



**OHS REQUIREMENTS FOR  
ENVIRONMENTAL THREATS CONTRACT**

<b>Template Identifier</b>	32-726-03T	<b>Rev</b>	1
<b>Document Identifier</b>	285-169349	<b>Rev</b>	1
<b>Effective Date</b>	April 2022		

Project Name: **Provision of Rehabilitation and Cleaning of Environmental Spillages in and around Komati Power Station**

Project Address: Komati Power Station-Situated in Mpumalanga between Middelburg and Bethal.

Scope of the project: Cleaning of any sort of chemical spillage and disposal thereof.

Eskom Contract's Manager

Name: Vincent Makhubedu

Signature: 

Date: 2026/04/13

Eskom OHS Manager


Name: Daniel Mphuthi

Signature: 

Date: 2026/04/10

Eskom's Officer SHE

Name: Mapule Dire

Signature: 

Date: 2026/04/10

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OHS SPECIFICATION FOR  
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### 1. Introduction

This Occupational Health and Safety Requirements (OHS) is Eskom Komati Power Station minimum requirements which ought to be met by service provider (Contractor) for the duration of the contract period as specified NEC document. Komati Power Station is committed to achieving Zero Harm and demonstrating sound Safety, and Health (Hereinafter OHS) management by preventing OHS Hazard and further controlling OHS risks to give effect to Eskom SHEQ Policy; Komati OHS Statement of Commitment; and statutory obligations.

The aim of this Safety, and Health requirements is to provide Contractor/s with:

- The overarching framework within which the Contractor is required to demonstrate compliance and conformance with regards to OHS statutory and other requirements applicable to the scope of work.
- To outline minimum requirements as to assist contractor to effectively and efficiently manage Safety and Health standards established for the project life cycle.
- To ensure that the contractor establish OHS plan outlining the way OHS risks will be managed in the execution of the contract.

The Contractor is expected to develop an OHS plan which conform as minimum with the requirements of this document and to comply to statutory and other requirements.

Note: This OHS requirement may have not thoroughly catered all projects specific OHS matters associated with any specialised activity or operation, in such situations, *Contractors* shall be responsible for developing health and safety plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation while complying to OHS related statutory requirements.

### 2. Supporting Clauses

#### 2.1 Scope

This specification sets out the minimum statutory, Standards and Eskom Komati Power Station requirements for Cleaning of all Environmental (chemical) Spillages and oil cleaning at Komati Power station which the contractor must met.

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### 2.2 Purpose

This document provides a standardised approach to the management of OHS matters throughout Cleaning of all Environmental (chemical) Spillages and oil cleaning.

All Contractors are required to execute their works in accordance with the best applicable Occupational Health, Safety and Environmental practices, Statutes or any other applicable standards.

### 2.3 Applicability

This specification is applicable to all *Contractors*, and all the activities and processes carried out for and on behalf of Eskom Komati Power Station Cleaning of all Environmental (chemical) Spillages and oil cleaning work.

**Note:** Some of Site Regulations, 2014 obligations will apply to this contract though this project is not falling under the auspices of Site Regulations, but as best practice and best OHS management practices identified section will be applicable on the advice of Komati OHS functionary.

### 2.4 Effective date

This specification shall be effective on the date of it being accepted and authorised by OHS Functionary, Project Manager, Procurement Representatives as per first page of this document.

## 3. Normative/Informative References

Parties using this specification 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] 235-919: Komati OHS Statement of Commitment.
- [3] 240-62196227: Life-saving Rules Standard
- [4] Occupational Health and Safety Act 85 of 1993 and its regulations
- [5] The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights)
- [6] Compensation for Occupational Injuries and Diseases Act 130 of 1993.

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- [7] National Environmental Management Act 107 of 1998
- [8] National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004)
- [9] National Water Act 36 of 1998
- [10] 32-520: Occupational Health and Safety Risk Assessment Procedure.
- [11] 32-726: Contractor OHS Management.
- [12] 32-95 Eskom Occupational Health and Safety Incident Management procedure
- [13] 240-62946386: The Vehicle and Driver Safety Management Procedure.
- [14] 32-37 Substance Abuse Procedure
- [15] Applicable South African National Standards (SANS) for the scope of work/Project.
- [16] 240-43848327 Employees' right of refusal to work in an unsafe situation.
- [17] 32-123: Emergency Planning
- [18] 32-407 Behaviour Safety Observation Procedure
- [19] 32-1126 Eskom Smoking Policy
- [20] 32-1134 Access Control at Eskom Premises
- [21] 240-44175132 Eskom Personal Protective Equipment Specification (PPE)
- [22] PAB20619-Oil/chemical spill clean-up and rehabilitation procedure
- [23] Regulation for Hazardous Chemical Agents 2021
- [24] Hazardous Substance Act, 15 of 1973
- [25] National Road Traffic Act, 93 of 1996

### 3.2 Informative

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

- [1] ISO 45001:2018, Occupational Health and Safety Management Systems-Requirements (Contractor shall use as guideline if not certified in this regards)
- [2] ISO 14001:2015, Environmental Management Requirement System. (Contractor shall use as guideline if not certified in this regards)
- [3] SANS 1186: Symbolic Safety Signs
- [4] Relevant South African National Standards for the task/Project.

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**4. Definitions**

**Aspect:** An activity, product or service of the organisation which can/or has potential to interact with the environment.

**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.

**Client:** any person for whom Site work is being performed.

**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;

**Contractor:** means an employer as defined in section 1 of the Act who performs Site 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.

**Environmental risk assessment** means a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

**Eskom Requirements:** Eskom requirements which evolve from directives, policies, standards, procedures, specifications, work instructions, guidelines or manuals.

**Hazard:** means a source of, or exposure to danger

**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 Site work being executed or to be executed.

**Impacts:** Any change to the environment whether adverse or beneficial, wholly or partial resulting from environmental aspects.

**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.

**Method Statement:** is a written document detailing work procedures and sequences of operations.

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

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

**Pre-job meetings:** a meeting which is held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance.

**Risk:** the probability that injury or damage will occur and severity thereof.

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

**Safety Health and Environmental file:** means a file or other record in permanent form, containing the information on the OHS management system during Site including all information relating to Site phase after the handover to Client.

**Occupational Health and Safety Plan:** means a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the OHS requirements. This would typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each Site project undertaken. This is usually compiled by the contractor and approved by the Client/Agent for which contracting work will be performed.

**Occupational Health and Safety (OHS) Requirements:** including the base line risk assessment means a documented specification of significant residual OHS requirements for a Site, which a competent and resourced contractor would not have been aware of. 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. The Client/Agent compiles the OHS requirements which shall be specific to each Site project.

**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.

**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.)

## 5. Abbreviations

Abbreviation	Explanation
<b>COID Act</b>	Compensation for Occupational Injuries and Diseases Act

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Abbreviation	Explanation
CoC	Certificate of Compliance
DMR	Driven Machinery Regulations
DoEL	Department of Employment and Labour
DSTI	Daily Safety Task Instruction
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
HIRA	Hazard identification and risk assessment
LTIR	Lost Time Incident Rate
SDS	Safety Data Sheet
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act No. 83 of 1993
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
PTO	Planned Task Observations
SANS	South African National Standards
NEC	

## 6. Roles and Responsibilities

### 6.1 Site Manager/ Supervisor Commitment to OHS.

Visible and felt 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 OHS aspects of any project / contract. Legislation and the Eskom values require that each employee must take reasonable care of themselves and their fellow workers. Project Management must provide strategic direction and demonstrate commitment in terms of OHS issues both on strategic level and operational level.

### 6.2 Contractor's Accountabilities

- The Contractor shall stop any contractor from executing Site 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 plan.
- The Contractor shall have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.

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- The Contractor's Site Manager/Supervisor shall provide a list of names and contact telephone numbers of all his employees on site. This list shall be updated as and when new Contractors commence on site.
- The Contractor's Site 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 filed in the OHS File.
- The Contractor shall ensure that his managers and supervisors give clear and unambiguous instructions for the work in hand to the personnel for whom they are responsible for. 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 the contracted work. Only once this induction has been received, will each employee receive a site access permit.

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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 Eskom Site/Project Manager and the Principal Contractor Supervisor immediately.
- Over and above induction training, Contractors are required to ensure, before an employee commences work on the project, that the supervisor in control with responsibility for the employee has informed the employee of his/her scope of authority for that site/workplace.

Note: The Client may assess the conformance and compliance of any Contractors towards OHS requirements based on this document and any other legally requirements before site establishment.

### 7. Management and Supervision of Site Work or any other work.

The Contractor shall ensure that the performance of all specified work is managed and supervised in accordance with the requirement of OHS Act and regulations framed under it throughout the contract period.

The Contractor shall ensure that the performance of all specified work is supervised throughout the duration of the Contract by enough competent appointed representatives of the Contractor, who have experience in the type of work specified.

The Contractor requires to ensure 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.

### 8. Process for Monitoring

This document is valid for the duration of the works and will be amended, as and when necessary, as requirements are being amended and therefore it will be required for the *Contractors* OHS plan to be amended accordingly.

Conformance to this document shall be via regular safety inspections and Monthly Audits.

#### 8.1 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement (to be completed by the *Project Manager*) (24077037682)  
Acknowledgement Form for Eskom OHS Rules and other requirements (32-726)

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Annexure A – Client non-negotiable OHS requirements.

Annexure B – Client non-negotiable Environmental requirements

Annexure C - SHEQ Policy 32-727

## 9. Document Content

### 9.1 Note to Contractor

The OHS requirements is Eskom's Komati Power Station minimum requirements. The Contractor is expected to establish an OHS Plan which includes as minimum the highlighted variables in this document, as well as all the relevant applicable legislation. Eskom in no way assumes the *Contractors* legal responsibilities. The Contractor as a legal entity, therefore an employer 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 Contractor is expected to have a recognised OHS Management system that will incorporate these requirements as well as all the relevant applicable legislation.

## 10. OHS Specification

### 10.1 Project and Scope of Work Details

#### Location:

Komati Power Station is located between Middelburg and Bethal, approximately 40 km from Middelburg in Mpumalanga. The GPS Co-ordinates as per Google Maps: 26.05'24" S: 29.28'19E

### 10.2 Project description/detailed scope of work: (High level)

The *works* consist of:

- Cleaning of all Environmental (chemical) Spillages and oil cleaning

## 11. Client and *Principal Contractor*: Details, Accountabilities and Responsibilities:

### 11.1 Appointment of a *Contractor*

The *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.

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*Contractors* shall not commence with the project work until such times as he/she has been appointed in writing in terms of OHS Act, Site Regulation 5(1)(k), by Eskom *Project Manager*.

### 11.2 Appointment and Competencies

The *Contractor* shall in writing appoint as per the OHS Act, Regulations and other requirements and shall ensure that all his 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 *Contractor* shall ensure that competent persons are appointed in writing in accordance with the applicable appointments.

Copies of all the appointments shall be kept in the OHS File. Competency certificates should be attached to the signed appointment letter.

The *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
16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)
17,1	Health and Safety Representative-If having more than 20 employees
GSR 3	First Aiders -if having more than 10 employees
GAR 9(2)	Incident / Accident Investigator
EMR 9	Portable Electrical Equipment Inspector
HCA	Hazardous Chemical Agents Co-coordinator - if bringing chemicals on site
CR 5(1)(k)	Appointment of the Contractor by the Employer
CR 8(7)	Site Supervisor appointed by the Contractor's
CR 8(5)	Site Health and Safety Officer-Part-time
CR 9(1)	Person to Compile Risk Assessments
CR 23(1)(k)	Site Vehicle and Mobile Plant Inspector
CR 29(h)	Competent Person as Fire Fighting Equipment Inspector

Notes to the appointments listed above:

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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.

**Site Manager/Supervisor required competency in terms of OHS:**

- Incident Investigation and Root Cause Analysis Technique Training.
- Hazard Identification and Risk Assessment Training.
- Legal Liability
- Attended an accredited supervisor's safety course.

**Occupational Health, Safety and Environmental Practitioner.**

The Principal Contractor shall appoint part-time SHE Practitioner. The SHE Practitioner must have a minimum NQF Level 6 in SHE related field as minimum and at least 3 years' experience in the scope of work.

**Additional Training**

- Incident Investigation and Root Cause Analysis.
- Hazard Identification and Risk Assessment Training.
- Health, Safety and Environmental Auditing.

**12. Toolbox Talks**

All contractors shall have a briefing session prior to the commencement of the day's work, again directly after lunch time, 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 the back of that pre-job brief form. Toolbox talks shall be included in the pre-job brief meetings. The toolbox topics will be based on OHS issues pertaining to the Site. The topic contents shall be in writing and defined by the Contractor.

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### 13. Safety Stand-downs/ Work Stoppage

There is an urgent need in the business to swiftly address the escalating number of safety and environmental incidents and to bring employee wellness to the fore.

The target audience for these interventions will be employees and contractors. These engagements will focus on, amongst others, the pro-active reviews of SHEQ plans and the implementation thereof, audit findings and associated action plans, peer reviews, etc.

Furthermore, there is a need to mobilize employees and contractors around the site specific SHEQ focus areas, thus building a culture of safe work practices in line with Eskom's Zero Harm drive underpinned by the Lifesaving Rules. Discuss OHS Culture points or Eskom Life Saving rules.

When required, these planned work stands down /work stoppage interventions for the project will be focusing on but not limited to the following outcomes:

- Major incident recall or Unsafe conditions that have potential of impacting OHS in relation to the project.
- Creation of a ZERO TOLERANCE culture towards OHS contraventions and adherence to the Life Saving Rules.

**Note 1:** The Project Manager shall not be liable for any cost and time lost as results of such safety stoppage/stand down.

### 14. OHS/Q Policy

The *Contractor* shall have an OHS/Q Policy authorised and dated by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall OHS/Q objectives and commitment to improving Safety, Health, Environment and Quality performance and must be displayed and shared with all stakeholders. The policy must as minimum meet the requirements of OHS Act, 85 of 1993, section 7 and align to the requirements of ISO 45001:2018 policy clause:5.2.

Eskom SHEQ Policy will be handed to the *Principal Contractor* when site establishment is completed. A toolbox talk will be done with all the employees on site and attendance register shall be scanned and send to the Client Agent/Manager/Practitioner and then filed in the OHS File.

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## 15. OHS Requirements

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

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

This Project will abide by applicable legislative requirements and be aligned to Eskom OHS Policies, standards, and procedures. A section 37(2) agreement must be signed between the Client and the *Contractor* at the time of awarding the contract. A signed copy of this agreement is submitted to the Client prior to commencement of any activities on site.

The *Contractor*, 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 OHS Requirements.

The *Contractor* shall furthermore not consider itself to be a subordinate or under the supervision of the Client in respect of these matters. The *Contractor* is always responsible for the supervision of its employees 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 *Contractor* shall ensure that all statutory appointments and appointments required by the Management system are in place, and that all appointees fully understand their responsibilities and are trained and competent to execute their duties. The *Contractor* supervises the execution of their duties by all such appointees.

The *Contractor* shall prepare a suitable and sufficient site specific OHS plan in accordance with the OHS Specification requirements, submitted with tender documents that will indicate to the Employer the level of compliance to the OHS Requirements.

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The *Contractor* shall complete a suitable and sufficient project, scope of work and site specific OHS plan in accordance with the OHS Requirements and submit to the Client before taking possessions of the works. The *Contractor's* OHS Plan will be assessed for compliance to confirm compliance to the requirements in the Client OHS requirements. The Contractor will ensure that the site specific OHS Plan is submitted prior site establishment, once compliance is confirmed, only then will the *Contractors* be allowed site access to start with site establishment.

The Client, or any person appointed by the Client, may, at any stage during the execution of this contract refuse any Employee, Subcontractor, 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 OHS Requirements.

## **16. 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 this legislation as well as special requirements specific to the site, will be for the *Contractors* account.

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

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

**No claim will be accepted because of any costs or delays being incurred due to *Contractor* not complying with legislation, applicable Eskom Procedures and Standards.**

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### 16.1 Legal and Other Requirements

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

It is the duty of the *Contractor* to ensure that they are familiar with the necessary OHS legislation required.

The *Contractor* shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the Site project. The register shall be updated biannually.

### 16.2 Suspension of Activities under the Contract

Any person may stop an unsafe act or unsafe condition or activity that poses or may pose a threat to the health and safety of an individual, threat to plant or machinery or create a risk of degradation of the environment.

The Project Manager shall not be liable for any time and cost because of such work stoppage.

**Note 1:** A client representative who deems it necessary to stop an activity because of unsafe acts and/or conditions, must do so immediately and in the shortest possible timeframe, notify the Eskom Project Manager and appointed Client Supervisor.

### 16.3 Suspension or Termination of Contract due to Poor OHS Performance

The Project Manager, as defined in the contract between the Project Manager and the Contractor, will be the only authorised person to communicate the suspension or termination of the contract, because of continued poor OHS related performance.

**“Eskom takes a ZERO TOLERANCE stance to violation of Eskom Lifesaving Rules and will apply appropriate sanctions.”**

## 17. Enforcement of OHS Requirements and Non-compliance

The *Principal Contractor* shall submit their procedure on how they would deal with enforcement and non-compliance to OHS requirements.

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## 18. OHS Act

All *Contractors* shall have the latest copy of the OHS Act and Regulations at all work sites which will be available to all employees. (Reference GAR 4).

## 19. Cost allocation for OHS Compliance

The *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. Environmental Bill of quantities must be submitted related to EMS, EMP, EA and other legal requirements.

## 20. Training

The *Contractor* needs 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 *Contractor* would require the appropriate qualifications, certificates, and tickets, and be under competent supervision. Records of all training and qualifications of all contractor employees must be kept. The Contractor shall maintain comprehensive records of all employees under his control (including all employees of the contractor) attending induction training. Acknowledgement of receiving and understanding the induction must be signed by all persons receiving the induction respectively.

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.

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

### 21. Site Induction

#### 21.1 General Site induction carried out by the *Principal Contractor*

The Contractor shall ensure that all his employees undergo their company induction about the approved OHS plan, general hazards prevalent on the Site, Site risk assessment, rules and regulations, and other related aspects.

Prior to induction all employees must undergo a pre-employment medical examination and found fit for duty. A prerequisite for one to be inducted is a proof of attendance of company Induction, medical fitness certificate issued by an Occupational Health/medical Practitioner and completed Site Regulation's Annexure 3.

Furthermore, the Contractor shall ensure that induction sessions for *Contractors* are timeously booked with the client OHS Department, at least 48hrs in advance.

The Contractor may request an emergency induction, on consultation with the Site Health and Safety Agent/Manager. This induction will be at the sole discretion of the Site Health and Safety Agent/Manager and may not invoke a habit-forming process with regards to general inductions for new employees to site.

**Note:** No employee, consultant, visitor, or vendor shall be allowed onto site, or perform any form of work, without undergoing an induction and awareness training.

#### 21.2 Visitors to Site

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 Site work, of any nature.

### 22. Access and Security Control

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

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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., plant access training, 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.

The *Contractor* shall provide suitable safety signs, including traffic routes signage's (traffic & pedestrian arrangement) & warning notices/ signs to indicate restrictions or prohibited items, where authorisation is to be obtained.

The *Contractor* ensures that security is considered in the contract to secure plant machinery on site (day, night and on weekends).

The *Contractor* shall ensure that no unauthorised access is gained to site laydown or Site areas by the public or farm animals. The *Contractor* is to submit a plan to the *Project Manager*, indicating how he or OHS intends to control access to site camps, laydown and Sites areas.

The Contractor shall ensure that no inadvertent access is gained to any of the materials, chemical substances, fuel, equipment, or machinery.

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### 23. Contractor's Site Facilities

Eskom will provide Site facilities, and such must be maintained by the contractor or be maintained as agreed with the Site Manager and/or in accordance with the contractual agreement. The facilities include but are not limited to the following, notice boards, safety signs, emergency contact details displayed.

If there will be a need for a container on-site, the contractor should ensure that all site establishments protocols are followed. Eg Safety signs, SMI Board with contact details for emergency, Fire Extinguisher, First Aid box etc.

- **Ablution facilities**

The Contractor shall provide and maintain adequate and suitable sanitized portable ablution facilities appropriate to the workforce size and work duration that conforms to the requirements of all applicable legislation. Separate ablution facilities shall be provided for both genders. These portable ablution facilities will be kept tidy and hygienic during the duration of the Project.

Where the Contractor makes use of existing facilities provided by the Komati PS, the Contractor shall ensure that his or her employees support the aim of keeping these facilities clean and hygienic.

### 24. Public Safety

Legislation requires that employers shall be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

*Contractors* shall factor in, in their safety plan, how they intend safeguarding/ controlling any members of the public against their activities during the project.

### 25. Project and 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. The *Project Manager* will take a stance of zero tolerance on transgression of these rules. Non-compliance to any one of the lifesaving

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rules will be considered serious misconduct and will lead to disciplinary action and dismissal. Eskom takes these rules very serious and any person violating these rules will be removed from site with immediate effect. Such a person will not be working on any Eskom site again.

These Life-saving Rules are non-negotiable health and safety rules that must not be broken under any circumstances. Where additional Life-saving Rules have been implemented as part of a site-specific requirement, the Contractor will comply accordingly.

**Eskom Life Saving Rules**

Five Life Saving rules have been developed that will apply to all Eskom Employees, agents, consultants, *Contractors*, and visitors.

**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/OHS 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> Each live worker shall ensure all live work basic principles are adhered to, as outlined in the High Voltage Live Working Standard for the respective division.

Eskom will take a stance of zero tolerance if these rules are violated.

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

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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.

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. The limit is 0.0000% BAC on this 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 OHS and other site-specific rules.

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

This is to ensure that every person who works on or visits an Eskom returns home safely to his or her family.

- **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 shall be:

- Clearly labelled.
- Conspicuously numbered.
- Entered in a register.

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- 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 Site.

*A Contractor shall have a layout plan of a site indicating where all his firefighting equipment is located.*

• **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**

The *Contractor* shall provide a Substance Abuse management policy which is in line with the Eskom Procedure (Eskom Substance Abuse Procedure 32-37).

**26. Hazard Identification and Risk Assessment**

The *Contractor* shall develop a Risk Assessment in line with Site requirements, thus being risks assessment must outline all activities related to the project, indication of whether such activities are routine or Non-Routine; Hazard; Risks; consequences; ratings and linking of hazard / risks with relevant Legal and other requirements to such, in alignment to Eskom 32-520 procedure.

Emerging risks and hazards must be managed during the 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.

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Activity based risk assessments shall be conducted by an appointed competent risk assessor of the *Contractor*. Risk assessment shall be developed by the team and outcome shall be shared with employees.

The baseline risk assessment shall be developed by the cross-functional team.

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

## 27. High Risk Activities

When the *Contractor* are working in an area where a high health and safety hazard exists, the *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, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner.
- Maintain, always, defined access ways, which are clear of objects or obstructions, to allow for emergency vehicle entry; and
- Provide any temporary protective shielding required for protecting nearby operations from the Site activities, at their own cost.

## 28. Pre-Task Risk Assessment / Daily Safety Task Instructions

The Contractor shall daily 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 *Principal Contractor's* safety file.

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## 29. Method Statement, Safe Work Procedures and Practices

The *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.

**Note:** *The acceptance will be qualified with the statement: "Acceptance does not relieve the contractor of his responsibility for ensuring safe working procedures in terms of the Site Regulations."*

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), five working days in advance of any proposed specific activity starting. 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.

## 30. Planned Task Observations (PTO)

The *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 always kept.
- 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.

Please refer to Annexure E (Safe Work Procedure and Job Observation Template); it may be used as a minimum guideline.

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### 31. 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.

### 32. Occupational Health and Hygiene

All *Contractors* are required to develop an Occupational Health and Hygiene program. The program is intended to ensure that the risks to health are identified and controlled.

#### 32.1 Employee Health and Wellness Programme

*Principal Contractor* shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include a Medical Surveillance Program and an Employee Assistance Program as detailed below.

#### 32.2 Medical Surveillance Programme

The *Contractor* shall ensure that his employees and contractor employees are registered on a medical surveillance programme and are in possession of a valid medical fitness certificate. The certificate of fitness should be relevant to the type of work (risk based) that the employee will be exposed to. This will require each employee to have a risk-based person job specification that will be used as a basis for medical examination.

The *Contractor* must ensure that his employees and contractor employees have undergone pre-entry medical examination before starting work on site, ***no employee will access site without a valid medical fitness certificate.***

A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the Site work to be performed and issued by an occupational Health practitioner in the form of Annexure 3.

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The fitness certificate and a copy of the risk-based person job specification shall be issued before commencement of work and shall be presented at induction. If the *Contractor* does not provide proof of valid certificates of fitness and person job specifications for his employees and contractor employees, then Eskom will not give those employees site induction which will result in refusal to site access.

The frequency to renew the medical fitness certificate shall be determined by the risk profile and or as per the recommendation of the medical practitioner.

On completion of the project an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.

All employees shall be issued with the required medical records to prove medical status at the time of exiting the Site project.

The *Contractor* shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

In instances where sick leave is taken for a period of one week or more, the contractor shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries which occurred in the period of absence, which may affect their ability to work on site.

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

### **32.3 Emergency Care**

A list of emergency numbers must be posted at phones and in every office. The *Contractor* shall ensure that his employees and contractor employees are familiar with the emergency numbers.

Emergency numbers will also be part of the OHS induction.

*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.

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More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it should be available and accessible for the treatment of injured persons at that workplace).

Minimum contents of a first aid box: (Refer to GSR 3 Annexure of the OHS Act)

- 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 prominent notice or sign shall be erected in a conspicuous place at a workplace (SANS1186 approved signs to indicate location of first aid boxes), 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.

### **First Aid Station**

The Contractor shall provide a temporary first aid facility as close to the Site area as possible. The first aid station shall provide the initial medical treatment required to stabilize an injured employee, and shall be equipped with the general first aid equipment and in addition the Contractor shall be responsible for the following:

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- Establishing personnel accountability systems (including visitors).
- Stopping work and controlling the affected areas.
- Defining key personnel responsibilities and duties.
- Access to appropriate emergency resources and medical personnel as dictated by the emergency.
- Providing first aid training; and
- Briefing and reporting requirements.
- The Contractor shall ensure that adequate measures and emergency plans shall be stipulated in writing and posted at various locations on the site to adequately inform all personnel and visitors.

The Contractor shall ensure that a competent First Aider in accordance with latest Department of Employment and Labour is appointed and present on each shift of work.

Alternative arrangements are made for possible incidents occurring after normal working hours.

When services are not readily available from the Komati PS medical centre, the Contractor shall make alternative arrangements for any medical assistance. Proof of this must be made available in the Contractor OHS plans.

That in instances where his employees and contractor's employees require medical treatment off Site, the Contractor's Safety Manager/Practitioner and the Project Manager's Safety Agent/Manager/Practitioner and Supervisor will accompany such employee.

If a Contractor or contractor goes to a hospital without informing the Project Manager disciplinary steps will be taken against the Contractor Project Manager.

#### **32.4 Compensation of Occupational Injuries and Diseases Act (COIDA)**

The *Contractor* shall submit proof of registration and letter of good standing with the compensation fund or with a licensed compensation insurer for his company; 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 *Contractor* Company.

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### 33. Emergency Preparedness and Response

The *Contractor* shall provide a site-specific emergency response plan.

Using the Eskom site specific emergency plan, the *Contractor* shall develop their own emergency response plan (as a guideline) for both site and offices and submit this plan to the Eskom *Project Manager* for review. It may be decided that one site specific emergency response plan be used for all *Contractors*. The *Contractor* will ensure that his employees and his contractor employees are trained on this plan.

Periodic emergency drills shall be undertaken by Eskom; however, the *Contractor* shall initiate his own emergency drills with permission from the Eskom *Project Manager*. The *Contractor* will make in advance arrangements with the *Project Manager*, at least five (5) days in advance. This must be recorded and provided on request.

### 34. Housekeeping

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

The Contractor will ensure that daily housekeeping is done. Adequate care must be taken by the Contractor to ensure that storage and stacking is correctly and safely carried out.

Before stacking any material, the Contractor, or their employees must consult the Eskom Project/site Manager for allocation of a stacking area.

Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.

All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately. Meal rooms shall be kept in a clean and tidy manner.

On completion of his work, the contractor is responsible for clearing his work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the Client Agent/Manager/Practitioner.

In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Eskom Project/Site

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Manager. The Eskom Project/Site Manager has the right to instruct the *Contractor* to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the Contract shall be allowed because of such a stoppage. Failure to comply will result in site cleaning by another cleaning contractor company at the cost of the *Principal Contractor*.

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

### **35. Signage**

All symbolic safety signs that the *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: Site Manager, Site Supervisor; First Aider; Health and Safety Representative, 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.
- The *Contractors* shall provide the signage in accordance with the scope and work area.

### **36. Hazardous Materials/Chemicals Management**

HCA shall be managed in accordance with HCA Regulations.

Prior to any HCA being brought onto the site or produced on the site, the *Contractor* shall supply the client with the following:

- Safety Data Sheet (SDS) which is GHS compliant.
- Proposed arrangements for safe storage.
- Proposed methods for handling/usage.
- Proposed method of disposal.
- Hazard communication / training plan.

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The information is to be provided prior to the expected delivery on site. The client representative shall approve the use of any hazardous substance after receiving the above information. No HCA are to be brought onto the site until the client representative approval is received.

### 37. 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.

*Contractor's* employees at the Site, including visitors, shall always use the relevant internationally recognised authority approved risk-based PPE, as a minimum:

- Head protection hard hat (with chin straps),
- Steel toe capped safety boots.
- Eye protection. Wearing of foam padded dust, sand and wind proof spectacles with side shields.
- Long pants protective clothing (with reflective strips sowed on) to be worn by all employees working on the Project.
- Long sleeve, breathable High-visibility vests.
- Hearing protection as determined by the *Contractor's* noise assessment and Health Risk Assessment; and
- Respirators for organic and inorganic chemicals.
- Dust masks (FFP1 or FFP2)

The Contractor 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.

#### 37.1 Issue, Replacement and Control of PPE

The *Contractor* must provide a detailed procedure with a matrix on the issuing, maintenance, and replacement of PPE for all his employees and *Contractors* on site.

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The *Contractor* is required to keep an updated register of all PPE issued, including that of his employees and *Contractors*.

### 38. 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.
- All machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded. A machine is guarded when persons cannot gain inadvertent access to the moving parts.
- The *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 plan and file.
- All fuel driven equipment shall be inspected by the Eskom OHS Practitioners prior to mobilizing it onto site.
- 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 *Principal Contractor* in writing and the *Principal Contractor* shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the *Principal Contractor* shall not be entitled to extra payments or extensions of time in respect of delay caused by the Client's instructions.
- The *Principal Contractor*/contractor shall ensure that he has all the necessary registers to record all tools and equipment kept in the OHS File.
- All employees operating or using machines and tools shall:
  - Be competent.

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- Have a valid certificate.
- Have proof of any form of task related training.

### 39. Hand Tools

All tools shall be numbered, recorded, and inspected at least monthly as well as by users prior to use.

All hand tools should be inspected at least weekly as well as by users prior to use.

Tools with sharp points in toolboxes must be protected with a cover.

All files and similar tools must be fitted with handles.

The *Principal Contractor* shall have a policy on makeshift tools on site.

#### Records

- Check list for hand tools.
- Check list for air tools including records of the measurement of revolutions on grinders.
- Gas cylinder trolley checklist Register.

### 40. Fire Safety

The *Principal Contractor/Contractor* shall develop a fire safety procedure for the specific Site prior to commencing work. The procedure must take into consideration the size of the site, type of work being done (e.g., cutting, welding, grinding, etc.) and number of combustible materials. It must be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the Site need to be trained in fire safety and any duties they are required to perform. Pre-existing fire systems in buildings shall be maintained during Site whenever possible. Any changes must be approved by the Client.

### 41. Working near Public Roads

- The *Principal Contractor*, his employees and *Contractors* required to work on, or nearby roadways shall wear high visibility vests, and be protected by red cones or flags during daylight and by red or amber flashing lamps at night.
- Work areas must be adequately barricaded so as to prevent unauthorised access.
- Road traffic warning signs shall be placed well ahead of the work area.

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- The contractor shall ensure that operations are in compliance with the requirements of the National Road Traffic Act (Act no 93 of 1996).

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### 42. Work Stoppage

The aim of the section is to outline the conditions under which work will be stopped and the process to be followed to ensure that the worksite is rendered safe.

The temporary stoppage of an activity/activities or task(s) may be due to OHS concerns, including the following circumstances which shall not warrant any financial compensation:

- Ad hoc safety intervention by Eskom management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant supplier shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack.
- Ad hoc safety intervention by any person, especially OHS functionaries, may be due to unsafe work or unsafe behaviour by the contractor. The conditions that gave rise to the work stoppage will determine the corrective measures to be taken urgently to protect the health and safety of employees and protect the environment and plant or equipment, etc.

#### The process to be followed is:

- The relevant activity must be stopped.
- The Eskom Site/*Project Manager* and/or *Principal Contractor* and his *Contractors* shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area that are competent to make the area safe.
- The *Principal Contractor* and his *Contractors* shall ensure that no other work is being performed during this time. Should the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area will be barricaded, and a sign placed with the wording “Unsafe Area – Authorized Access Only”.
- The Eskom Site/*Project Manager* shall review the affected parts/sections of the OHS specification with the purpose of providing sufficient OHS information to the *Principal Contractor*.
- The *Principal Contractor* shall then revise the relevant sections in the OHS plan to accommodate the changes.
- The Eskom Site/*Project Manager* must ensure that the revised provisions in the OHS plan are adequate and must approve it before the work activity commences.

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- Before the workforce is allowed back in the area, *Principal Contractor* and his Subcontractors shall ensure:
  - The area is re-inspected by Contractor Safety Practitioner and supervisor and note corrective actions taken.
  - Declare the area safe for work by signing off on the “work stoppage” notice issued by the Eskom Site/*Project Manager*.

**NOTE:** Work stoppages that are initiated because OHS related incidents shall not warrant any financial compensation claim lodged against Eskom.

#### **42.1 Environmental Management System (EMS)**

The Contractor must provide a plan and demonstrate that they have developed, implemented, and maintained an EMS.

#### **42.2 Spillage of Hazardous Chemical Agents.**

- Any spillages that occur shall be treated in accordance with the requirements indicated on the Material Safety Data Sheet (SDS) and Eskom requirements (Spill assessment form)
- Identify appropriate storage areas for stockpiling of materials, storage of hydrocarbons and storage of hazardous substances and ensure that these areas are appropriately prepared for their purpose.
- Disposal of hazardous substances shall be done in terms of the relevant legal requirements.
- Limit spillage of hazardous substances or substances with the potential to cause contamination of the environment.
- Develop emergency protocols for dealing with spillages particularly where these pose a pollution risk or involve hazardous substances.
- Compile and implement the necessary Method Statements; and undertake environmental awareness training of all staff.

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### 42.3 Fire hazard

The Contractor shall develop emergency protocols for dealing with fires, which may include a Fire Management Plan in accordance with the National Veld and Forest Fire Act (No 101 of 1998) and ensure that all staff is educated in fire prevention and will be held responsible to avoid the risk of fire. No area is to be denuded of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor shall ensure that operations always follow statutory requirements. The Contractor Environmental Officer shall ensure that in areas with a high fire danger rating, staff are made aware thereof. Smoking shall be restricted to designated areas or shall not be allowed, particularly in areas that have a high fire danger rating.

Contractor shall ensure that adequate Fire Fighting equipment is available on site, particularly near hot work.

### 42.4 Waste Management

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.

Domestic and hazardous waste generated shall not be burned, buried, or disposed of on Eskom or Landowner property, but will be controlled and removed to a registered waste site on a regular basis (Daily / Weekly). The *Contractor* and contractor working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the Site period. These materials shall be stored in a bunded area with adequate containment for potential spills and leaks.

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.

*Contractors* shall ensure that sufficient waste bins / containers, with lids are made available for waste control. The contractor shall comply with the requirements of NEM: Waste Act 59 of 2008, other legal requirements pertaining to waste and Eskom waste management standard.

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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.

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.
- 

#### **42.4.1 Waste Management Plan**

The contractor will be expected to comply with the Eskom waste management standard, Komati Waste Management Plan and develop their own plan in line with the above.

The contractor must submit a plan that is related to the scope of works and the plan must consist of the following but not limited to.

- The amount of waste that will be generated (Register)
- Measures to prevent pollution or ecological degradation (Procedure/ Method statement)
- Targets for waste minimisation through waste reduction, re-use, recycling, and recovery
- Measures or programmes to minimise the generation of waste and the final disposal of waste.
- Measures or actions to be taken to prevent the use of specified substances (persistent organic pollutants, Polychlorinated Biphenyls (PCB), Ozone Depletion substances (ODS) and Asbestos
- Opportunities for the reduction of waste generation through changes to packaging, product design or production processes
- Mechanisms for informing the public of the impact of waste generating products or packaging on the environment.
- The extent on any financial contribution to be made to support consumer-based waste reduction programmes.
- The period that is required to implement the waste management plan.
- Methods for monitoring and reporting
- The waste class and rating to determinate correct disposal method for the waste and any other best practice that may be necessary to give effect to the requirements of National Environmental Management: Waste Act and regulations passed thereunder.

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- Approved/licensed waste disposal sites to be used
- Audited Records of waste quantities disposed.
- Compliance obligations.

#### **42.5 Bees at the workplace**

The contractor will ensure that all employees allergic to bees:

- a) Inform their managers.
- b) Wear a medic-alert bracelet,
- c) Always carry medication and know how to use it.
- d) Wear protective gear on site.

The contractor will ensure regular inspections are carried out on workplaces, store, and office buildings especially where cable drums are stored.

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.

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.

#### **42.6 Snakes at the workplace**

Snakes play an important role in the environment controlling small rodents and frogs. Generally, snakes aren't aggressive and only attacks in defence if threatened or surprised. Most snakes aren't harmful. They will sense you from afar and rather slither away.

The contractor will ensure that all employees will not try to catch, kill, or remove snakes themselves. The snake handler will be called to remove the snakes.

The contractor will ensure that all employees:

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<b>Template Identifier</b>	32-726-03T	<b>Rev</b>	<b>1</b>
<b>Document Identifier</b>	285-169349	<b>Rev</b>	<b>X</b>
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- a) Wear proper socks and boots.
- b) Look down and on both sides while walking.
- c) Use a torch at night. Many snakes are nocturnal.
- d) Avoid lifting large stones or fallen vegetation. Snakes favour these spots.
- e) Avoid sudden actions around them.

The contractor will inform the Project Manager immediately if any snakes are noticed. An eye will be kept on the snake while waiting for the snake handler.

#### **42.7 Snakes, Spider, Scorpions, and other insects at the workplace**

Spiders, Scorpions, and other insects can be found in work area where work will be executed.

The contractor will ensure proper training is done to all employees on snakes, bees, spiders, scorpions, and other insects before work commence.

#### **43. Signing off the contract**

No project shall be signed off before Business Unit or Department has given assurance that there is planning to address existing environmental liabilities. The person responsible, project leader or environmental advisor shall carry out a physical inspection before acceptance of work done.

No invoice shall be processed before work done is accepted.

The Contractor shall be conversant and while carrying out the Works. The Contractor shall comply with the provisions of all Acts, regulations, ordinances, by-laws, Standards, Codes, Rules, and requirements of public, municipal, and other authorities.

The Project Team may, at any time, without giving notice to the Contractor, examine, and investigate the *Contractors'* compliance with all Applicable Legislation and the environmental management conditions.

At all times during the execution of the Works, the Contractor shall preserve and protect the natural environment in the general area of the site and the external areas that may be affected by his operations.

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#### 44. OHS Audits

Eskom reserves the right to monitor and conduct unannounced audits to ensure compliance and provide assurance to the Client representatives and their key stakeholders.

#### 45. Compliance and Approval of Contractor OHS Plan

The Contractor's OHS Plan / OHS File will be audited against a compliance checklist to confirm compliance to the requirements in the Eskom OHS specifications. Once compliance is confirmed, only then will the *Contractors* OHS plans be approved by the Client for implementation. Appointed contractor's OHS plans/OHS File shall be verified by a Client Representative prior to appointed contractor given access to site.

#### 46. Contractor OHS Performance Evaluation

Eskom shall evaluate contractor OHS performance on an on-going basis against the Eskom requirements.

#### 47. Internal Audits

*Contractors* are required to conduct internal audits and the implementation of the OHS Plan monthly or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to the Eskom Project/Site Manager on the last day of the audit. The report shall be submitted within one week after completion of the audit.

#### 48. Third Party Legal Compliance Verification Audits

If *Contractors* have a third-party legal compliance verification audit that is to be conducted on the site activities, then a copy of the summary of the findings and the proposed corrective actions shall be submitted to Eskom Project/Site Manager. The written report shall be submitted within one week after the completion of the audit.

#### 49. OHS Plan Audits

There will be monthly audits conducted by Eskom on the *Contractor*. These audits shall be attended by the contractor's site manager or his representative.

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### 50. Documentation and Records Management

The *Contractor* shall establish and maintain a documentation and records management system where all project and scope OHS related documentation and records are kept and maintained.

### 51. Incident Investigation

The *Contractor* 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) and 240-13307117 (Environmental Incident Management Procedure) (latest version).

### 52. OHS Performance Status Reports

The Contractor shall submit monthly performance report with the following information as a minimum:

- Incidents: Lost time, medical; first aid, near misses, Property damage and environmental reported
- Manpower numbers per Contractor
- Actual man-hours worked
- Status on incidents reported, investigated and recommendations
- Status on audits conducted and findings closed out.
- OHS Training attended

**Note:** Copies of signed time sheet shall be sent together with the OHS Report

### 53. Contractors OHS Plan

All *Contractors* must use the applicable OHS information herein to develop a suitable and sufficient OHS plan, submitted with tender documents, which will indicate to the Client/Agent the level of compliance to the OHS requirements. The safety, health and environment plan shall identify each Site 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.

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Upon discussions with the *Contractor*, a final accepted OHS plan would be signed and approved. The *Contractor* is thereafter required to do the same when procuring other *Contractors*. The *Contractor* will not be allowed to commence work on site until the OHS plan has been approved. 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 OHS requirements and the contract. If necessary, the Contractor shall amend the OHS Plan as required by the Client.

#### **54. Omissions of this OHS Requirements**

By drawing up these OHS requirements Eskom has endeavoured to address the most critical aspects relating to OHS issues to assist the contractor in adequately addressing the health and safety management of persons on site.

Should Eskom not have addressed all aspects pertaining to the work that is tendered for, the contractor needs to ensure that all applicable OHS requirements are identified and included in their management system.

#### **55. OHS File**

The Contractor must have an OHS file in which records of this requirement and the OHS plan are kept. All information required in the requirement and plan, for the duration of the *Contractor* and is to be recorded in the file.

- The OHS file that will be maintained will be per Site.
- The *Contractor* must also record on the file:
  - Information about removal or dismantling of installed plant and equipment.
  - Hands information about equipment needing cleaning and maintenance, for future purposes.

The file must be kept on site and must be available on request for audit and inspection purposes. The OHS file shall be handed over to the Client at the end of the *Contractor's* contract.

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## 56. Hours of Work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act.

The *Contractor* will notify their Eskom *Project Manager/Supervisor* 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 Labour and /or the letter of approval form the Department of Labour.

## 57. Night Work

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

If work is continuing from day light into night, at dusk, a 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.

### 57.1 Overtime

The *Contractor* will notify their Eskom *Project Manager/Supervisor* 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 Labour and /or the letter of approval form the Department of 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.

## 58. 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.

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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.

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