PART 3: SCOPE OF WORK

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C3.1: EMPLOYER'S SERVICE INFORMATION

Contents

1 Description of the *service*

1.1 Executive overview

A servicing and maintenance contract is required to keep all non-plant portable fire and rescue emergency equipment, including vehicles, at Eskom Kusile Power Station Generation Division at an acceptable standard and condition as required by Occupational Health and Safety Act (Act 85 of 1993), National Building Regulations and Building Standards Act (Act 103 of 1977), Fire Brigade Services Act (Act 99 of 1987) and other related legislation. The purpose of this document is to provide a technical scope of work for the establishment of a contract for the service and maintenance of the Kusile Power Station's portable fire protection equipment for a period of five (5) years by a suitable and qualified service provider as stipulated in the Generation Operational Standard for Inspection and Testing of Fire and Rescue Non-Plant Equipment 240-126467668 standard.

1.2 Employer's requirements for the service

The following tables illustrates the scope of work for each service as listed above:

Table 1: Service and Maintenance of Portable and Mobile Fire Extinguishers)

Component	Service	Maintenance	Quantity	Frequency
DCP 2kg extinguisher	X	X	120	Yearly
DCP 4.5 kg extinguisher	X	X	200	Yearly
DCP 9 kg extinguisher	X	X	2500	Yearly
CO2 5kg extinguisher	X	X	500	Yearly
CO2 20kg extinguisher (mobile)	X	X	20	Yearly
DCP 30kg extinguisher (mobile)	X	X	30	Yearly
Foam 50kg extinguisher (mobile)	X	X	12	Yearly

Table 2: Annual Recharge of Portable Fire Extinguishers

Component	Service	Recharge	Quantity	Frequency
DCP 2kg extinguisher		X	120	As & when required
DCP 4.5 kg extinguisher		X	200	As & when required
DCP 9 kg extinguisher		X	1000	As & when required
CO2 5kg extinguisher		X	200	As & when required
CO2 20kg extinguisher (mobile)		X	20	As & when required
DCP 30kg extinguisher (mobile)		X	30	As & when required
Foam 50kg extinguisher (mobile)		X	12	As & when required

Table 3: Pressure Testing of Portable Fire Extinguishers

Component	Service	Pressure Test	Quantity	Frequency
DCP 2kg extinguisher		X	120	As & when required
DCP 4.5 kg extinguisher		X	200	As & when required
DCP 9 kg extinguisher		X	1000	As & when required
CO2 5kg extinguisher		X	200	As & when required
CO2 20kg extinguisher (mobile)		X	20	As & when required
DCP 30kg extinguisher (mobile)		X	30	As & when required
Foam 50kg extinguisher (mobile)		X	12	As & when required

Table 4: Refilling of Portable Fire Extinguishers

Component	Service	Refill	Quantity	Frequency
DCP 2kg extinguisher		X	120	As & when required
DCP 4.5 kg extinguisher		X	200	As & when required
DCP 9 kg extinguisher		X	1000	As & when required
CO2 5kg extinguisher		X	200	As & when required
CO2 20kg extinguisher (mobile)		X	20	As & when required
DCP 30kg extinguisher (mobile)		X	30	As & when required
Foam 50kg extinguisher (mobile)		X	12	As & when required

Table 5: Reconditioning of Portable Fire Extinguishers

Component	Strip	Chemical clean & powder coat	Quantity	Frequency
DCP 2kg extinguisher		X	120	As & when required
DCP 4.5 kg extinguisher		X	200	As & when required
DCP 9 kg extinguisher		X	1000	As & when required
CO2 5kg extinguisher		X	200	As & when required
CO2 20kg extinguisher (mobile)		X	20	As & when required
DCP 30kg extinguisher (mobile)		X	30	As & when required
Foam 50kg extinguisher (mobile)		X	12	As & when required

Table 6: Hydrostatic Testing of Portable Fire Extinguishers

Component	Service	Hydro Test	Quantity	Frequency
DCP 2kg extinguisher		X	120	5 years or when due
DCP 4.5 kg extinguisher		X	200	5 years or when due
DCP 9 kg extinguisher		X	1000	5 years or when due
CO2 5kg extinguisher		X	200	10 years or when due
CO2 20kg extinguisher (mobile)		X	20	10 years or when due
DCP 30kg extinguisher (mobile)		X	30	5 years or when due
Foam 50kg extinguisher (mobile)		X	12	5 years or when due

Table 7: Supply and Deliver of Fire Extinguishers

Component	Service	Hydro Test	Quantity	Frequency
DCP 2kg extinguisher			100	As & when required
DCP 4.5 kg extinguisher			200	As & when required
DCP 9 kg extinguisher			300	As & when required
CO2 5kg extinguisher			200	As & when required
CO2 20kg extinguisher (mobile)			200	As & when required
DCP 30kg extinguisher (mobile)			100	As & when required
Foam 50kg extinguisher			10	As & when required

(mobile)				

Table 8: Service and Maintenance of Fire Hydrants

Component	Service	Maintenance	Quantity	Frequency
Fire Hydrants	X		200	Yearly

Table 9: Service and Maintenance of Hose Reels

Component	Service	Maintenance	Quantity	Frequency
Hose Reels	X		1000	Yearly
		X	1000	As and when required

Table 10: Replacement/ Repair of Damaged Fire Equipment Cabinets /Boxes

Component	Replace/ Repair	Hydro Test	Quantity	Frequency
Hose Reel Cabinets	X		200	As & when required
Fire Hose Station Cabinets	X		100	As & when required
Fire Extinguisher Cabinets	X		200	As & when required

Table 11: Replacement of Scrapped Fire Extinguishers

Component	Replace scrapped fire extinguishers	Hydro Test	Quantity	Frequency
DCP extinguishers 2kg – 9kg	X		200	As & when required
DCP extinguishers 30kg (mobile)	X		6	As & when required
CO2 extinguishers 9kg	X		100	As & when required
CO2 extinguishers 20kg (mobile)	X		6	As & when required

Table 12: Fire Extinguisher Spares

Component	Spares	Hydro Test	Quantity	Frequency
DCP extinguishers 2kg – 9kg spares and DCP extinguishers 30kg (mobile) spares	Valve Assembly - complete		100	As & when required
	Pressure gauge		100	As & when required
	Siphon tube		100	As & when required
	Discharge hose and nozzle		100	As & when required
	Valve seat		100	As & when required
	O- ring		100	As & when required
	Instruction label		100	As & when required
	Monthly inspection stickers		2000	As & when required
	Mounting bracket/ holder		100	As & when required
	Wall bracket/ holder		100	As & when required
	Chevron Backing Board		100	As & when required
CO2 9kg extinguishers spares and CO2 20kg (mobile) spares	Valve assembly complete		100	As & when required
	Safety disc		100	As & when required
	Siphon tube		100	As & when required
	Discharge horn		100	As & when required
	Instruction label		100	As & when required
	Monthly inspection stickers		500	As & when required
	Mounting bracket/ holder		100	As & when required
	Wall bracket/ holder		100	As & when required
	Chevron		100	As & when

	Backing Board			required

Table 13: OEM Functional Testing and Servicing of Emergency Response Vehicles

Component	Service	Quantity	Frequency
Vehicle Fire Pump	• Vibration test on fire pump • Pressure tests • Flow tests • Stroke test on supply and delivery valves	2	Yearly
Hydraulic system	• System pressure	2	Yearly
Pneumatic system	• System pressure	2	Yearly
Electrical system	• System voltage/ amps	2	Yearly
Electronic management system	• Diagnostics for any faults	2	Yearly

Table 14: OEM Inspections and Service of Emergency Response Vehicles

Component	Testing	Quantity	Frequency
Engine	• Oil levels • Water levels • Oil leaks • Water Leaks • General appearance and condition of the engine	3	Yearly
Vehicle lights	• Functioning of all lights • Visibility of lights • Damage on the lights	3	Yearly
Vehicle siren system	• Functioning of the system • Audibility of the system	3	Yearly
Vehicle tyres	• Damage on the tyres • Tyre pressure • Tyre threads	3	Yearly

Vehicle Braking System	• Vehicle Power Take-Off (PTO)	2	Yearly
Operational performance of the fire pump	• Pump engage/ disengage • Functioning of pump gauges • Pump delivers water with rated pressure • General appearance of the fire pump	2	Yearly
Vehicle fixed lifting equipment (e.g. winch)	• Damage to the system controls • Damage on the cabling	3	Yearly
Batteries	• Water level • Terminals cleanliness • Terminals damage • Terminals secured • Overall safety condition	3	Yearly
Communication radio	• Functioning of the system • General condition of the system	3	Yearly
Water and foam tanks	• Tank lining • Tank bolts • Tank strainers • Tank level indicator	2	Yearly
Couplings	• Lugs • Seals • Out-of-round damage	2	Yearly
Safety	• Overall safety condition of the emergency vehicle for operational use	3	Yearly

Table 1: OEM Emergency Response Vehicles Refurbishment

Component	Service	Quantity	Frequency
Cab	• Refurbish	3	10-yearly
Water tank	• Refurbish	2	8-yearly

Foam tank	• Refurbish	2	8-yearly
Pump	• Refurbish	2	5-yearly
Pump controls	• Refurbish	2	5-yearly
Valves	• Refurbish	2	5-yearly
Couplings	• Refurbish	2	5-yearly
Pressure gauges	• Refurbish	2	3-yearly
Emergency lights and siren	• Refurbish	2	5-yearly
Hydraulic system	• Refurbish	2	5-yearly
Pneumatic system	• Refurbish	2	5-yearly
PTO	• Refurbish	2	5-yearly
Transmission system	• Refurbish	2	5-yearly
Lockers	• Refurbish	2	10-yearly
Brake system including airbrakes	• Refurbish	2	5-yearly
Light emergency vehicle (Class 1) suspension	• Refurbish	1	5-yearly
Medium heavy emergency vehicle (Class 2) suspension	• Refurbish	1	5-yearly
Vehicle body repair and spray	• Refurbish	3	10-yearly
Emergency vehicle	• Life of plant replacement	3	20-yearly

Table 16: Load Testing and Service on Fire and Rescue Lifting Equipment

Component	Service	Quantity	Frequency
Winches	• Inspection: safe to operate • Load testing	3	Yearly
Rescue tripod	• Inspection: safe to operate	2	Yearly

	• Load testing		
Chain block	• Inspection: safe to operate • Load testing	2	Yearly
Chains	• Inspection: safe to operate • Load testing	2	Yearly
Lever Hoist	• Inspection: safe to operate • Load testing	2	Yearly
Fire ladders	• Inspection: safe to operate • Load testing	4	Yearly
Rope rescue harnesses (metal connector points)	• Inspection: safe to operate • Load testing	10	Yearly
Hydraulic spreader	• Inspection: safe to operate • Load testing	2	Yearly

Table 2: Dye Pen Testing and Service on Fire and Rescue Lifting Equipment

Component	Service	Quantity	Frequency
Life Safety rope (100m)	• Inspection: safe to operate • Dye pen testing	2	Yearly
Utility rope (100m)	• Inspection: safe to operate • Dye pen testing	2	Yearly
Rope rescue ascending devices	• Inspection: safe to operate • Dye pen testing	50	Yearly
Rope rescue descending devices	• Inspection: safe to operate • Dye pen testing	50	Yearly
Rope rescue pulleys	• Inspection: safe to operate • Dye pen testing	30	Yearly
Rope rescue-edged caterpillars/ plats	• Inspection: safe to operate • Dye pen testing	10	Yearly
Rope rescue figure of 8s	• Inspection: safe to operate • Dye pen testing	20	Yearly

Rope rescue swivels	• Inspection: safe to operate • Dye pen testing	20	Yearly
Rope rescue harnesses (metal connector points)	• Inspection: safe to operate • Dye pen testing	10	Yearly
Rope rescue carabiners	• Inspection: safe to operate • Dye pen testing	50	Yearly
Rope rescue rigging plats	• Inspection: safe to operate • Dye pen testing	20	Yearly
Hydraulic cutter	• Inspection: safe to operate • Dye pen testing	2	Yearly
Hydraulic spreader blades	• Inspection: safe to operate • Dye pen testing	4	Yearly
Fire ladders	• Inspection: safe to operate • Dye pen testing	4	Yearly
Hydraulic pump	• Inspection: safe to operate • Test all moving parts	2	Yearly
Hydraulic spreader	• Inspection: safe to operate • Test all moving parts	2	Yearly
Hydraulic ram bars	• Inspection: safe to operate • Test all moving parts	6	Yearly
Hydraulic door opener (rabbit tool)	• Inspection: safe to operate • Test all moving parts	1	Yearly

Table 38: Inspection, Service and Testing of Pneumatic Rescue Equipment

Component	Service	Quantity	Frequency
Pneumatic pump/ compressor	• Inspection: safe to operate • Test all moving parts	1	Yearly
Pneumatic Ram Bars	• Inspection: safe to operate • Test all moving parts	6	Yearly
Pneumatic	• Inspection: safe to operate	2	Yearly

regulator	• Test all moving parts		
Pneumatic vetter bags control system controller	• Inspection: safe to operate • Test all moving parts	2	Yearly
Pneumatic vetter bags	• Inspection: safe to operate • Test all moving parts	6	Yearly
Breathing apparatus cylinder carbon fibre composite	• Inspection: safe to operate • Test all moving parts	20	Yearly
Breathing apparatus cylinder steel	• Inspection: safe to operate • Test all moving parts	25	Yearly
Mobile Breathing Apparatus compressor	• Inspection: safe to operate • Test all moving parts	1	Yearly
Pneumatic hoses	• Inspection: safe to operate • Test all moving parts	5	Yearly
Inline relief valve	• Inspection: safe to operate • Test all moving parts	2	Yearly

Table 19: Inspection, Service and Testing of Mechanical Rescue Equipment

Component	Service	Quantity	Frequency
Chainsaw	• Inspection: safe to operate • Test all moving parts	1	Yearly
Carborundum cutter (rotary saw)	• Inspection: safe to operate • Test all moving parts	1	Yearly
PPV fan	• Inspection: safe to operate • Test all moving parts	2	Yearly
Vehicle stabilization struts	• Inspection: safe to operate • Test all moving parts	2	Yearly
Trench shoring rams	• Inspection: safe to operate • Test all moving parts	20	Yearly
Steering cover	• Inspection: safe to operate	2	Yearly

Window puncher	• Inspection: safe to operate • Test all moving parts	2	Yearly
High-lifting jack	• Inspection: safe to operate • Test all moving parts	1	Yearly

Table 20: Inspection, Service and Testing of 'Hydro' Equipment

Component	Service	Quantity	Frequency
Pistol grip hand-controlled branch/ nozzle	• Inspection: safe to operate • Test all moving parts	6	Yearly
Dividing breech	• Inspection: safe to operate • Test all moving parts	2	Yearly
Collecting breech	• Inspection: safe to operate • Test all moving parts	2	Yearly
Ground monitor	• Inspection: safe to operate • Test all moving parts	5	Yearly
Deck monitor	• Inspection: safe to operate • Test all moving parts	1	Yearly
Foam inline inductor (eductor)	• Inspection: safe to operate • Test all moving parts	2	Yearly
Foam pickup tube	• Inspection: safe to operate	2	Yearly
Portable floating pump	• Inspection: safe to operate • Test all moving parts	2	Yearly

Table 41: Inspection, Service and Testing of Electrical Rescue Equipment

Component	Service	Quantity	Frequency
Portable/ fixed electrical generators	• Inspection: safe to operate • Test all moving parts	2	Yearly
Thermal Imaging Camera	• Inspection: safe to operate • Test all moving parts	2	Yearly

Pump system rear mount – firefly 1040	• Electrical test (current/ undercurrent and functional)	1	Yearly
Combustible gas monitor	• Inspection: safe to operate • Electrical test (current/ undercurrent and functional)	2	Yearly
Vehicle communication radio	• Inspection: safe to operate • Electrical test (current/ undercurrent and functional)	4	Yearly
Emergency vehicle sirens	• Inspection: safe to operate • Electrical test (current/ undercurrent and functional)	6	Yearly
Emergency vehicle lighting	• Inspection: safe to operate • Electrical test (current/ undercurrent and functional)	6	Yearly

Table 52: Inspection, Service and Testing of the Integrity of Personal Protective Equipment and Clothing

Component	Service	Quantity	Frequency
Hazmat gloves	• Inspection: safe to operate • Functional safety test	12 pairs	Yearly
Hazmat boots	• Inspection: safe to operate • Functional safety test	12 pairs	Yearly
SCBA mask	• Inspection: safe to operate • Functional safety test	50	Yearly
SCBA Backplate and harness	• Inspection: safe to operate • Functional safety test	50	Yearly
Personal Alert Safety System (PASS) device	• Inspection: safe to operate • Functional safety test	20	Yearly
HAZMAT Suit Class A	• Inspection: safe to operate • Functional **leak** test	12	Yearly
HAZMAT Suit Class B	• Inspection: safe to operate • Functional safety test	12	Yearly

Table 23: Inspection and Testing of the Integrity of Miscellaneous Rescue Equipment

Component	Service	Quantity	Frequency
Bag Valve Mask	• Inspection: safe to operate • Functional safety test	2	When required Yearly
Glucometer	• Inspection: safe to operate • Functional calibration	2	When required Yearly
Spider harness	• Inspection: safe to operate	2	When required

Table 64: Inspection, Service and Testing of the Integrity of HAZMAT Equipment)

Component	Service	Quantity	Frequency
Cooling jackets c/w gel packs	• Inspection: safe to operate	8	When required
Intrinsically safe rechargeable torches	• Inspection: safe to operate • Intrinsic safety test	6	Yearly
Portable magnetic green strobe	• Inspection: safe to operate • Functional safety test	1	Yearly
Portable LED flood lights	• Inspection: safe to operate • Functional safety test	2	Yearly
Electronic BA Tally Board	• Inspection: safe to operate • Functional safety test	1	As & when required
Portable decontamination shower	• Inspection: safe to operate • Functional safety test	2	As & when required
1.5 Bar foot pump	• Inspection: safe to operate • Functional safety test	1	Yearly
17-piece intrinsic safe tool kit	• Inspection: safe to operate • Intrinsic safety test	1	Yearly
3.2 KW generator	• Inspection: safe to operate • Functional safety test	1	Yearly

Windsock, 5m telescopic pole & tripod stand	• Inspection: safe to operate • Functional safety test	1	Yearly
Portable dams	• Inspection: safe to operate • Functional safety test	2	Yearly
Decon shelter	• Inspection: safe to operate • Functional safety test	1	Yearly

1.3 Interpretation and terminology

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
COIDA	Compensation for Occupational Injuries and Diseases Act
CO2	Carbon Dioxide
DCP	Dry Chemical Powder
DEL	Department of Employment and Labour
HAZMAT	Hazardous materials
HCA GHS	Hazardous Chemical Agents Globally Harmonized System
NKP	National Key Point
PPE	Personal Protective Equipment
SDS	Safety Data Sheet
SETA	Sector Education and Training Authority
SHEQ	Safety, Health, Environment and Quality

2 Management strategy and start up.

2.1 The *Contractor*'s plan for the *service*

The Contractor submits a first plan for acceptance within 2 x weeks of the contract date. The Contractor supplies all other required documentations, required prior to the start of the Works, within the period stipulated at the kick-off meeting.

2.2 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Employer* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Project Kick-off Meeting	3 days Contract Award	Kusile Power Station	Employer, Contractor and Others

Service Progress Meeting	To Be Confirmed during kick-off meeting	Kusile Power Station	Employer, Contractor and Others
Risk register and compensation events	To Be Confirmed during kick-off meeting	Kusile Power Station	Employer Contractor
Overall contract progress and feedback	To Be Confirmed during kick-off meeting	Kusile Power Station	*Employer*, *Contractor* and _Others__
SHEQ Executive	To Be Confirmed during kick-off meeting	Kusile Power Station	*Employer*, *Contractor* and _Others__

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *service*. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

2.3 *Contractor's* management, supervision and key people

Contractor to submit an Organogram for the company indicating all roles and responsibilities relevant to the implementation of the work stated in this document. The *Contractor* is required to make all appointments as per the technical, Quality and Health and Safety and Environmental requirements. The *Contracto*r shall provide all SHEQ and compliance documentation which include but not limited to the following:

SHEQ policy
SHE Plan
Environmental Plan
Environmental Policy
Risk Management Plan
Baseline Risk assessment
All accreditation and qualifications
Technical and professional organizations affiliations.
SHEQ appointments
SHEQ accreditations

2.4 Provision of bonds and guarantees

Not applicable

2.5 Documentation control

All contractual communication between the *Employer* and the *Contractor* shall be in the form of properly compiled letters or forms attached to e-mails and not as a message in the e-mail itself.

2.6 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager*'s payment certificate. The *Contractor* shall address the tax invoice to ESKOM HOLDINGS SOC Ltd.
and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager;*

- The contract number and title;
- *Contractor*'s VAT registration number;
- The *Employer*'s VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- The invoice is to be submitted to invoiceseskomlocal@eskom.co.za once confirmed with the payment certificate.

2.7 Contract change management

Contract change management shall be done as per the NEC TSC3 compensation event process.

2.8 Records of Defined Cost to be kept by the Contractor

According to NEC April 2013, Defined Cost is payments by the Contractor in providing the services for:

- People who are employed by the Contractor
- Plant and Materials
- Work subcontracted by the contractor
- Equipment

less Disallowed Cost.

The Contractor needs to keep record of all defined costs as laid out in the NEC April 2013 rules and make them available to the Service Manager for inspection on request within 24 hours. The direct fee percentage filled in 11.2 (8) under the Contract Data will be deemed “the fee” and will be used to calculate a compensation event cost.

2.9 Things provided at the end of the *service period* for the *Employer*'s use

Not applicable

3 Health and safety, the environment and quality assurance

3.1 Legal compliance

3.1.1 Section 37.2 Legal Agreement

A section 37(2) agreement must be signed between Eskom Kusile Power Station and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main contractor and all their appointed contractors for the contract. The original copy of the section 37(2) agreement must be retained by the contractor, and a copy must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor’s OHS file.

3.1.2 Hazardous Work by Children (Child Labour)

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

1. being protected from exploitative labour practices.
2. not be required or permitted to perform work or provide services that
3. are inappropriate for a person of that child’s age; or
4. This places 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 child's constitutional rights. 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 Kusile Power Station does not condone the use of child labour and, therefore, all effort must be exercised, and child labour should not be used.

3.1.3 OHS Act

The Service Provider shall comply with the environmental criteria and constraints stated in Kusile Power Station Environmental Management Plan.

3.1.4 Legislative Compliance

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

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

1. The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
2. Occupational Health and Safety Act (Act 85 of 1993) and its Regulations.
3. National Environmental Management Act 1998 (Act 107 of 1998).
4. Environment Conservation Act 1989 (Act 73 of 1989).
5. National Water Act 1998 (Act 36 of 1998).
6. Civil and Building Work Act.
7. National Road Traffic Act 93 of 1996.
8. Compensation for Occupational Injures and Diseases Act.
9. SANS Standards –Contractor shall use the relative standards applicable to the project.

3.2 Eskom Kusile Power Station Requirements

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

Before the Appointed Contractor commences with any work, The Safety file package must be submitted to the OHS department **2 weeks** before the agreed project commencement date.

The OHS department shall assess and give written feedback to the appointed contractor.

The safety file shall be approved by a form of a written letter; the letter shall authorise the appointed contractor to commence with site establishment.

Before the appointed contractor commences with any work, the Kusile power station Project Manager/Contract Manager shall ensure that;

1. A copy of the SHE Specification document is in the possession of the responsible person of the contracting company as well as the Kusile Power Station baseline risk assessment.
2. The responsible person of the contracting company and the Kusile power station project manager/contract manager have signed the Kusile power station section 37 (2) agreement.
3. The appointment of the Appointed Contractor has been concluded and signed by the Contractor and Appointed Project Manager. A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
4. Where a Subcontractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable Kusile power station SHE specifications to the Subcontractor(s).

3.2.1 Requirements Specific to the issued Scope of Work

In compliance with legal and other requirements, the following requirements must be complied with fully:

1. There must be a written method statement signed by the Kusile Contract Manager and Appointed Contractor that shall detail how the activity shall be carried out
2. The activities must be carried out with the Supervisor present at all times
3. The supervisor must conduct planned task/ job observations and submit to the OHS department weekly reports.
4. Certificate and environmental certificate must be issued before any person is allowed to enter.
5. Employees must be medical fit to perform the task.
6. Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates
7. The safe work procedures must indicate how the Servicing and Maintenance of Fire and Rescue Equipment at Kusile Power Station Scope of work activities will be done safely without endangering the health and safety of employees.
8. Submit a detailed SHE plan which must be suitable, practical, site specific, well- documented and a workable SHE document, compiled to satisfy the requirements of the OSH Act 85 of 1993, the Sub-'s safety specifications and other relevant legislation. The SHE plan must be aligned in terms of suitability and adequacy to the extent of the scope of work. The SHE plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.
9. The SHE plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE plan as well as include how deviations/non-conformances shall be managed.
10. The SHE plan must be approved by the Kusile project manager/contract manager in writing before it is submitted to OHS department.
11. The contractor must identify suitable PPE required for the activities including the identification of appropriate tools
12. The contractor must submit job descriptions supported by proof of competencies for all employees.
13. Applicable legal appointments must form part of the safety file with competency certificates per appointment.

Health & Safety Representative Required Competencies:

1. General Health and Safety Training
2. Health and Safety Representative Training
3. Hazard Identification and Risk Assessment Training
4. Incident Investigation and Root Cause Analysis Technique Training

Supervisor Required Competency:

1. Three years applicable experience as a supervisor
2. Attended an accredited supervisor's safety course
3. General Health and Safety course
4. Incident Investigation and Root Cause Analysis Technique Training
5. Hazard Identification and Risk Assessment Training

Safety Officer Appointment typical competencies

1. OH&S Act and Regulations (latest version of the Act and regulations);
2. COID Act (latest version of the Act);
3. Incident Investigation and Root Cause Analysis Technique;
4. Hazard Identification and Risk Assessment Training
5. Emergency Preparedness Coordination Training

3.3 OHS Policy

An OHS policy is a statement of intent and a commitment by the organization's CEO and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational OHS policy in line with their OHS responsibilities. The policy must be signed by the organisation's CEO or the appointed assistant to the CEO, OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS Plan. OHS Policy to comply with the requirements of OHS Act Section 7 and ISO 45001:2018, Clause 5.2.

3.4 Covid -19 Policy

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

3.5 COIDA

The main contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid Letter of Good Standing from such commissioner. The obligation lies with the contractors to ensure that the Letter of Good Standing remain valid throughout the contract period. A copy of the Letter of Good Standing must be filed in the contractor OHS files.

3.6 Costing for OHS within the Project

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

3.7 Statutory APPOINTMENTS

The main contractor and all appointed contractors must appoint competent workers who will comply with the OHS Act for the duration of the contract. Before requiring appointees to accept an appointment, the employer must ensure that they have received appropriate training and/or information about their responsibilities. The relevant statutory appointments must be made in

compliance with the OHS Act's criteria, which include appointing a qualified individual to the appropriate roles. The following should be included in the statutory appointments, but not limited to:

1. OHS Act General Administrative Regulation 9(2) – Incident Investigator
2. OHS Act Section 19 (3) - Health and Safety Committee Member
3. OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
4. OHS Act, Section 17 – Health and Safety Representative.
5. OHS Act General Safety Regulations 3(4) – First Aider/s

3.8 Non-Statutory APPOINTMENTS

1. Eskom Kusile Power Station requirement - Chairperson of Health and Safety Committee
2. Eskom Kusile Power Station Site Manager
3. Eskom Kusile Power Station Site Supervisor
4. Risk Assessor
5. Safety Officer
6. Hazardous Chemical Agent Co-coordinator
7. Fire watcher

3.9 Eskom Kusile Power Station Life-Saving Rules

1. Eskom Kusile Power Station places a high value on health and safety and urges every organization that undertakes work for Eskom Kusile Power Station to do the same.
2. Eskom Kusile Power Station has developed seven life-saving guidelines that will apply to all Eskom Kusile Power Station employees, agents, consultants, and contractors. Any Eskom Kusile Power Station employee or employee of a Main Contractor or appointed contractor who fails to follow these rules would be deemed a serious violation. These rules are in place to protect any employee, labour broker, or contractor working from significant injury or death.
3. If any contractual work (including delivery of any product) is to be undertaken on Eskom Kusile Power Station premises, the rules shall be obeyed by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	**OPEN, ISOLATE, TEST, EARTH, BOND, AND ENSURE EQUI-POTENTIAL ZONE** (That is plant, any plant operating above 1000 V)
Rule 2	**HOOK UP AT HEIGHTS** Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	**BUCKLE UP** No person may drive any vehicle on Eskom Kusile Power Station business and/or on Eskom Kusile Power Station premises: Unless the driver and all passengers are wearing seat belts.

Rule 4	**BE SOBER** No person is allowed to be under the influence of intoxicating liquor or drugs while on duty.
Rule 5	**PERMIT TO WORK** Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	**ENSURE SAFE LIVE WORKING** Only perform live work (never mix live and dead work on the same site at the same time.
Rule 7	**NO REVERSING WITHOUT A SPOTTER OR FLAGMAN** Ensure that vehicles are only reversed when a spotter or flagman is in place

Eskom Kusile Power Station will take a zero-tolerance approach to these policies. Non-compliance to Life-Saving Rules is regarded serious misconduct and will result in serious disciplinary action, which may include dismissal. This is to ensure that everyone who works on or visits an Eskom Kusile Power Station facility returns home to their families safely.

3.10 Substance Abuse

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

3.11 Contractor Organisational Structure

The Main contractor must provide an organisational organogram on the company’s letter head related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees, legal appointments and the Organogram must be signed off by the company's 16(1) or 16 (2).

The Main contractor must ensure that all appointed contractors comply with this requirement. The Main contractor is responsible for keeping copies of all the organograms’ as well as submitting

them with the OHS plan. All organograms shall be updated timeously when appointments are changed. This diagram must be kept up to date and filed in the project OHS files.

3.12 Roles and Responsibilities

Commitment

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

3.12.1 Main contractor and appointed contractors

Note 1: Most of the roles and responsibilities listed apply to both Main contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

1) Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
2) Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3) Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Kusile Power Station Project Manager.
4) Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5) Ensure that the minimum legislative, regulatory and Eskom Kusile Power Station OHS requirements are complied with on all work sites.
6) Give the Eskom Kusile Power Station project managers and line managers / responsible managers their full participation and cooperation.
7) Compile a OHS (Occupational health and safety) file where all relevant health and safety records must be kept for each work site.
8) The Main contractor must provide the project manager with the Compensation Commissioner’s valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor’s company. Similarly, the Main contractor must provide the Eskom Kusile Power Station project manager with all the valid letters of good standing from their appointed contractors.
9) Contractors must provide the Main contractor with a certified copy of the Compensation Commissioner’s valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor’s company.
10) Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.

11) Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
12) Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
13) Ensure that their contractors (whom they intend to appoint) have made detailed provision for the cost of safety and health measures throughout the project.
14) Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of people or a risk of degradation to the environment.
15) Take reasonable steps to ensure cooperation between all their appointed contractors.
16) Ensure that Eskom Kusile Power Station OHS requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors OHS files. Only appoint contractors who are competent to do work, have satisfied the OHS compliance requirements and are satisfied that the contractor has the necessary competencies and resources to perform the work safely.
17) Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
18) Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
19) Not victimize or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
20) Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
21) Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identifying hazardous and potentially hazardous work operations.
22) Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
23) Ensure that an organization medical surveillance programme for the duration of the contract is in place and maintained.
24) Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
25) Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE.
Note: should the Main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
26) Must have a substance abuse program which must be in line with Eskom Kusile Power Station requirements.
27) Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.
28) Be involved in all their appointed contractor's incident investigations.
29) When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

3.12.2 Contractor site supervisor

The contractor site supervisor must be trained in the following:

1. HIRA, Incident Investigation, Supervisor, and Legal Liability trainings and must:

a) Be competent to perform the required supervisory tasks.
b) Ensure their employees and all appointed contractors comply with the required statutory and Eskom Kusile Power Station project requirements.
c) Inspect all work done by the contractors to ensure adherence to Eskom Kusile Power Station 's standards and specifications
d) Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
e) Monitor contractors for adhere to statutory requirements and safety standards.
f) Monitor contractors overall OHS performance on site in order to achieve excellent results
g) Discuss all OHS related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom Kusile Power Station project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
h) Continual liaison between the Main contractor, appointed contractors and employees.
i) Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom Kusile Power Station:
j) Conduct site Inspections for compliance to OHS requirements and compiles the relevant inspection reports.
k) Submit the observation reports to the relevant management.
l) Submit the required OHS reports communicated by Eskom Kusile Power Station e.g. manpower numbers, incident statistics report etc
m) Have meaningful participation in the project statutory health and safety committee meetings.
n) Participate in all appointed contractor incident investigations.
o) Participate in the Main contractor's emergency preparedness planning.
p) Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
q) Issue site instructions on behalf of the Main contractor where and when the appointed contractors deviate from safety requirements.

3.12.3 Contractor Health and Safety Officer

1) Full-time Safety Officer is required for this contract.
2) The contractor health and Safety officer must be trained in the following:
   a) SAMTRAC, HIRA, Incident investigation training, Legal liability, Training, knowledge and understanding of ISO 4500, Minimum work experience 2yrs.
   b) OHS Diploma (applicable to 3-5 years contract).

3.13 Risk Assessment (Refer to 32-520)

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

It is essentially a three-stage process:

1. Identification of all hazards.
2. Evaluation of the risks;

3. Measures to control the risks.

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

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

1) Each activity is listed.
2) Specific hazards are identified and listed against each activity.
3) The magnitude of each risk is rated as Low. Medium or High.
4) All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders.
5) The relevance, effectiveness and sufficiency of these controls are assessed.
6) In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up.
7) Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned.
8) Persons responsible for monitoring the task and carrying out the planned job observation must be nominated.
9) Completed risk assessment shall be handed to the Eskom Kusile Power Station Project Manager representative for comment and approval.
10) The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

The following are known hazards associated with the work:

1) Noise
2) Confined space entry
3) Scaffolding
4) Slippery conditions
5) Falling objects
6) Open drains, trenches, sumps, and manholes, etc.

7) Hazardous chemicals, materials, and gasses

8) Oil and chemical spillages

9) Sharp tools and objects

10) Heat exhaustion

11) Sunburn

12) Insect bites and stings

13) Working at heights

3.14 Safe Work Procedures / Method Statements

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when: -

1) Designing a new job or task.

2) Changing jobs or task.

3) Introducing new equipment or substances; and

The safe working procedure should identify:

a) The supervisor for the task or job and the employees who will undertake the task;

b) The tasks that are to be undertaken that pose risks;

c) The equipment and substances that are used in these tasks;

d) The control measures that have been built into these tasks;

e) Any training or qualification needed to undertake the task;

f) The personal protective equipment to be worn;

g) Actions to be undertaken to address safety issues that may arise while undertaking the task.

3.15 Fire Equipment Service and Maintenance

1. All firefighting equipment that have been provided shall:
   a) Be clearly labelled
   b) Conspicuously numbered
   c) Entered in a register
   d) Inspected monthly by a competent person
2. Tested and serviced every 12 months.
3. Results entered in the register and signed by competent person.

3.16 Flammable and Combustible Liquids

1. For storage of hazardous and flammable liquids, a maximum storage as per the scope of work and the approval to be obtained from the local Municipality and to be complied with for the duration the project.
2. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed, and maintained.
3. All fuel storage areas must comply with the following requirements: -
   a) Storage should be well clear of buildings.
   b) Storage areas must be kept free from all combustible materials.
   c) All Safety signs must be prominently displayed i.e.
      i) Flammable Liquid.
      ii) No Smoking.
      iii) No open flames.
   d) Adequate firefighting equipment must be available.
4. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
5. Bunded area shall have a drain valve.
6. No other material/equipment shall be stored in the bunded area.
7. For storage of hazardous and flammable liquids, the approval must be obtained from the Fire department and/or the Municipality (if the services are rendered/available in the local Municipality).
8. The storage of flammable or hazardous storage must be well ventilated.

3.17 Hazardous Chemical Agents

1. Ensure the implementation and compliance to HCA GHS.
2. The contractor shall ensure that an HCA that is used, handled, or stored at the workplace is correctly labelled as per GHS Requirements.
3. GHS compliant safety data sheet must be presented.
4. Ensure that a container labelled for an HCA is used for only
5. The use, handling, or storage of that HCA.
6. As far as is reasonably practicable, ensure that when an HCA is transferred or decanted at the workplace, from its
7. Original container into a destination container, the destination container is correctly labelled for that HCA.

Safety Data Sheets (SDS) for materials in accordance with the requirements of the Globally Harmonized System:

1. Chemical product and company identification

2. Hazards identification
3. Composition/information on ingredients
4. First-aid measures
5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls and personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information

Storage of Hazardous Substances

1. A register of Hazardous Agent and Safety Data Sheets shall be developed, maintained, and kept at the Contractor's Site Office.
2. Without limiting the Contractor's responsibilities under applicable Legislation, work shall be conducted in such a manner as to ensure that: No substance, which can harm or is likely to harm the environment, is to be allowed to leak, spill or escape from any container or storage area.
3. No oil or other effluent is permitted to escape into the drainage system and / or local storm water system.
4. No oil or other effluent is permitted to escape into the ground and cause soil contamination.

3.18 Refuelling at Eskom Kusile Power Station site

1. Before a machine/vehicle can be refuelled, the motor must be stopped.
2. Refuelling shall take place at designated safe areas and appropriate warning signs installed.
3. Suitable drip trays must be used to prevent spillage at the filling nozzle.

3.19 First Aid Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008. It is good practice for all employees to be trained to at least level 1.
3. Certificate of competency for first-aider/s. Please have certificates with the following information available to be checked
4. Name of the First-Aider:
   a) Certificate number
   b) Expiry date
   c) Training Institution;
   d) SETA Accreditation number and CI number.

The competency ought to be in line with latest Department of Employment and Labour requirements (No level 1,2,3 will be accepted but relevant unit standard should be indicated, and Competency Certificate should be from Accredited institution. QCTO/SETA accredited and DoEL approved training providers, providing skills programmes/unit standard training will only be accepted, which includes:

   a) US 119567 – Perform basic life support and first aid procedures.
   b) US 120496 – Provide risk-based primary emergency care/first aid in the workplace.
   c) US 376480 – Provide first aid as an advanced first responder.

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

3.19.1 Boxes and Equipment

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

1. Item 1: Wound cleaner/antiseptic (100ml).
2. Item 2: Swabs for cleaning wounds.
3. Item 3: Cotton wool for padding (100 g).
4. Item 4: Sterile gauze (minimum quantity 10).
5. Item 5: 1 Pair of forceps (for splinters).

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

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

3.20 Statutory Health and Safety Committees

1. The Main contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the Main contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and OHS requirements, incidents and lessons learned specific OHS problems, safety performance, action plans and other relevant OHS issues. Listed below is a preferred agenda.
4. OHS representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act).
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the Main contractor and the project manager and the Inspector at DoL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The Main contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.20.1 Non-statutory Health and Safety Committees

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

3.20.2 Meeting Agenda

The following serves as the guideline for the OHS Committee meeting agenda.

a) List of agenda items:

b) Matters arising from previous minutes

c) Matters arising from Contractor's OHS meetings.

d) Covid-19 compliance

e) Audit results and feedback

f) Review Health and Safety Representative Inspection Reports

g) Review

  i) Incident investigation reports

  ii) Non-Conformances

  iii) Announcements (near miss/injury/damage)

  iv) Follow up on recommendations made by the employer in incident investigation reports

h) Accident Prevention – Safety Promotion

  i) Planned Job Observations

  ii) OHS Training

  iii) Protective clothing and equipment

  iv) Incident Announcements / Recall

i) Forthcoming High hazard activities.

j) Non-conformances.

k) Housekeeping.

l) Work permits.

m) Work procedures.

n) Hazardous materials / substances.

o) Fire Prevention

p) Occupational Hygiene Assessments, Health Risks and Actions

q) Security

r) Rules, Instructions

s) Public Safety

t) Environmental Management

u) Emergency Preparedness

v) Statistics report

w) Closure

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

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

3.20.4 Toolbox Talks / Daily Team Talks / Pre Job Meetings

1) A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they understand the tasks, risks and control measures required.

2) Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, then weekly toolbox talks must be conducted. The toolbox talk topics will be based on OHS issues pertaining to the project site. The topic and the contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.21 OHS Training

1) The Main contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the Main contractor.

2) The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the Main contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.

3) Where legislative and Eskom Kusile Power Station recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.

4) When there is an amendment to the Acts and/or to the regulations, OHS specification and OHS plan, all affected staff shall undergo the applicable refresher training.

5) Appropriate time must be set aside for training (induction and other) of all employees.

6) Records of all training and qualifications of all contractor employees must be kept on the OHS file.

3.21.1 Main Contractor Induction training

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

3.21.2 Appointed Contractor induction training

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

3.21.3 Visitors to Site Induction

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

3.22 General Training

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

3.23 Contractor Site Establishment

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

1) Prior to establishing a project site, a site plan is required to be drawn and submitted to the project manager, listing position of all buildings, amenities, storage, stacking areas and temporary electrical installations. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
2) When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.
3) Main contractor's site facilities should be managed and kept hygienically clean.
4) Where the materials are stored at the work sites, proper stacking and storage shall be carried out and always maintained in good order.
5) The contractor shall during the enquiry make provision for the Occupational Hygiene Surveys costs in the bill of quantities as per the OHS Act and its regulations and in line with the scope of work.

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

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

3.24 Site Roads

1) When planning, sufficient areas must be allocated for parking of vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.
2) Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.25 Vehicle Management

1) It is the responsibility of the driver to ensure:
    a) Their passengers wear seat belts whilst the vehicle is in motion.
    b) Comply with all traffic road rules, safety, direction and speed signs.
    c) Ensure that vehicle loads are properly secured prior to moving off.
    d) Ensure that vehicles are not overloaded.
2) No persons may be transported at the back of a bakkie.
3) Drivers are required to conduct the route risk assessment prior to travelling/driving.
4) No drivers or operators may text, talk on cell phones or two-way radios whilst driving.
5) All drivers shall have a valid medical fitness certificate.

6) The First aid box with valid contents and fire extinguishers must be included in the vehicle, be services annually and inspected monthly. Drivers must be trained on how to use the First aid box and fire extinguishers.

7) Two triangles must be included in the vehicle and the emergency number be displayed at the back of the vehicle.

8) Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.

9) Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times and this is applicable to yellow plant.

10) Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine.

11) Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on site.

12) Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting materials.

13) The vehicle inspection checklist must include, but not limited to:

a) Reverse alarm / beeper
b) Yellow reflective tape
c) Mud flaps
d) Fire Extinguisher
e) 2 Triangles
f) First Aid Box
g) Safety belts for every seat
h) No fold-up or jockey seat
i) Tyres
j) License disc
k) Yellow reflective tape that must be fitted at a height of between 250mm and 1.5 metres
l) Speed warning sigh (100km/h) at the back of the minibus
m) Driver has a valid Public Driving Permit

3.26 Housekeeping and Order

1) Every contractor shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project/contract.

2) Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.

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

4) Nails protruding through timber shall be bent over or removed so as not to cause injury.

5) All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.

6) On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.

7) In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Main contractor in the first instance and the Eskom Kusile Power Station project/contract manager in the second instance.

8) The Eskom Kusile Power Station project/contract manager has the right to instruct the Main contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the Main contractor.

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

3.27 Stacking and Storage

1) The competent personnel must be appointed in writing to manage and supervise all stacking and storage on site.

2) Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.

3) Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.

4) Correct shelve stacking must be carried out, heavy and bulky on the bottom, light and small on top.

3.28 Workplace Signage and Colour Coding

1) Symbolic safety signage shall be displayed where it is required by legislation.

2) All symbolic safety signage shall conform to the requirements of SANS standard 1186.

3) Signs shall be positioned to be seen from most positions within the work sites / areas.

4) All signage must always be clear and be replaced timeously when worn out.

5) Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: contractor site/responsible manager; supervisors; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.

6) The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.

7) When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.

8) Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

9) The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.

10) Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.29 Tools and Equipment

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

2) Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.

3) Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the OHS plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

4) All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

5) Eskom Kusile Power Station reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.

6) Should Eskom Kusile Power Station personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom Kusile Power Station personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom Kusile Power Station 's instructions.

7) Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.

8) Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.29.1 Hand tools

1) All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the supervisor monthly as well as by users prior to use.

2) Under no circumstance will the contractors be allowed to use their equipment's with mushroom heads, to be removed at the end or beginning of shift prior to use.

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

4) All files and similar tools must be fitted with handles.

5) No makeshift tools are permissible on the project.

3.30 Scaffolding

1) Scaffolding use shall conform to the requirements of Eskom procedure 32-418 and used in terms of GSR 6.
2) The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
3) All scaffolding that will be used shall conform to the SANS standard 10085.
4) Scaffolding shall be erected and inspected by the competent personnel.
5) The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
6) The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds as the risk assessment.
7) A detailed inspection of all scaffolding shall be conducted at suitable intervals not exceeding seven days by a competent person and visual inspection shall be done every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site OHS files.
8) Visual inspections must always be carried out prior to every use.

3.31 Auditing

3.31.1 Approval and compliance of Main contractor OHS plan

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

3.31.2 Eskom Kusile Power Station OHS audits

Eskom Kusile Power Station shall evaluate all contractors OHS performance on an ongoing basis against the legal, Eskom Kusile Power Station requirements, OHS specification and the contractors OHS plans.

Note: ESKOM KUSILE POWER STATION RESERVES the right to conduct unannounced audits on contractors.

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

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

3.31.3 Contractor Audits

Main Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their OHS Plan monthly or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom Kusile Power Station project manager within one week after completion of the audit. Where appointed contractors are audited by the Main contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.32 Smoking

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

Eskom Kusile Power Station disciplinary measures will be taken against an individual or a company who disregard the Eskom Smoking Procedure.

3.33 Cellular Phones

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

3.34 Occupational Health, Hygiene and Rehabilitation

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

The contractor must provide training and information regarding the HCA's being transported.

Main contractor/appointed contractor must conduct or develop:

1) Health Risk assessment report identifying hazards and risks that the employees are exposed to.
2) Hygiene management Program for appropriate control of exposures.
3) Occupational Hygiene monitoring.

The following records must be available for audits:

1) Preventive actions (action plan feedback)
2) Exposure survey results.
3) Complaints records
4) Communication records
5) Reports on control of non-conformance and corrective action
6) Records for training and awareness's
7) PPE records (i.e. dust masks, ear plugs etc.).

Pre-existing medical conditions and restrictions must be declared with Eskom medical centre for management and accommodation of employees.

3.34.1 Medical Assessments

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

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

3.35 Roles and Responsibilities

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

3.36 Working at Heights

General Requirements

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position. Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan developed by the appointed competent person (as per 32-418 procedure) is in place and correctly implemented and consists of the following:

1) All appointments for the fall protection plan developer and implementer are in place.
2) Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3) Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4) A fall rescue plan, along with necessary equipment's and trained rescuers, are in place. Unit standard for Fall rescue plan required is 229995.

a) Appropriate training for working at height unit standard **229998** Appropriate height safety equipment and personal protective equipment have been issued to the individual.

b) Appropriate height safety equipment and personal protective equipment have been issued to the individual.

c) There are equipment inspection procedures and up-to-date inspection records.

d) Individuals are medically fit to work at height, and records of this are kept.

e) A site-specific risk assessment is performed.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

Every employer shall ensure that work at height is:

1) Properly planned.

2) Appropriately supervised; and

3) Carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

3.37 PPE Requirements

1) The Main contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.

2) All contractors shall comply with the requirements of GSR 2 of the OHS Act and

3) PPE Specification Standard 240-44175132.

4) The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.

5) If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued.

6) All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.

7) Where PPE is required and visitors are not in possession of, then it is the individual contractor’s responsibility to provide the PPE.

8) All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.

9) Where deemed as a requirement (as per risk assessment), then high visibility vests shall be worn.

10) Monthly inspection records of PPE must be kept in the Safety file

11) The contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.

3.38 Incident Investigation

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

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

3.39 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as possible. The contractor must develop and align their own Emergency response plan with Eskom Kusile Power Station ’s to address any emergency which might arise at any given point in time. The contractor to familiarise themselves with the Eskom Kusile Power Station emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of their plan. This must be recorded and provided on request.

3.40 Non-Conformance and Compliance

1) Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Eskom Kusile Power Station Procurement and Supply Chain Management Procedure.
2) Main contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3) The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4) Contractor project management must monitor the close out of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5) Where non-conformances are issued by Eskom Kusile Power Station then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6) Should the contractor fail to provide adequate PPE (as per PPE standards) to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom Kusile Power Station requirements.

3.41 OHS Files

1) OHS file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.

2) All contractors are required to keep the OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.

3) The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.

4) The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS plan.

5) Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

6) On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.

7) In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.42 Work Stoppage

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

3.43 Hours of Work

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

3.43.1 Normal Work

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

3.43.2 Night Work

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

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

3.43.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the Main contractor of such action. The Main contractor shall inform the Eskom Kusile Power Station project

manager of such function and provide proof of exemption from the Department of Employment and labour. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.44 Omissions from Safety and Health Requirements Specification

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

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

3.45 Contract sign off

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

3.46 Eskom Kusile Power Station 's Right to Terminate the Contract

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

3.47 Barricading

Eskom Kusile Power Station has a legal obligation under the Occupational Health and Safety Act to ensure a work environment that is free from harm. Furthermore, Eskom Kusile Power Station also has an obligation to protect our co-workers, Business Partners (contractors) and members of the public from hazards arising from any of the stations’ activities. The need to barricade a work area may arise from the following identified hazards, but not limited to:

a) Falling objects or flying objects due to work at heights

b) Falls into open trenches or excavations

c) Exposure during radiation work

d) Containment of hazardous chemical substances

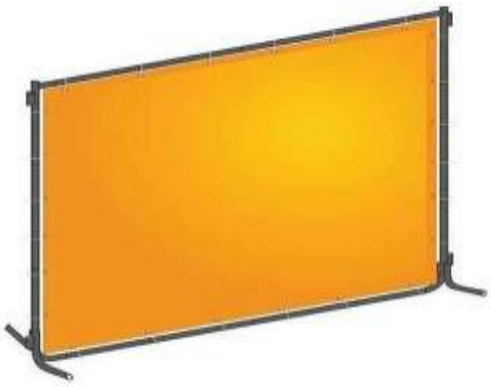
e) Contact with hot surfaces

f) Burns and Eyes impairment from hot work operations or activities

g) Exposure to risk of explosion.

<u>Types of Barricarding approved for use at Kusile Power Station:</u>

	
Road plastic barriers	**Solid Barricarding**

	
Safety Nets	**Safety Nets**
	
Welding screen (Hot work barricading)	**Welding blanket**

Prohibited Barricading material:

The danger tape (red and white) is prohibited as the means of barricading. **Only** the emergency response team can use this type of barricading in cases of emergency.

Danger Tape

The following requirements needs to be adhered to, at all times:

- Barricading shall be fitted with a tag which shall have the following information clearly displayed:
- Name of the department or Contractor Company,
- Name of the responsible person and contact number, frequency of barricading inspection.
- A warning sign shall be displayed informing people of the existence of the unsafe conditions.

The above information must be clearly attached to the barricade until the activity is completed and the barricading is safely dismantled

- Only solid barricading shall be allowed for activities longer than 7 days
- All safety netting barricades must be supported
- Under no circumstances must a barricaded area be accessed without the required authorization from the activity supervisor/responsible person. Unauthorized entry into a barricaded area is a violation of a safety rule and may lead to disciplinary measures.
- Never modify any constructed solid barricading to suit your own conditions as this is viewed as tempering. Contact the relevant person/s should such a need arise.
- There must be adequate lighting in barricaded areas.
- Climbing over solid barricading is prohibited and is considered a safety rule violation.
- All barricading should be erected at a sufficient distance away from the hazard to prevent physical contact being made between personnel or equipment and the hazard.
- The Supervisor of the work being conducted is accountable for ensuring that a risk assessment is conducted before the commencement of work and selecting the appropriate controls in relation to temporary barricading where the work will result in a hazard that may affect others.

3.48 Contractor Performance Monitoring

Contractor Management is required to do the following as part of the continuous improvement initiatives:

- Visible Felt leadership by top management
- Identify critical tasks and monitor by conducting Job Observations

- Contractor Chief Executive or Managing Director shall present the lost time incidents at Kusile Power Station Mancom meeting
- BSO Weekly
- Job Observations by supervisors weekly
- Submit OHS statistics monthly

3.5 Environmental Constraints and Management

a) The contractor and or supplier shall have a documented and implemented environmental management system e.g. environmental policy, operational procedures relating to their activities, Environmental Aspects and Impacts Register.

a) The contractor and or supplier shall prepare an environmental management plan relating to their activities that will be carried out. The environmental management plan shall be based on, amongst others, Eskom Kusile Power Station's OEMP and any other applicable environmental legislation. The environmental management plan must include all the aspects and impacts relating to the activity and address the principle of continual improvement.

b) The contractor and or supplier employees shall attend induction on environmental management prior to commencement of work at Kusile Power Station.

c) The contractor and or supplier shall comply with all Eskom Kusile Power Station environmental requirements such as policies, standards and procedures.

d) The contractor shall appoint trained and competent personnel in writing, who will have the responsibilities of implementing all environmental requirements on a specific contract.

e) Non-conformance and All spills/emergency incidents shall be reported to Eskom Contract Manager and Environmental Officer(s) immediately on occurrence, such reports must include but not limited to the following information:
   i. The date and time of the incident
   ii. The cause of the non-conformance/incident
   iii. The proposed actions to correct and prevent recurrence.

f) Eskom Kusile Power Station shall issue non-conformances where there are deviations from Eskom Kusile Power Station Procedures and any other environmental requirements, and the Contractor or Supplier shall be responsible to provide an action plan and close out of such non-conformances timeously.

g) Environmental Incident Investigations shall be done jointly where responsible managers and the environmental team from Eskom and the Eskom subsidiary or contractor are present.

h) Environmental Incident investigation shall be done in accordance to Eskom Environmental Incident Management Procedure (240-133087117).

i) The contractor or supplier shall be responsible to ensure duty of care during execution of work at Kusile Power Station and shall be liable for the costs for the costs of remedying pollution, environmental degradation and consequent adverse health effects as indicated on the NEMA principles below:

National Environmental Management Act 107 of 1998 (NEMA) principles:

1) **Duty of care and remediation of environmental damage:**
   Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

2) **Polluter Pays Principle**
   i. The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution,

environmental damage or adverse health effects must be paid for by those responsible for harming the environment.

ii. The contractor and or supplier shall allocate funds for the implementation of environmental requirements.

iii. All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

iv. All waste generated during the execution of the scope of work shall be managed in accordance with Kusile Power Station Waste Management Work Instruction (240-105776552) and in compliance with applicable environmental legislation and bylaws.

v. All contractors should be aware of Eskom SHEQ Policy.

vi. All contractors must consider environmental consideration when carrying out Risk Assessments.

vii. All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated.

3.5.1 Records to be kept on site for Environmental Management

The following minimum records shall be kept on sites:

a) Contractor site specific Environmental Management Plan and Environmental aspect and impact register.
Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available.

b) Environmental Incident registers and investigation reports.
Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.

c) Non-conformance register.
When non-conformances are imposed, they should be investigated and close-out within the agreed timeframes.

d) Complaints register.
Where complaints are raised they should be reported to Kusile Environmental Management Department, be investigated and closed out.

e) Waste disposal register

f) Hazardous Substances registers and SDS where applicable.
Where hazardous substances are used, a register should be maintained and all SDS should be available and communicated to employees.

g) Records of audit reports and audit findings close-out, where applicable.

h) Records of audit and how findings where closed should be maintained.

i) Records of environmental inspections conducted.
Monthly environmental inspection should be conducted and records of inspections should be maintained.

j) Licences for Landfill sites/Waste Treatment plant for all waste streams generated and disposed by the contractor.

k) Registration certificate for a waste service provider appointed by the contractor

l) Safe disposal certificates or weighbridge certificates for all waste disposed.

3.5.2 Tender submission documentation

The following documentation shall be submitted with all tender submissions:

a) Environmental Policy
b) Aspect and impact register or an environmental management plan (relevant to the scope of work).
c) Environmental Management System Certificate (if certified) if not, an environmental management system manual or procedures.
d) Waste Management Plan
e) Proof of training of persons performing activities that could have significant impact on the environment.

3.6. Quality Assurance requirements

3.6.1 Quality assurance requirements

It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 Quality Management System to maintain a high standard of products or services rendered to Eskom. It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality Management System which complies with the requirements of ISO 9001 standard. This type of work falls under category 2 of quality requirements. The supplier shall submit a valid ISO 9001:2015 certificate or submit the following evidence:

a) Quality Manual
b) Quality Policy (SHEQ)
c) Quality(Business) Objectives
d) Control of Documented Information/Procedure
e) Procedure for control of non-conformity and corrective action.
f) Documented information for defined roles, responsibilities and authorities.
g) Procedure for control of externally provided products and services/purchase order.
h) Latest copy of the internal management system audit Including Nonconformity, correction and /or corrective action.
i) Project quality plan
j) Quality control plan (QCP), Inspection Test plan (ITP) or previous work done.

4 Procurement

4.1 People

4.1.1 Minimum requirements of people employed

Eskom Holdings Limited’s requirements regarding employment of unskilled or semi-skilled workers are as follows:

Kusile Power Station requires that during recruitment of unskilled or semi-skilled labour, the contractor or its subsidiaries should make every effort to employ minimum target as per SDL&I requirements. The Contractor shall under no circumstances be allowed to recruit labourer(s) at Kusile Power Station main security gate.

4.1.2 BBBEE and preferencing scheme

The Service Provider shall maintain the required B-BBEE recognition level for the duration of the contract whereby the Service Provider must provide ESKOM with a valid Verification Certificate, and such other information as deemed necessary by ESKOM. For the purpose of this clause ”verification certificate” means a verification certificate and the accompanying documentary proof

confirming the B-BBEE status of a particular entity as issued by an accredited verification agency. The Service Provider must comply with and fulfil its obligation in respect of the Supplier Development and Localisation and the Industrialisation Program in accordance with, and as provided for, in the Supplier's SD&L Localisation Obligation Schedule.

4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)
N/A

4.1.4 Skills development

The contractor must commit to the skills development as shown in the below table:

Skill Type	Target	Entry level	Exit level	Minimum Training
SAQCC Fire Technician Course (5 days)	4	Matric or Grade 12	SANS accredited SAQCC 1475 Technicians	5 days

Note: After completion of the 5-day course the contractor must assist the learners with in-service practical training in-order for the learners to write the qualifying SAQCC exam.

4.2 Subcontracting

The Contractor shall not sub-contract more than 25% of the services.

4.2.1 Preferred subcontractors
N/A

4.2.2 Subcontract documentation, and assessment of subcontract tenders
The contractor must submit details of proposed subcontractor/s for approval by the Service Manager. The following documentation must be submitted:

- Proof of sub-contract agreement or letter of intent signed by the main plus subcontractor.
- Subcontractor's BBBEE certificate
- SHEQ requirements

Should the subcontracting be approved by Eskom, the main contractor is still fully responsible for performance, quality, and delivery under NEC3. Eskom holds the main contractor accountable.

4.2.3 Limitations on subcontracting
N/A

4.2.4 Attendance on subcontractors
N/A

4.3 Plant and Materials

4.3.1 Specifications
Only SABS approved fire equipment will be accepted by the Employer if supply and delivery of equipment is required.

4.3.2 Correction of defects

Any defects notified to the Contractor shall be corrected immediately. The *Employer* shall provide access for defect correction. Should the defect require to be corrected off-site, the Equipment Removal Form shall be signed by the relevant parties and the permission granted as per Kusile Power Station equipment removal procedure.

4.3.3 Contractor's procurement of Plant and Materials

The contractor can use any supplier of their choice to procure equipment required for this contract as long as the equipment is SABS approved. The Contractor may be required to provide the Employer with a technical data sheet of the plant or material supplied to the Employer. A guarantee and warranty certificate may also be required for any plant and material supplied by the Contractor to the Employer.

4.3.4 Tests and inspections before delivery

The *Employer* shall do the inspection when material is delivered to site.

4.3.5 Plant & Materials provided "free issue" by the Employer

No material shall be provided by the *Employer*.

4.3.6 Cataloguing requirements by the *Contractor*

N/A

5 Working on the Affected Property

5.1 Employer's site entry and security control, permits, and site regulations

Close co-ordination of activities will have to be exercised between the Eskom Service Manager and the *Contractor* once the tender has been awarded. No *Contractor* employees will be allowed on site unless such employees received induction training and have signed the induction training register and given permit to access site. The *Contractor* shall ensure that all SHEQ requirements are adhered to.

5.2 People restrictions, hours of work, conduct and records

The Contractor shall keep record of their employees working on Kusile Power Station site. The *Service Manager* shall have access to these records at any time. These records may be needed when assessing compensation events. Unless otherwise on request, the hours of work will be limited to Monday to Friday, 07H00 to 16H00.

5.3 Cooperating with and obtaining assistance of Others

The *Contractor* may be required to give or obtain access from Others when *Service* is done on site.

5.4 Records of Contractor's Equipment

Contractor's equipment shall be marked, as material need to be declared at the gate before entering the site, and the same declaration shall be used to remove equipment from site.

5.5 Equipment provided by the *Employer*

None

5.6 Site services and facilities

5.6.1 Provided by the employer

The Employer will provide an Occupational Health Medical facility consisting of a medical and trauma unit to provide the required medical treatment to everyone on site. The facility is staffed by Occupational Health professionals. In addition, the Employer shall be responsible for treatment and transportation to nearest capable medical facilities by means of an ambulance or helicopter, if required. Furthermore, the *Employer* will provide power supply in the form of 220V AC power, water, waste disposal, telecommunications, ablutions, fire protection and lighting. The Contractor shall provide everything else necessary for providing the Service.

5.6.2 Provided by the Contractor

The *Contractor* is to provide accommodation, laboratories, storage, vehicles to deliver or pick up equipment to or from Kusile Power Station.

6 Tests and inspections

6.1 Description of tests and inspections

Quality Control Plan (QCP) shall be used for tests and inspections.

7 List of Drawings

Not applicable