premises
- 240-44175132 Eskom Personal Protective Equipment Specification (PPE)
- 32-477 Safety, Health and Environment Training and Development Procedure
- 240-43921084- Fall arrester checklist.

The list of legislation and documents for further information is not exhaustive and/or not limited to the legislation and documents listed above.

2.2.2 Informative

- [1] ISO 45001:2018, Occupational Health and Safety Management Systems-Requirements (Contractor shall use as guideline)
- [2] Relevant South African National Standards for the task/Project.
- [3] relevant occupational health and safety legislations required in accordance with the scope of the project.

2.3 Definitions

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Definition	Explanation
Appointed contractor	Means a contractor appointed by the Main contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(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
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/OHS is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes Main contractors
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)

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Definition	Explanation
Environment	(32-94) means: a) the land, water, and atmosphere of the earth. b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of work being executed or to be executed
Occupational Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety manual	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Occupational Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner

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Definition	Explanation
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Main contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, Main contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
CEO	Chief Executive Officer
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
LDV	Light Delivery Vehicle
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
LoG	(COID) Letter of Good Standing
SABS	South African Bureau Standard
SANS	South African National Standard
OHS	Occupational Health and Safety
GAR	General Administrative regulation

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

The Komati Power Station site preparation and setup will comprise of:

- A. Preparing and clearing the Critical Spares section of Stores.
 - a. Relocate all existing equipment, goods and furniture to suitable alternative location within the Power Station.
 - b. Secure the interleading door to main Stores.

- B. Establishment of the PPE Distribution Facility.
 - a. Purchase and installation of racking and shelving at central PPE distribution facility.
 - b. Purchase and install security equipment (if supplier deems necessary).
 - c. Purchase and supply of two-tonne trucks (minimum of one, maximum of three vehicles).
 - d. Purchase and supply of embroidery machine and Direct to Film printing machine.

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- e. Purchase and installation of desks, chairs, cabinets, tables for personnel at central PPE distribution facility, as required.
- f. Purchase and installation of necessary IT hardware at the central PPE distribution facility, to manage stocking, ordering and dispatching to PPE issuing points.
- g. Training of VMI system end-users, and users of embroidery/printing machines, at the central PPE distribution facility.
- h. Hire personnel to manage the central PPE distribution facility, the logistics to and from the facility, and provide comprehensive management and technical support and oversight from head office for the duration of the contract.

C. Installation and operationalisation of the VMI system.

- a. Purchase and installation of Vendor Managed Inventory (VMI) system.
- b. Set up PPE issuing rules for each job group/role on VMI system at Division level.
- c. API integration of the VMI system with Eskom's SAP system.
- d. Purchase and installation of VMI system software and enabling IT hardware at each issuing point. Hardware includes: controller and card reader for employee card identification, and receipt printer for paper requisitions.
- e. Training of VMI system end-users at the Division level and issuing point level.

D. Supply all PPE items to Eskom Generation (Gx) and Eskom Rotek Industries (ERI) personnel, as required, per specification, for the duration of the contract.

E. Ongoing management, support and maintenance to deliver the service and the required PPE items.

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main 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 must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor's OHS file.

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3.2.2 OHS Act

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

3.2.3 Legislative Compliance

The Main 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).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.

3.3 ESKOM REQUIREMENTS

The Client expects the Main contractor and Contractor to engage in safety culture initiatives in line with the Eskom SHEQ Policy and value, Zero Harm.

It is required that the Main contractor and Contractor comply with all the applicable legislation, specifications, and standards in accordance with the scope of the project.

This Project will abide by all applicable legislative requirements and be aligned to Eskom SHEQ Policy, standards, and procedures.

The Main contractor, at all times, considers itself to be the “Employer” for the purposes of the OHS Act, and shall not consider itself under the supervision or management of the client regarding compliance with the OHS requirements.

The Main contractor shall furthermore not consider itself to be a subordinate or under the supervision of the Client in respect of these matters. The Main contractor is at all times responsible for the supervision of its employees and contractors and assumes full responsibility and accountability for ensuring they are competent, aware of the OHS requirements and execute the works in accordance with the OHS requirements and legislative requirements.

The Main contractor shall ensure that all statutory appointments required as per the project are in place, and that all appointees fully understand their responsibilities and are trained and competent to execute their duties.

The Main contractor shall prepare a suitable and sufficient OHS manual in accordance with the OHS requirements, submitted with tender documents.

The Main contractor’s OHS Manual will be assessed for compliance so as to confirm compliance to the requirements in the Client OHS requirements. Once compliance is

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confirmed, only then will the contractors OHS Manual be approved by the Client for implementation.

The Main contractor on appointing any other contractor shall ensure Sub-Contractor's OHS Manual is assessed for compliance so as to confirm compliance to the requirements in the Client OHS requirements. Once compliance is confirmed, only then will the contractors OHS Manual be approved by the Main contractor for implementation.

3.4 OHS POLICY

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

The Main contractor and the contractor companies shall each have a SHEQ Policy authorised by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall SHEQ objectives and commitment to improving Safety, Health, Environment and Quality performance and must be displayed and shared with all stakeholders.

Eskom has a SHEQ Policy that clearly states the policy principles by which Eskom operates and the commitment to SHEQ excellence and is authorised by the Eskom Group Chief Executive.

3.5 COID

The Main 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 OHS files.

3.6 COSTING FOR OHS WITHIN THE PROJECT

The Main contractor shall ensure that the submitted tender adequately made provision for the cost of Occupational Health and Safety measures.

Note: the costing for OHS must be detailed that is itemised based on the overall contracted scope of the project (i.e.) medical surveillance (Medicals), provision of PPE, safety equipment purchases, resources etc.

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3.7 ROLES AND RESPONSIBILITIES

3.7.1 COMMITMENT TO OHS

Visible and felt Leadership commitment is essential in providing a healthy and safe work environment. Leadership must provide strategic direction and demonstrate commitment in terms of OHS issues both on strategic level and operational level. This must be done by being proactively involved in the day-to-day operations; in particular OHS aspects of any project / contract. Employees also are expected to demonstrate their commitment. Legislation and the Eskom requirements require that each employee must take reasonable care of themselves and their fellow workers.

A minimum of two Visible Felt Leadership Inspections per month shall be conducted by the contractor's senior manager and submitted to Eskom Project Manager

3.7.2 MAIN CONTRACTOR'S ACCOUNTABILITIES FOR THEIR CONTRACTORS

- Where a Main contractor procures the services of a contractor, Main contractor shall first inform the Client. Such contractor shall also comply with the Client's OHS requirements.
- The Main contractor shall have the same roles and responsibilities in relation to the contractors as the roles and responsibilities between Main contractor and client.
- The Main contractor is directly accountable for the actions of their contractors. Main contractor will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- The Main contractor shall ensure that appointed contractors have the necessary competencies and resources to perform the work safely.
- The Main contractor shall provide any contractor who is making a bid or appointed to perform work, with the relevant sections of the documented OHS requirements. The contractor shall then develop a suitable and sufficient OHS manual and submit to the Main contractor for review and approval.
- The Client/Agent and/or the Main contractor shall stop any contractor from executing work which poses a threat to the safety and health of persons or the environment or if it does not comply with the approved, OHS manual.
- The Main contractor shall have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.
- The Main contractor's Manager/Supervisor shall provide a list of names and contact telephone numbers of all his employees as well as the contractor employees on site. This list shall be updated as and when new contractors commence on site.

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- The Main contractor's Manager/Supervisor shall keep a record of all employees including the contractor employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the relevant officials. These records shall be kept in the OHS file on site.
- The Main contractor shall ensure that his managers and supervisors give clear and unambiguous instructions during the execution of works. The instructions shall include, but not necessarily be limited to:
 - description of the objective/scope of work
 - sequence of work/method statements
 - hazard identification and risk assessment (prior to commencement of work)
 - Precautionary/preventative measures that are to be taken.
 - Identification of sensitive features that may be impacted upon by the project.
- Employees are responsible for their own health and safety and that of their co-workers in their respective areas of work on the project. They must be made aware of their responsibilities during induction and awareness sessions some of which are:
 - Familiarising themselves with their workplaces and health and safety procedures.
 - Working in a manner that does not endanger them or cause harm to others.
 - Keeping their work area tidy.
 - Reporting all incidents/accidents and near misses
 - Protecting fellow workers from injury.
 - Reporting unsafe acts and unsafe conditions.
 - Reporting any situation that may become dangerous.
 - Carrying out lawful orders and obeying health and safety rules.
 - Declaring to the employer if taking medication which may have intoxicating effects.
- Every employee must undergo site induction provided by the Client before commencement of work, and shall, upon completion receive a site access permit.
- Main contractor must conduct a risk/company specific induction for employees under their employment prior to commencement of work
- Any employee who becomes aware of any person disregarding a health & safety notice, instruction, or regulation, shall immediately inform the person concerned. If the person persists, stop the person from working and report the matter to the Eskom Site/Project Manager and the Main contractor Supervisor immediately.

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3.7.4 MANAGEMENT AND SUPERVISION OF ACTIVITIES/PROJECT

The Main contractor shall ensure that the performance of work is managed and supervised in accordance with the requirement of the OHS act throughout the contract period.

The Main contractor and contractor shall ensure that the performance of all specified work is supervised throughout the duration of the contract by a sufficient number of competent appointed representatives of the contractor, who have experience in the type of work specified.

The Main contractor and contractor ensuring that resourcing is in accordance with project plan and schedule for life of work. An estimation of key activities is required to be identified for the life cycle of the project and resource plan requires aligning accordingly. The number of appointed persons shall be determined by the size and the risk of the project.

3.7.5 DUTIES OF SUPERVISOR

The Supervisor shall be appointed in writing to supervise work activities on site, on behalf of the Main contractor. The supervisor shall be responsible to ensure that where work is performed under his/her supervision is completed, and that the following is taken into consideration:

- All persons shall be suitably trained and competent to carry out work for which they are employed
- All statutory appointments shall be made in writing and kept on record
- All statutory requirements are strictly adhered to
- Ensure that all persons are aware and understand the hazards attached to the work being carried out
- Ensure that all legislative risk assessments are carried out prior to undertaking critical tasks
- Identify all precautionary measures relating to critical work and ensure that these are implemented
- Ensure that discipline is enforced on site for deliberate disregard for rules.
- Planned job observations are carried during for all critical operations and activities
- A critical task inventory is developed after risk assessments are conducted to guide supervisors which tasks require planned job observations.
- Regular compliance inspections are conducted to ensure compliance with establish rules and regulations

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3.7.6 HEALTH AND SAFETY OFFICER/S

The Main contractor shall appoint a part-time Health and Safety officers considering the nature and the scope of work being performed.

3.8 APPOINTMENT AND COMPETENCIES

The Main contractor shall in writing appoint as per the OHS Act requirements and shall ensure that all the 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.

The Main contractor shall ensure that competent persons are appointed in writing in accordance with the applicable appointments and shall demonstrate competency in relation to work being performed.

Copies of all the appointments shall be kept in the OHS File,

The Main contractor shall provide and keep up to date an outline organogram and a list of names and contact telephone numbers of all appointments as required from the table below.

Reference	Description
OHS Act section 16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)
OHS Act section 17	Health and Safety Representative - If there more than 20 employees
OHS Act section 19	Health and Safety Committee Member (if there are 2 or more H&S reps there will be a H&S committee)
GSR 3	First Aiders
GAR 9(2)	Incident / Accident Investigator
DMR18(11)	Lifting Machinery Operator (Appointment or Permit)
DMR18(5)	Lifting Machinery Inspector
DMR18(10)(e)	Lifting Tackle Inspector
OHS Spec	Appointment of the Contractor by the Employer
OHS SPEC	Subcontractors Appointment by the Contractor if applicable
OHS Spec	Supervisor appointed by the Contractor's OH&S Act Section 16(2) assignee
OHS Spec	Health and Safety Officer
OHS Spec	Person to Compile Risk Assessments

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CR 10(1)(a)	Competent Person to compile Fall Protection Plan
OHS Spec	Vehicle and Mobile Plant Inspector
OHS Spec	Competent Person for Stacking and Storage Supervisor
OHS Spec	Competent Person as Fire Fighting Equipment Inspector
Eskom Requirement	Emergency Planning coordinator/Evacuation Warden.
Sans 12480-1&3	Crane coordinator –crane operations /Appointed Person Mobile Crane operations

3.9 Competences guideline:

3.9.1 Health & Safety Officer Required Competencies:

- NQFL 6 OHS related qualification
- minimum of 3 years' experience
- Hazard Identification and Risk Assessment Training
- Incident Investigation and Root Cause Analysis Technique Training
- The safety officer is required to visit site at least once a month.

3.9.2 Supervisor Required Competency:

- Three years applicable experience
- Incident Investigation and Root Cause Analysis Technique Training
- Hazard Identification and Risk Assessment Training
- Legal Liability training
- Attended an accredited supervisor's safety course

3.10 CONTRACTOR ORGANISATIONAL STRUCTURE

3.10.1 Main contractor Organogram

The Main contractor shall provide an organisational organogram related to this project, listing all the levels of responsibility from the Chief Executive down to the supervisors responsible for the project. The diagram must list the names of appointees and their roles and responsibilities.

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For the duration of the contract, the main contractor shall ensure that competent persons are appointed in writing in terms of the requirements of the OHS Act 85 of 1993 and its Regulations; and or other statutory requirements and that all their appointees are made aware of their accountabilities and responsibilities and have been suitably trained in terms of their appointment, and advice and assist these appointees in the execution of their duties. All organograms shall be updated timeously when appointments are changed and filed in the project OHS file.

Where there are multiple contractors on site appointed by the Main contractor, the Main contractor shall coordinate cooperation between contractors to ensure health and safety control.

3.10.2 Appointment of a Main contractor

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

3.10.2 Appointment of Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project on the company's letter head, listing the reporting structure from their CEO down to their project supervisors. The diagram must list the names, positions held, any appointments made and must be signed off by the company's 16(1) or 16 (2).
2. This diagram must be kept up to date, a copy of which must be given to the Main contractor and a copy filed in the relevant project OHS files.
3. This diagram must be kept up to date and filed in the project OHS files.

3.11 ESKOM LIFE-SAVING RULES

Five Life Saving rules have been developed that will apply to all Eskom Employees, agents, consultants, contractors, and visitors. Failure to adhere to these rules 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.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)

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Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/OHS exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	ENSURE SAFE LIVE WORKING Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division.

Eskom will take a stance of zero tolerance on these rules.

Any non-compliance to any health and safety requirement in this OHS manual is subject to discipline/removal of person from the project site.

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 work site returns home safely to his or her family.

No person shall 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.

All safety and warning signs shall be obeyed at all times.

Entering or leaving the Site will only take place at official access control points and may only be done via the official designated walkways.

All employees shall adhere to the OHS and other site-specific rules.

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The Main contractor must have a process in place to address employees that have contravened Health and Safety Requirements.

3.12 SUBSTANCE ABUSE

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

3.13 HAZARD IDENTIFICATION AND 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.

The Main contractor shall prepare, provide, maintain and update (at defined intervals) a risk assessment in alignment to Eskom 32-520 procedure. The Contractors are expected to have different types of risk assessments for their scope of work.

Emerging risks and hazards must be managed during work. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment. All risks must be rated.

Risk assessments shall be conducted by an appointed competent risk assessor. Risk assessment shall be developed by cross-functional team and outcome shall be shared with employees.

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Attendance registers must be kept of all the employees involved in compiling the risk assessment.

3.13.1 HIGH RISK ACTIVITIES

When the Main contractor and/or his contractors are working in an area where a high health and safety hazard exists, the Main contractor shall:

- Ensure that permanent and adequate on-site supervision is available for the entire duration of the work that is being conducted.
- Ensure the use of safety standbys in areas of high-risk activities, and activities that fall within the scope of the permit to work system.
- Provide, erect and maintain all the required barricading, or other safety control equipment to enable operations to proceed in a safe manner.
- Maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry.
- Provide any temporary protective shielding required for protecting nearby operations from the activities, at their own cost.

3.13.2 PRE-TASK RISK ASSESSMENT (DSTI)

The Contractor shall on a daily basis and for every task to be performed, conduct a pre-task risk assessment with all employees involved with the task(s). The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox talks prior to the start of work. This will highlight critical steps from the safe work procedure to ensure that work is performed in a safe manner. Proof of communication as well as confirmation that it was received and understood by all will be noted on a standard form, which will be kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Main contractor's safety file.

3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS

The Main contractor shall compile project / site specific method statements and safe work procedures for all the high-risk activities as identified in the risk assessment and scope of work. These shall be approved by the contractor and reviewed for acceptance by the Client.

Commencement of any work activity does not take place unless a method statement and risk assessment has been produced and submitted to the Client (and permission has been received), in advance. They must be site and task specific, clear, and signed off.

The supervisor / team leader shall ensure that all employees are trained on all applicable safe work procedures. Records of training/ awareness shall be kept on site.

The safe working procedure should identify:

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

3.15 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 every 12 months.
3. Results entered in the register and signed by competent person.

3.15.2 Cutting, Welding, and Hot Work

When welding or cutting work is performed, an adequate number of approved fire extinguishers shall be provided by the contractor. The contractor shall provide a thirty-minute fire watch after the operations has ended to ensure that no fire starts.

- Hot work permit must be displayed.
- Employee must be competent.
- All oxy-acetylene welding equipment shall be fitted with a flash back arrestor.
- All oxy-acetylene pipes must be clamped with the correct parallel hose clamps to separate it in an emergency.

3.19 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 legal requirements. Appointees must be trained in accordance with the latest requirements for First aid and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008.

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3. When appointing employees for work sites, cognisance must be considered the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Main contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, considering the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Main contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.19.1 Boxes and equipment

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

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

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

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3.20 OHS COMMUNICATION SYSTEMS

Main Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate OHS issues to their staff, the mediums they will employ and how they will measure the effectiveness of their OHS communication. Below is a brief on how communication should take place.

Where project meetings are conducted on site, OHS 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 OHS files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.20.1 Statutory Health and Safety Committees

1. The Main contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the Main contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and OHS requirements, incidents and lessons learned specific OHS problems, safety performance, action plans and other relevant OHS issues. Listed below is a minimum agenda guideline that can be utilised.
4. OHS 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 DEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
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 Main contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.

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- 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.

3.20.2 Minutes and action items for all health and safety committee meetings

- Minutes and record of action items shall be kept of all health and safety committee meetings.
- Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
- Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
- Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.
- All other meeting minutes where OHS is on the agenda, shall be kept for a minimum period of 12 months.
- The original copy of the minutes and record of the action items must be signed by the chairperson.
- The relevant project manager and Main contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractor's chairperson within 14 calendar days of the meeting.

3.20.3 TOOL-BOX TALKS / DAILY TEAM TALKS / PRE JOB-MEETINGS

- A daily toolbox talks must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e., the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
- Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, the toolbox talk topics will be based on OHS issues pertaining to the project site. The topic and the contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.21 OHS TRAINING

The Main contractor and Contractor need to ensure that the resources to work on the project have the required related training, knowledge, and experience specific to the scope of work/services.

The scope of the training includes but is not limited to the type of work being performed and the relevant procedures. In addition to the requirements, the Main contractor and contractor employees would require the appropriate qualifications, certificates, and tickets, and be

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under competent supervision. Records of all training and qualifications of all contractor employees must be kept.

The contractor must ensure that the training providers are accredited and registered with SETA according to the relevant unit standards.

The contractor must have proof of this on site for verification.

The contractor must develop a training matrix for all their employees.

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

3.21.1 Main contractor Induction training

The contractor is required to make arrangements with the Komati OHS department for its employees to attend induction in order to be granted permission to access site.

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

3.21.2 Contractor induction training

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

3.21.3 Visitors to site induction

A contractor shall ensure that all visitors to a site undergo health and safety induction

All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work, of any nature.

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3.22 GENERAL TRAINING

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

3.23 PLANNED TASK OBSERVATIONS (PTO)

The Main contractor shall provide the planned task observation procedure or process covering but not limited to the following:

- Persons responsible for monitoring the task and carrying out the Planned Job Observation must be the supervisor.
- Planned job observations should be conducted in such a way that the employee is observed against the actual steps (of the written safe work procedure) to be followed when performing a task and be marked against compliance with each step. This will assist in determining employee competence and compliance. Record should be kept at all times.
- Where the employee did not comply or did not follow the required steps, this should be indicated on the report and actions be taken to correct the deviation.

3.24 GENERAL WALK-DOWNS (VISIBLE FELT LEADERSHIP)

The Site Manager from the Main contractor shall lead the site walk downs with the Supervisors and the management representatives from the Main contractor at agreed intervals to demonstrate their commitment towards OHS matters. These sites walk downs will be used to identify both strengths and areas for improvement regarding OHS issues. Site Walk downs will be documented, inclusive of an action plan to close out all deviations noted during such a walk-down.

Describe how and what measures are taken by Senior Leadership to actively drive OHS with employees and contractors.

Consider the following Criteria:

- Visibility on sites where operations take place.
- Interventions that leadership drive specifically on OHS matters.
- What monitoring mechanisms are in place to verify the above.

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3.25 HEALTH AND SAFETY BEHAVIOUR OBSERVATIONS AND INSPECTIONS

The objective of behavioural safety observations is to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, contractors, or their supervisors.

The Main contractor is expected to describe how their company would implement a behavioural safety programme.

3.26 CONTRACTOR SITE ESTABLISHMENT

where contractors are providing their own facilities, the following shall apply:

Where Eskom is making provision of the facilities to the contractor, the following shall apply:

1. Prior to handing over the site to the contractor, the client (project managers) shall together with the contractor management conduct inspections, draft and sign the service level agreement.
2. Main contractors shall manage and keep the allocated Eskom facility hygienically clean at all times.
3. It is the responsibility of the contractor to maintain and keep the facility in a good condition.
4. It is the contractor's responsibility to immediately report to the Eskom contract manager/project manager the defects incurred.
5. Eskom reserves the right to conduct unannounced site inspections.

3.26.1 SITE FACILITIES MINIMUM REQUIREMENTS

Site facilities shall be established and maintained by the contractor or be maintained as agreed with the Project Manager and/or in accordance with the contractual agreement.

- OHS eating facilities.
- Change rooms.
- Ablution facilities
- Offices and Amenities
- adequate lighting and Ventilation

3.29 VEHICLES AND MOBILE PLANT

All vehicles and equipment shall meet the legislative requirements pertaining to the OHS Act, the National Road Traffic Act, and Eskom Vehicle Safety Specification Procedure 240-62946386.

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The following requirements are applicable to the use and operation of vehicles:

- A Main contractor/ contractor shall ensure that all vehicles and mobile plant are operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those vehicles and mobile plant.
- Designated drivers shall be in possession of an appropriate valid driver's licence, valid for the class of vehicle and authorised in writing to operate the vehicles and mobile plants. The driver's license shall be kept by the person so authorised and shall produce such card on request.
- All drivers of vehicles and mobile plant shall have medical certificates of fitness to operate those vehicle and mobile plant, issued by an occupational health practitioner.
- No drivers or operator may text, talk on cell phones or two-way radios whilst driving.

It is the responsibility of the driver to ensure that:

- He/OHS and their passengers wear seat belts whilst the vehicle is in motion.
- Comply with all traffic road rules, safety, direction and speed signs.
- Ensure that vehicle loads are properly secured and loaded onto vehicles; and
- Ensure that vehicles are not overloaded.

The Main contractor shall ensure that his employees and those of his contractors do not:

- Ride on back of bakkies, cranes or other mobile plant equipment.
- Leave vehicles unattended with the engine running.
- All vehicles shall be locked chock blocks fitted and keys removed; and
- Park vehicles in unauthorised zones/areas.
- Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- The Contractor shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises.
- The Contractor shall attach identification markers on all of their vehicles that are permitted to enter the site.
- The Contractor shall maintain his vehicles in roadworthy condition and a valid license. These vehicles shall be subject to inspection by the Client representative. Vehicles which are not roadworthy will not be allowed onto the site.
- In the event where the Main contractor and his contractor do not own the equipment, the Main contractor is still responsible for ensuring all conditions are complied with by all of his contractors or hire companies.
- Precautions shall be taken to lash 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.

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- Ensure that all vehicles and plant are maintained according to the manufacture's specifications. All servicing and repairs must be carried out by the Contractor in a designated area.
- Records of maintenance must be kept on site.
- Every mobile machine whose vision is impaired when reversing must have a siren/hooter, which beeps, when the machine is reversing.

3.31 HOUSEKEEPING AND ORDER

The Main contractor and his contractor shall maintain a high standard of housekeeping within the site. Prompt disposal of waste materials, scrap and rubbish is essential.

The Main contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The Main contractor shall document the results of each inspection and shall maintain records for viewing.

on the completion of the project, Contractor shall ensure that all their tools and equipment's are removed from site, the area is cleaned, and no rubble is left behind.

3.32 STACKING AND STORAGE

1. The competent personnel must be appointed in writing to manage and supervise all stacking and storage on site.
2. 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.
3. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.

3.33 WORKPLACE SIGNAGE AND COLOUR CODING

All symbolic safety signs that the Main contractor or his /her Contractors are to use/display shall comply with the requirements of SANS 1186.

The display of the following signage is mandatory:

- For Contractors with Site Establishment: The Contractor Company sign must be posted at their site offices to reflect the name and contact details of the: Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
- The Contractors shall provide the 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.

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3.34 MACHINERY, TOOLS AND EQUIPMENT

- The Contractor shall ensure that all machinery, tools and equipment are identified, safe to be used and are maintained in a good condition.
- The Main contractor shall ensure that all machinery, tools and equipment shall be listed on an inventory list and handed to security with a copy kept on site.
- All machinery, tools, and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- All machinery, tools and equipment shall have the necessary approved test or calibration documentation where applicable prior to being brought onto the premises and the records shall form part of the OHS Manual All fuel driven equipment shall be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- The Client reserves the right to inspect items of plant or equipment brought to site by the Contractor for use on this Contract. Should the Client find that any item 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 Client/Agent shall advise the Main contractor in writing and the Main contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the Main contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by the Client's instructions.
- The Main contractor/contractor shall ensure that he has all the necessary registers to record all tools and equipment.
- All employees operating or using machines and tools shall:
 - Be competent.
 - Have a valid certificate.
 - Have proof of any form of task related training.

3.36 WORK AT ELEVATED POSITIONS AND ROOF WORK

- The Main contractor shall ensure that all work performed in a fall risk position shall conform to the requirements of the OHS Act, the relevant SANS standards, and Eskom Procedure 32-418 (Working at Height Procedure)
- All employees working in a fall risk position shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.
- Whenever there is any potential of falling either from or into, a fall protection plan and risk assessment (which includes fall prevention) shall be compiled, implemented, and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards.

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- A fall protection Plan will be compiled, implemented, reviewed, communicated to all employees working at heights and shall include but not limited to the following:
 - A site and task specific risk assessment covering all work at elevated heights shall be carried out and appropriate mitigation measures to be put in place and communicated to all relevant employees.
 - Appropriate training programme (according to the relevant SAQA NQF unit standards) of all employees working at height and records thereof.
 - Legal appointments
 - The process of evaluation of the employees' medical fitness for each employee working at height.
 - The procedure addressing the inspection, testing and maintenance of all fall protection equipment, the withdrawal process of damaged PPE and up to date inspection records.
 - A rescue plan detailing the necessary procedure, personnel, and suitable equipment required to affect a rescue of a person in the event of a fall.
 - Emergency drills on all developed rescue plans shall be held at twice a year, under the supervision of a competent person.
 - Emergency preparedness procedures.
- The Main contractor shall review their risk assessment and fall protection plan when changes are made that result in a change on the risk profile or when an incident occurs.
- The Contractors shall stop all persons working in elevated positions during periods of inclement weather.
- Working in elevated positions shall only be carried out under the supervision of a competent person in accordance with the appropriate unit standards for working at heights.
- Fall arrest/protection plan and equipment shall be implemented where fall prevention is not possible.
- Please refer to Eskom Fall arrester checklist (240-43921084) contractor shall use it, as a minimum guideline.
- All fall protection equipment shall comply with SANS Standards, other recognised international standards, and Eskom Procedure 240-100979499 (Personal Protective Equipment for work at Heights specification).
- Safety belts are not allowed to be used in Eskom. An appropriate full body safety harness shall be worn when working at an elevated position, refer to SANS 50361 and Eskom Procedure 240-100979499 (Personal Protective Equipment for work at Heights specification).
- The Main contractor and/or his contractor shall compile a fall protection equipment, inspection, testing and maintenance procedure (Refer to SANS 50365 and manufactures requirements for safe use and for inspections).

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3.36.1 WORKING AT HEIGHT TRAINING

- The Main contractor shall ensure that all their employees working at height must be competent in working at height including the rescue team that will be utilised during emergencies. Training provided for working at heights should be in accordance with the relevant unit standards.
- As a minimum, individuals who will be performing work at heights and are not responsible for rescues must undergo three days FAS training (Unit Standard 229998). And the rescuers must further undergo two days rescue training in accordance with unit standard 229995. The Main contractor or contractor must identify further trainings (e.g., Advanced rescue US229999) applicable to the employees work area.
- Once these employees have successfully completed classroom theoretical and practical training provided by the training provider, each employee must undergo on the job training on every task which is going to take place when working at height. These people need to be declared competent and fit to perform each task.
- A contractor shall ensure that the designated person for the development of a fall protection plan undergoes appropriate training based on unit standard 229994.

3.36.2 LADDERS

- All ladders used on the site shall comply with the OHS Act and Regulations.
- All ladders shall conform to the relevant SANS standards or other recognised international standards.
- Damaged ladders shall be marked as “DAMAGED” and removed from the project site.
- Prior to work being performed, an adequate risk assessment shall be conducted, and work shall be conducted in accordance with General Safety Regulation
- All employees using ladders must be trained on the safe use of a ladder.

3.36.3 SCAFFOLDING

1. Scaffolding use shall conform to the requirements of Eskom procedure 32-418, CR 16 and used in terms of GSR 6.
2. The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
3. All scaffolding that will be used shall conform to the SANS standard 10085.
4. Scaffolding shall be erected and inspected by the competent personnel.
5. The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
6. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds as the risk assessment.

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7. A detailed inspection of all scaffolding shall be conducted at suitable intervals not exceeding seven days by a competent person and visual inspection shall be done every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site OHS files.
8. Visual inspections must always be carried out prior to every use.

3.37 LIFTING MACHINES AND LIFTING TACKLE

(Mobile Cranes, Crawler Cranes, Tower Cranes, Chain Blocks and Lever Hoists)

- The Main contractor shall ensure that the use of lifting machines and tackles conform to the requirements of the OHS Act, the relevant SANS standards, and Eskom Procedure 39-98 (Safe use of Lifting machines and lifting tackle).
- A risk assessment shall be conducted prior to commencing with the task to identify the risk involved and appropriate mitigation measures must be put in place, and a method statement shall accompany the risk assessment detailing the lifting or rigging procedure.
- If it is the Main contractor's intention is to use lifting machines on site, it should be indicated in the Main contractor's OHS Manual as well as the inspection so that the Eskom Project/Site Manager can conduct an inspection when equipment is brought onto site. If his/her intention is to use a contractor, he shall enter the name of the contractor into the notification letter to the Department of Employment and Labour. When equipment is brought onto site it shall be inspected by the contractor crane coordinator as appointed according to SANS 12840-3 clause 4.1 and clause 5.9.
- The Main contractor shall ensure that every lifting machine as listed in the National Code of Practice is operated by an operator specifically trained for a particular type of lifting machine and the operator shall be in possession of a valid permit (although the code of Practice has been withdrawn, contractors shall use it as a guideline). The user shall not require or permit any person to operate such a lifting machine unless the operator is in possession of a certificate of training, issued by a service provider registered by the Department of Employment and Labour.
- The facilitator and the assessor must be registered with the transport education training authority.
- The Main contractor should verify if all ropes, chains, hooks and other attaching devices, brakes, and safety devices forming an integral part of lifting machines have been thoroughly examined, as prescribed by the standard to which the lifting machine was manufactured. This must be carried out by a registered LMI (Lifting Machine Inspector), appointed by a registered Lifting Machine Entity who has knowledge of the erection and maintenance of the type of lifting machine involved at intervals not exceeding six months.
- All the lifting machine and lifting tackle operators should be in a possession of a medical certificate of fitness.
- Before using any lifting machines or tackle the operator should inspect it daily, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.

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- All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months.
- All lifting tackle should be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign of such examination, such lifting tackle shall be stored or protected so as to prevent damage or deterioration when not in use.
- Refer to the requirements of the Driven Machinery Regulation 18.
- All lifting tackle should be recorded on a register, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- All hooks shall be fitted with a safety latch/catch, and be in a good operational condition.
- A lock out system should be implemented to ensure that only an operator that is competent can operate lifting machines and forklifts.
- All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for.
- No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved for that purpose by an inspector of the Department of Employment and Labour.
- A risk assessment should be conducted prior to starting the task:
- Every employer shall ensure that the employee is adequately and comprehensively informed of the hazards when working in close proximity to overhead power lines and electrical installations.
- Account should be taken of the bearing capacity of the ground, on which the tower crane is to stand, and the tower crane should be erected at a distance from excavations.

3.41 AUDITING

3.41.1 Approval and compliance of Main contractor OHS MANUAL.

The Contractor's OHS manual will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom OHS manuals. Once there is compliance only then will the Main contractors OHS Manual be approved by the project manager or an appointed Eskom contract custodian. The implementation of the OHS Manual shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

3.41.2 Eskom OHS audits.

Eskom shall evaluate all contractors OHS performance on an ongoing basis against the legal, Eskom requirements, OHS manual and the contractors OHS manual

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

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There will be monthly audits conducted by Eskom on the Main contractor/s and/or contractors. These audits shall be attended by the contractor's site manager or his representative.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Main contractor and contractor. Refer to section on "Work Stoppage" in this OHS manual.

3.41.3 Contractor audits

Main contractors are required to conduct internal audits on their contractors on the implementation of their OHS Manual monthly 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 contractors are audited by the Main contractor a copy of the audit report shall be submitted to the contractor within 7 days of the audit.

3.42 COMPLIANCE AND NON-CONFORMANCES

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

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

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

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

No claim will be accepted as a result of any costs or delays being incurred due to the Main contractor or his contractors not complying with legislation, applicable Eskom Procedures and Standards.

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3.43 ENFORCEMENT OF OHS REQUIREMENTS AND NON-COMPLIANCE

The Main contractor shall submit their procedure on how they would deal with enforcement and non-compliance to OHS requirements

3.44 SMOKING

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

3.45 CELLULAR PHONES

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

3.46 OCCUPATIONAL HYGIENE MANAGEMENT PROGRAM

Main contractors and contractors shall develop, implement and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified, assessed (monitored) and controlled. The occupational hygiene should include, but not be limited to the following elements:

- Occupational health risk assessment as a background.
- Occupational health risk exposure profiles
- Occupational hygiene monitoring program and ensure that monitoring is performed by an approved Inspection Authority.
- Communication of occupational hygiene results and requirements
- Proof of awareness training.
- Documentation and control of records (Records to be kept for 40 years)

3.46.1 Health Risk Assessments:

- Contractors shall carry out Occupational health risk assessments and shall be conducted by a competent person to determine whether there is any possible worker exposure.
- Where there is a possibility of exposure to occupational hygiene hazards for example noise, dust, asbestos, temperature extremes, ergonomics, vibration (hand, arm and whole body, etc.) adequate controls must be put in place to mitigate the risk.
- Where identified as per the occupational health risk assessments, Contractors shall conduct exposure assessments/surveys as per the relevant Occupational Health and Safety Regulations to determine the extent to which their employees are exposed to the

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occupational hygiene stressors. These exposure assessments/ surveys must be performed by a SANAS-accredited and DEL Approved Inspection Authority (AIA), these include but are not limited to:

- Noise surveys
- Hazardous Chemical Agents survey
- Air Quality Monitoring
- Thermal stress surveys (e.g Heat Stress)
- Ergonomics assessments

3.47 MEDICAL ASSESSMENTS

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

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

3.48 BEES AT THE WORKPLACE

1. The contractor will ensure that all employees allergic to bees:
 - Inform their managers.
 - Wear a medic-alert bracelet,
 - Always carry medication and know how to use it.
 - Wear protective gear on site.
2. The contractor will ensure regular inspections are carried out on workplaces, store, and office buildings especially where cable drums are stored.

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3. The contractor will inform the Project Manager immediately if any beehives are noticed. The bee expert will be called. The contractor will ensure that all the people are informed, and area will be identified as a no-go area.
4. The contractor needs to ensure that food and cold drinks are covered during lunch breaks. Avoid leaving cold drink cans standing open during lunch breaks.

3.49 SNAKES AND OTHER INSECTS AT THE WORKPLACE

1. Snakes and other insects can be found in the area where work will be executed.
2. The Contractor will ensure proper training is done to all employees on snakes, bees, and other insects before work commence.
3. The contractor will ensure that employees will not try to catch, kill, or remove snakes themselves. The snake handler will be called to remove the snakes.

3.50 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

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

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11. Strict non-compliance measures must be administered to any employee not complying with the use of PPE and that employee shall be removed from the Site.

3.50.1 ISSUE, REPLACEMENT AND CONTROL OF PPE

The Main contractor must provide a detailed procedure on issuing, maintenance, and replacement of PPE for all his employees and contractors on site.

The Main contractor is required to keep an updated register of all PPE issued, including that of his employees and contractors.

3.51 INCIDENT MANAGEMENT

The Main contractor and Contractors shall report all incidents/accidents as required in terms of the legislation.

All OHS incident reporting, classification and investigation will be done according to the requirements set out in the Eskom documents 32-95 (Occupational Health and Safety Incident Management Procedure)(latest version)

Where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Employment and Labour.

3.52 EMERGENCY MANAGEMENT

The Main contractor shall, in consultation with the Client regarding the Client's site-specific emergency preparedness plan, develop and implement an emergency preparedness and response plan. The Main contractor shall ensure that all applicable stakeholders are trained on the approved plan.

Periodic emergency drills shall be undertaken by Eskom; however, the Main contractor shall initiate his own emergency drills with permission from the Eskom Project Manager. This must be recorded and provided on request.

When doing a task that requires standby emergency response, the contractor shall provide for this, and Eskom Emergency Department will supplement.

3.53 WASTE MANAGEMENT

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

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2. Waste may be collected by the relevant Municipality or alternatively taken by the Contractor to a registered landfill site. Where the Municipality does not have a weighbridge, the Contractor is responsible for obtaining a formal notification to this effect.
3. Contractors shall ensure that sufficient waste bins / containers, with lids are made available for waste control. The contractor shall comply with the requirements of National Environmental Management: Waste Act 59 of 2008, other legal requirements pertaining to waste and Eskom waste management standard.
4. Quantities of disposed waste shall be recorded and reported monthly. Set up system for regular waste removal to an approved facility and minimize waste by sorting wastes into recyclable and non-recyclable wastes.
5. Equipment maintenance and storage:
 - Ensure that all plant is in good working order.
 - Undertake maintenance within specified area (workshop); and use drip trays for all stationary or parked plant and when servicing equipment away from designated areas.

3.54 ACCESS AND SECURITY CONTROL

Access and Security control shall be done according to the Eskom Access Control Policies.

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

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

- Firearms and ammunition (exclude Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces)
- Liquor/ Alcohol
- Dangerous weapons
- Drugs
- Any other items that may be declared prohibited.

The Main contractor shall have system/ process to manage vehicle access to site.

3.54.1 REQUIREMENT FOR PERMIT APPLICATION

- No permit will be issued to any person who has not successfully completed the site induction, medical examination requirements and certified copy of an identity document.

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- All contractor employees must provide a positive security clearance/ proof of criminal check before the access permit can be issued.
- Security may at any time request any person on site to produce his/her permit or access card.

3.55 OHS MANUAL

All Contractors must use the applicable OHS information herein to develop a suitable and sufficient OHS manual, submitted with tender documents, which will indicate to the Client/Agent the level of compliance to the OHS requirements. The OHS manual shall identify each activity to be undertaken by the Contractor, the foreseeable internal and external hazards, the specific precautions, and controls that shall be necessary to ensure that the works proceeds safely and without risks to health or adjacent operations.

Upon discussions with the Main contractor, a final accepted OHS manual would be signed and approved. The Main contractor is thereafter required to do the same when procuring other contractors. The Main contractor will not be allowed to commence work on site until the OHS manual has been approved.

When a Main contractor intends appointing a contractor, the Main contractor shall ensure that his OHS manual is based on the Eskom OHS manual that was issued for the project and shall furthermore ensure that the activities of the contractor are included in the OHS manual to be submitted for approval.

The plan shall demonstrate management's commitment to OHS .

The safety plan shall be reviewed to ensure that it fully addresses all the issues and complies with the requirements of the OHS manuals and contract. If necessary, the Contractor shall amend the OHS manual as required by the Client.

3.56 OHS FILES

1. OHS file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. All contractors are required to keep the OHS file on every project site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS manual.

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5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the work/project, the Main contractor must hand over a consolidated health and safety file to the project manager.
7. In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.57 WORK STOPPAGE

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

3.58 HOURS OF WORK

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

3.58.1 Normal work

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

3.58.2 Night work

When night work is to be performed, the baseline risk assessment must be reviewed to include the management of night work. 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-

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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 toolbox talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e., poor housekeeping, stepping on uneven ground, stepping into holes etc.

3.58.3 Overtime

When overtime is required to be performed, the contractors shall inform the Main contractor of such action. The Main contractor shall inform the Eskom project manager of such function and provide proof of exemption from the Department of Employment and labour. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.59 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

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

Should Eskom not have addressed all OHS aspects pertaining to the work that is tendered for, the contractor needs to include it in the OHS Manual and inform Eskom of such issues when signing the contract.

3.60 CONTRACT SIGN OFF

On completion of the project, all Eskom team must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the contractor and Eskom project manager, who must facilitate the closeout. Once the contractor has closed all findings the Eskom's team will verify and sign off prior to issuing a completion certificate and final payment.

3.61 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

The contractor/supplier shall at all times comply with Eskom's occupational health and safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the contractor shall comply with the requirements contained in the OHS manual. Eskom reserves the right to terminate the contract in the event that the contractor has built up a history of poor performance or non-conformance in relation to matters of Eskom OHS and legal compliance. No work may commence until the health and safety file has been approved by Eskom OHS personnel.

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3.62 EMPLOYEES' RIGHT OF REFUSAL TO WORK IN AN UNSAFE SITUATION.

Employees have a duty to take reasonable care of their own as well as other person's health and safety at work and to cooperate with the employer, carry out lawful orders, including reporting unsafe situations and incidents.

Refer to Eskom Procedure 240-43848327- Employees' right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment is created that promotes zero harm by empowering employees and contractors to take responsibility for their own safety and that of others.

3.63 OHS MONTHLY STATISTICS

The contractor shall provide a monthly manhours as per the Client requirements.

Reporting must not be later than the 2nd of every month.

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