

	<b>Specification</b>	<b>Group Capital Division</b>
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Title: **Health and Safety Requirements for Supply and Delivery of Stationary to Group Capital Division**

Document Identifier: **559-1128394689**

Alternative Reference Number: **Not Applicable**

**Project Scope:**

The Supplier is required to supply stationery items to GCD. The Supplier is expected to deliver as per specification. Delivery to be on an as and when requested basis.

Area of Applicability: **Group Capital**

Functional Area: **SHEQ Sustainability Management**

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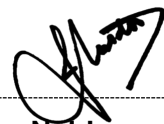
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## **1. Introduction**

Eskom Group Capital Division is committed to achieving and demonstrating sound Safety, health and Environmental (SHE) management by controlling SHE risks/impacts consistent with its SHEQ 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 Safety Health and Environmental (SHE) requirements is to provide potential bidders or suppliers with:

- The overarching framework within which the Contractor/Supplier is required to demonstrate compliance with certain high-level requirements for SHE.
- Establishes the way the Contractor/Supplier is to manage SHE risks in the execution of the contract, and
- The high-level contract & scope of work specific SHE requirements that the contractor/supplier needs to adhere or align to & demonstrate commitment towards zero harm
- The SHE 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 (where applicable, including Funders SHE requirements)
- 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 appointed **Supply and Delivery of Stationery Service Provider** and its contractors/service providers must develop an OHS plan or manual that meets these requirements as well as the relevant applicable legislation.

This document 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.

## **2. Supporting Clauses**

### **2.1 Scope**

This document sets out the minimum legislative and organisational requirements for work that is specific to the scope of work, site, and type of project.

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## 2.2 Purpose

To provide the tenderer/s with Eskom's minimum requirements to respond to and provide relevant OHS bidding documents which will be assessed by the Client (Eskom) to determine if the tenderer is competent in respect to OHS management for the contract.

## 2.3 Applicability

This document is applicable to the potential Stationery Services Provider as a service provider, and its suppliers, and or contractors and all the activities carried out for and on behalf of Group Capital to support its mandate.

## 2.4 Effective date

This document shall be implemented from date of approval.

## 3. Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed below.

***Note: Where the date for revision of a document on the Eskom Document Centre website has passed, the document is still current, irrespective of its revision date having passed.***

### 3.1 Normative

- [1] 32-727: Safety, Health, Environment and Quality Policy
- [2] 32-520 OHS Risk Assessment Procedure
- [3] Basic Conditions of Employment Act No 75 of 1997.
- [4] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [5] Pressure Equipment Regulations 2009 under OHS ACT 85 of 1993
- [6] National Road Traffic Act 93 of 1996.
- [7] Disaster Management Act 57 of 2002 and Regulations promulgated thereunder
- [8] 32-37 Eskom Substance Abuse Procedure
- [9] 240-62196227: Life-saving Rules Standard
- [10] 240-155373927: Eskom COVID-19 Health and Safety Policy Statement
- [11] All Directives issued by the Department of Employment and Labour in respect of COVID-19
- [12] Compensation for Occupational Injuries and Diseases Act
- [13] 32-345 Eskom Vehicle Safety Specifications,
- [14] 32-124 Eskom Fire Risk Management,
- [15] 32-1126 Smoking Policy,

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- [16] 240-62946386 Eskom Vehicle and Driver Safety Management Procedure
- [17] 240-43848327- Employees' right of refusal to work in an unsafe condition
- [18] 32-123 Emergency planning standard,
- [19] 32-95 OHS Incident Management Procedure

### **3.2 Informative**

***Note: The following is a list of documents that can be used as a guide to meet legal and Eskom requirements***

- [20] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [21] SANS 1186 Symbolic Safety Signs
- [22] SANS 10232-3: Emergency Information Systems – Part 3: Emergency Response Guide
- [23] Constitution Of the Republic Of South Africa No 108 Of 1996
- [24] ISO 9001: 2015 Quality Management Systems - Requirements
- [25] ISO 14001:2015, Environmental Management Systems
- [26] ISO 45001: 2018 Occupational Health and Safety (OH&S) Management Systems

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### 3.3 Definitions

- 3.3.1 **Aspect:** An activity, product or service of the organisation which can/or has potential to interact with the environment.
- 3.3.2 **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.
- 3.3.3 **Client:** any person for whom construction work is being performed.
- 3.3.4 **Competent Person:** means a person who has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;
- 3.3.5 **Contractor:** means an employer as defined in section 1 of the Act who performs construction work and includes principal contractors. In relation to this document, where the word “contractor” is used, it will mean all or some of the following: principal contractors, appointed contractors, suppliers, vendors, service providers and consultants
- 3.3.6 **Environmental risk assessment** means a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
- 3.3.7 **Eskom Requirements:** Eskom requirements which evolve from directives, policies, standards, procedures, specifications, work instructions, guidelines or manuals
- 3.3.8 **Hazard:** means a source of, or exposure to danger.
- 3.3.9 **Hazard identification:** means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.
- 3.3.10 **Impacts:** Any change to the environment whether adverse or beneficial, wholly or partial resulting from environmental aspects.
- 3.3.11 **Medical surveillance:** 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.
- 3.3.12 **Method Statement:** is a written document detailing work procedures and sequences of operations.

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3.3.13 **On Site/Site:** Any workplace where the contractor or his employees performs contract related work.

3.3.14 **Planned Task Observation:** is an independent observation made during the planned period in which the task is being executed.

3.3.15 **Risk:** the probability that injury or damage will occur.

3.3.16 **Risk Assessment:** means a programme to determine any risk associated with any hazard at a construction site to identify the steps needed to be taken to remove, reduce, or control such hazard.

3.3.17 **Safety Health and Environmental file:** means a file or other record in permanent form, containing the information on the SHE management system to be implemented during course of the contract

3.3.18 **Safety, Health and Environmental Plan:** means a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the SHE specification. This would typically include safe work procedures to mitigate, reduce or control the hazards identified.

3.3.19 **Safety, Health and Environmental (SHE) Specification:** a record detailing health and safety requirements the client provides to the potential bidders to guide them of the relevant contract specific health and safety requirements. This is to ensure the health and safety of employees and the direct and indirect communities, as well as duty of care for the environment.

3.3.20 **Safe Work Procedures:** Safe work procedures are a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.

#### 4. Abbreviations

Abbreviation	Explanation
COID Act	Compensation for Occupational Injuries and Diseases Act
DEL	Department of Employment and Labour
EMS	Environmental Management System
GC	Group Capital
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
HIRA	Hazard identification and risk assessment
ISO	International Organisation for Standards
LTIR	Lost Time Incident Rate
OHS Act	Occupational Health and Safety Act No. 83 of 1993

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Abbreviation	Explanation
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
SANS	South African National Standards
SAQA	South African Qualifications Authority.
SAQCC	South African Qualification and Certification Committee
SHE	Safety, health, and environment

## 5. Roles and Responsibilities

### 5.1 Commitment to SHE

Visible and felt leadership commitment is essential in providing a healthy and safe work environment. Management, employees and contractors at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular SHE aspects of any project / contract. Legislation and the Eskom values require that each employee must take reasonable care of themselves and their fellow workers. Senior Management must provide strategic direction and demonstrate commitment in terms of SHE issues both on strategic level and operational level.

### 5.2 The Supply and Delivery of Stationary Services Provider's accountabilities to their Contractors

- If the appointed Supply and Delivery Stationary Services Provider needs to introduce a new contractor, it is imperative for the Client to be informed. Such contractors must, in every respect, meet the Client's SHE requirements.
- Should the appointed Supply and Delivery Stationary Services Provider appoint a contractor, the Supply and Delivery Stationary Services Provider 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 Supply and Delivery Stationary Services Provider.
- The Supply and Delivery Stationary Services Provider is directly accountable for the actions of his contractors. The Supply and Delivery Stationary Services Provider 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 Supply and Delivery Stationary Services Provider shall ensure that the contractors appointed have the necessary competencies and resources to perform the work safely.
- The Supply and Delivery Stationary Services Provider shall have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.
- The Supply and Delivery Stationary Services Provider 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 filed in the SHE File.

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- It must be highlighted to all employees, that anyone who becomes aware of any person disregarding a health & safety notice, instruction or regulation shall immediately report this to the person concerned. If the person persists, stop the person from working and report the matter to the relevant Supervisor immediately.

## **6. Process for Monitoring**

This document is valid for the duration of the contract and will be amended, as and when necessary, and therefore it will be required for the Supply and Delivery Stationary Services Provider's plan or manual to be amended accordingly.

Conformance to this document shall be verified based on agreed reviews.

### **6.1 Related/Supporting Documents**

Eskom OHS Act section 37 (2) agreement (to be completed by the Project Manager) (24077037682)

Annexure A – Client non-negotiable OHS requirements

Annexure B - Acknowledgement Form for Eskom SHE Rules and other requirements (32-726)

Annexure C -SHEQ Policy 32-727

Annexure D- Form 75 Contractor Monthly Statistical Report

Annexure E- HIRA Template

## **7. Document Content**

### **7.1 Note to prospective Supply and Delivery of Stationary Services Provider**

The Supply and Delivery of Stationary Services Provider is expected to establish an OHS plan or manual which meets these requirements as well as all the relevant applicable legislation. Eskom in no way assumes the Delivery and Supply of Stationary Services Provider's legal responsibilities. The Supply and Delivery of Stationary Services Provider as a legal entity, therefore an employer is and remains accountable for the quality and the execution of the health and safety program for their employees and contractor employees. This document reflects minimum requirements and should not be construed as all encompassing.

The Supply and Delivery of Stationary Services Provider is expected to have a OHS Management system that will incorporate these requirements as well as all the relevant applicable legislation.

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## 8. SHE Requirements

### 8.1 Project and Scope of Work Details

**Location:** Address and identification of specific structures - refer to the contracts/other contractual documentation (works information) where the exact detail is contained.

**Project description/detailed scope of work:** The Supplier is required to supply stationery items to GCD. The Supplier is expected to deliver as per specification. Delivery to be on an as and when requested basis. ***(Refer to the Scope of Work Document for the comprehensive details)***

#### Program details:

- Submission of final OHS Plan or Manual (SHE Returnable) must be before contract award
- Anticipated date for the commencement of work: To be confirmed by PM
- Contract duration: To be confirmed by PM

Section 16(1) creates a legal presumption, and therefore no appointment is required. The Contractor shall provide the full names, contact telephone number and business address of the Chief Executive Officer.

## 9. SHE/Q Policy

The Supply and Delivery of Stationary Services Provider and the contractor companies shall each have a SHE/Q Policy authorised by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall SHE/Q 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. (See Annexure C)

## 10. OHS Requirements

The Client expects the Supply and Delivery of Stationary Services Provider and Contractor to engage in safety culture initiatives in line with the Eskom SHEQ Policy and value, Zero Harm.

It is required that the Supply and Delivery of Stationary Services Provider and Contractor comply with the relevant applicable legislation, specifications, and standards in accordance with the scope of the project.

This Contract will abide by applicable legislative requirements and be aligned to Eskom SHEQ Policies, standards, and procedures.

A section 37(2) agreement must be signed between the Client and the Supply and Delivery of Stationary Services Provider before contract award. A signed copy of this agreement is submitted to the Client prior to commencement of any activities on site.

The Supply and Delivery of Stationary Services Provider must ensure that a section 37(2) agreement is signed between them and all their appointed contractors/suppliers for the contract.

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The Supply and Delivery of Stationary Services Provider, always, 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 SHE Requirements.

The Supply and Delivery of Stationary Services Provider and its Contractors shall ensure that all their employees, contractors and agents undergo the relevant Eskom SHEQ induction and company’s induction prior to starting the works.

The Client, or any person appointed by the Client, may, at any stage during the execution of this contract refuse any Employee or Contractor access to the premises if such person has been found to commit an unsafe act or any unsafe working practice or is found not to be qualified or authorised in terms of the SHE Requirements.

### **10.1 Legal and Other Requirements**

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

It is the duty of the Supply and Delivery of Stationary Services Provider and contractor to ensure that they are familiar with the necessary SHE legislation required.

## **11. Enforcement of SHE Requirements and Non-compliance**

The Supply and Delivery of Stationary Services Provider shall submit their procedure on how they would deal with enforcement and non-compliance to SHE requirements.

## **12. Hazardous Work by Children (Child Labour)**

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

- a) *being protected from exploitative labour practices.*
- b) *not to be required or permitted to perform work or provide services that*
  - are inappropriate for a person of that child’s age; or
  - Place at risk the child’s well-being, education, physical or mental health or spiritual, moral or social development; and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.
  - Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution.

Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act “Regulations on Hazardous Work by Children in South Africa” with emphasis on paragraph 2 Purpose and Interpretation.

Eskom does not condone the use of child labour and therefore all efforts must be exercised to avoid it.

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### **13. OHS Act**

All contractors shall have an up-to-date copy of the OHS Act and Regulations at all work sites which will be available to all employees. (Reference GAR 4).

### **14. Cost allocation for SHE Compliance**

The Supply and Delivery of Stationary Services Provider 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, itemised based on the overall contracted scope of the project (i.e.) Medical surveillance (Medicals), provision of PPE, safety equipment purchases, resources and SHE training etc.

### **15. Training**

The Supply and Delivery of Stationary Services Provider and its Contractor need to ensure that the resources to work on the contract have the required related training, knowledge, and experience specific to the scope of work/services.

### **16. Site Induction**

The Supply and Delivery of Stationary Service Provider shall ensure that all his employees and contractor employees undergo their company induction and Eskom Induction with regard to the approved OHS plan, general hazards prevalent on the Eskom site, risk assessment, rules and regulations, and other related aspects.

All visitors must remain in the care and custody of a person (host) who has been properly inducted.

### **17. 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.

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

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

- Firearms and ammunition (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

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## 18. Site Rules (Zero Harm to People and the Environment)

The objective of this section is to define the rules that are over and above the internal regulations and procedures of Eskom and relevant legislation which will ensure zero harm to persons and the environment. These rules will be specific to the project and site.

### Eskom Life Saving Rules

Six 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:

<b>RULE</b>	<b>DESCRIPTION OF RULE</b>
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> (That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	<b>BUCKLE UP</b> No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	<b>ENSURE SAFE LIVE WORKING</b>

### **Eskom will take a stance of zero tolerance on these rules**

Any non-compliance to any health and safety requirement 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 their family

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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.

No person under the influence of alcohol, drugs or medication (in a state of intoxication) or any other condition that may render him incapable of controlling himself or of other persons under his charge shall be allowed to enter the site.

All safety and warning signs shall be always obeyed.

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 SHE and other site-specific rules.

The Supply and Delivery of Stationary Service Provider must have a process in place to address employees that have contravened Health and Safety Requirements.

- **Smoking**

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy).

- **Cellular Phones**

Do not use Cellular phones in areas where cell phone usage is prohibited.

- **Fire Extinguishers**

All fire extinguishers brought to site during supply and delivery shall be:

- Clearly labelled
- Conspicuously numbered
- Entered in a register
- Inspected monthly by a competent person
- Tested and serviced at recommended intervals by an accredited supplier
- Results shall be entered in the register and signed by competent person.
- No open or unattended fires are allowed within the Eskom site.

- **Vehicles and Traffic Rules**

Ensure that all drivers and passengers wear seatbelts, where fitted, while travelling in a motor vehicle. Vehicles not fitted with seatbelts must be retrofitted according to the vehicle manufacturer's specifications.

Ensure that no employees, including contractor employees, when performing work for Eskom, are transported at the back of bakkies / vans and trucks.

- **Substance and Drug Abuse Management**

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The Supply and Delivery of Stationary Services Provider shall provide a Substance Abuse management policy which is in line with the Eskom Procedure (Eskom Substance Abuse Procedure 32-37)

## 19. Hazard Identification and Risk Assessment

The supplier shall prepare and provide a Baseline Risk Assessment as per the Scope of work for the contract.

The Supply and Delivery of Stationary Services Provider shall develop a Risk Assessment in line with Section 8(2)(d) for the OHS Act 85 of 1993 and where applicable Construction Regulation 9 (1) (a-e), in alignment to Eskom 32-520 procedure.

Emerging risks and hazards must be managed as the execution of work progresses. 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.

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

Please refer to Annexure F (Risk assessment Template); it may be used as a minimum guideline.

### 19.1 Emergency Care

The Supply and Delivery of Stationary Services Provider shall ensure that his employees and contractor employees are familiar with the emergency numbers and are provided with stickers, with the emergency numbers printed on.

Emergency numbers will also be part of the SHE induction.

Eskom has established a contract with ER24 for all employees and its contractor employees for emergency medical assistance incurred whilst on duty anywhere in South Africa. The telephone number is **086 123 7566 (08612 Eskom)**.

The Supply and Delivery of Stationary Services Provider and contractor shall ensure that alternative arrangements shall be made for possible incidents occurring while on ESKOM site for supply and delivery.

### 19.2 Compensation of Occupational Injuries and Diseases Act (COIDA)

The Supply and Delivery of Stationary Services Provider shall submit proof of registration and letter of good standing with the compensation fund or with a licensed compensation insurer for his company and each of his contractors based on South African legislative requirements. This must remain valid for the duration of the contract. The Letter of Good Standing shall reflect the name of the Supply and Delivery of Stationary Services Provider and/or Contractor Company.

## 20. Vehicle Safety Management

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

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## **21. Housekeeping**

Where applicable the Supply and Delivery of Stationary Services Provider and his contractor resources shall participate in housekeeping programme.

## **22. Personal Protective Equipment (PPE)**

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

Where applicable the Supply and Delivery of Stationary Services Provider employees and contractor employees including visitors, shall always use the relevant internationally recognised approved risk-based PPE, as a minimum:

- Steel toe capped safety boots
- Long sleeved and long pants protective clothing.
- High visibility vests.
- Refer to General Safety Regulation 2 of the OHS Act.
- Refer to Eskom Personal Protective Equipment Specification (240\_44175132, latest revision). This specification applies to all activities where PPE is required. It sets out Eskom's minimum PPE requirement to be met by contractors with the exclusion of the requirements stipulated about the Eskom Corporate Identity.

The Supply and Delivery of Stationary Services Provider shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly.

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.

## **23. Incident Investigation**

The Supply and Delivery of Stationary Services Provider and Contactors shall report all incidents/accidents as required in terms of the legislation.

All SHE 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) and 240-13307117 (Environmental Incident Management Procedure) (latest version)

the 2nd of every month. The reporting format is indicated on Form 75 :( Refer to Annexure D)

## **24. Omissions of this SHE Requirements**

By drawing up these SHE requirements Eskom has endeavoured to address the most critical aspects relating to SHE issues to assist the Supply and Delivery of Stationary Services Provider to adequately addressing the health and safety management of persons.

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Should Eskom not have addressed all aspects pertaining to the work that is tendered for, the Supply and Delivery of Stationary Services Provider need to ensure that all applicable SHE requirements are identified and included in their management system.

## **25. SHE File**

The Supply and Delivery of Stationary Services Provider must have a SHE file in which records of these SHE requirements and the SHE plan or manual are kept. All information required in this document and plan, for the duration of the Supply and Delivery of Stationary Services Provider and contractors' contract, is to be recorded in the file.

A copy of the SHE file shall be handed over to the Client at the end of the contract.

## **26. 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.

## **27. Contract Sign Off**

On completion of the contract, all appointed contractors shall close out their project documentation and SHE Files and submit such to the QCI Services Provider. In turn, Supply and Delivery of Stationary Services Provider shall likewise close out his/her project documentation and SHE file and handover it to the Eskom Project Manager.

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*\*Please note that the following may be used as a guideline for the SHE returnable.*

## **28. Annexure A: The Client's Non-Negotiable Occupational Health & Safety Requirements**

**The following Minimum OHS -related requirements that bidders must address and respond to when submitting their tender returnable are as follows:**

Please complete the following form, and where required, submit copies of the appropriate documentation.

- Provide Signed, Acknowledgement form for Eskom SHE Rules and other legislative requirements.
- Hazard Identification and Risk Assessment
- SHEQ Policy
- (COID) Letter of Good Standing

**CONTROLLED DISCLOSURE**

## 29. Annexures: B, C, D & E

### Annexure B



240-77471499  
Annexure B.pdf

### Annexure C



240-157835076\_SHE  
Q\_Policy\_Poster.pdf

### Annexure D



Contractor Monthly  
stats.doc

### Annexure E:



Annexure  
F-Template for OHS F

**CONTROLLED DISCLOSURE**