

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
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Project Name: Cleaning and Gardening Contract NCOU

Project Address: NCOU Gemma cluster

Scope of the project: The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Content	Page
1. Introduction.....	7
2. Supporting Clauses.....	7
2.1 Scope.....	7
2.1.1 Purpose.....	8
2.1.2 Applicability.....	8
2.2 Normative/Informative References.....	8
2.2.1 Normative.....	8
2.2.2 Informative.....	9
2.3 Definitions.....	10
2.4 Abbreviations.....	16
2.5 Roles and Responsibilities.....	17
2.5.1 Commitment.....	17
2.6 Related/Supporting Documents.....	27
3. Specification.....	28
3.1 Scope of work.....	28
3.2 Legal Compliance.....	28
3.2.1 Section 37(2) (Legal) Agreement.....	28
3.2.2 Hazardous work by children (Child Labour).....	28
3.3 Eskom Requirements.....	30
3.4 Construction Professional Registration.....	30
3.5. Ladders.....	28
3.6 Scaffolding.....	28
3.7 Notification of Construction Work.....	Error! Bookmark not defined.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.8 SHE Policy	Error! Bookmark not defined.
3.9 COID	34
3.10 Costing for SHE within the Project	34
3.11 Statutory Appointments	34
3.12 Eskom Life-saving Rules	33
3.13 Substance Abuse	37
3.14 Contractor organisational Structure	37
3.14.1 Principal Contractor Organogram	37
3.14.2 Appointed Contractor/s Organogram	37
3.15 Risk assessment (refer to 32-520)	38
3.16 Safe work procedures / method statements	39
3.17 Roof work (refer to 32- 418)N/A.....	38
3.18 Construction Sites	40
3.19 Fire Equipment and maintenance	40
3.20 Flammable and Combustible Liquids.....	41
3.20.1 Refuelling at the construction site.....	41
3.21 First Aid and Equipment	41
3.21.1 Boxes and equipment.....	41
3.22 SHE Communication Systems.....	42
3.22.1 Statutory Health and Safety Committees.....	42
3.22.2 Non-statutory health and safety committees.....	43
3.22.3 Agenda	44
3.22.4 Minutes and action items for all health and safety committee meetings.....	45
3.22.5 Tool box talks / Daily team talks / pre job meetings	46
3.23 SHE Training	46

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.23.1 Induction training.....	47
3.23.2 Site specific induction training	47
3.23.3 Visitors to site induction.....	47
3.23.4 General training.....	48
3.24 Contractor Site Establishment	48
3.24.1 Site roads.....	48
3.24.2 Construction vehicle safety	48
3.25 Housekeeping and Order.....	49
3.25 Stacking	50
3.26 Workplace Signage and Colour Coding	50
3.27 Tools and Equipment.....	51
3.28 Ladders	53
3.29 Scaffolding	53
3.30 Auditing	53
3.30.1 Approval and compliance of principal contractor SHE plan	53
3.30.2 Eskom SHE audits	54
3.30.3 Contractor audits.....	54
3.31 Smoking	54
3.32 Cellular Phones	54
3.33 Occupational Health, Hygiene and Rehabilitation	55
3.33.1 Medicals.....	55
3.34 Working at Heights	55
3.34.1 General Requirements	55
3.35 Risk Assessments and Pre-Task Planning	57

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.36 Safe Work Procedures and Practices / Safe Operating.....	58
3.37 Personal Protective Equipment Requirements.....	58
3.38 Incident Investigation.....	58
3.39 Emergency Management.....	62
3.40 Non-Conformance and Compliance.....	60
3.41 SHE File.....	61
3.42 Work Stoppage.....	62
3.43 Hours of Work.....	62
3.43.1 Normal work.....	63
3.43.2 Night work.....	63
3.43.3 Overtime	63
3.44 Omissions from Safety and Health Requirements Specification.....	63
3.45 Contract Sign-Off.....	64
3.46 Project Statistics	64
3.47 Weather Extremes.....	64
3.48 Dismantling, Assembly and Erecting of Structures.....	64
3.49 Excavation Work.....	66
3.50 Working near or crossing National, Provincial or local roads.....	69
3.51 Existing Infrastructure and Services	70
3.52 Working in close proximity to large bodies of water	70
3.53 Asbestos Work (or Working in a naturally occurring Asbestos area).....	70
3.54 Vegetation Management.....	75
3.55 Live Work	76
3.56 Security Management.....	77

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.57 Access to Farms and Rural areas, Private property, Public and Governmental land.	77
3.58 Hazardous substances	78
3.59 Working in close proximity to Live apparatus	88
3.60 Routine On Job/ Task Observations	88
4. Acceptance	89
5. Revisions	89
6. Annexures.....	90
6.1 Annexure 1 – Flash Report Template.....	90
6.2 Annexure 2 – Technical Instruction for Transportation of Personnel.....	93
6.3 Annexure 3 – Training Needs Analysis/ Matrix	94
6.5 Annexure 4 – Site Specific Evaluation Template	96
6.6 Annexure 5 – 37(2) Agreement Template	139
6.7 Annexure 6 – CR5(1)(K) Appointment Template	142
6.8 Annexure 7 – Acknowledgement Form for OHS, Legal and other requirements...	144
6.9 Annexure 8 – Behavioural Observation Form.....	146
6.10 Annexure 9 – Annexure D OHS KPI SHE Post-contract Reviews	147
6.11 Annexure 10 – Task Observation Form	152
6.12 Annexure 11 – Contractor SHE File Hand Back Record.....	154
6.13 Annexure 12 – OHS Tender Evaluation Template.....	158
6.14 Annexure 13 – On job observation template.....	167
6.15 Annexure 14 – Working at heights on job observation template	171
6.16 Annexure 15 – Costing for OHS	172
6.16 Annexure 15 – Live Work On Job Observation Form.....	173
6.17 Annexure 16 A Pre-Task Planning Form.....	176

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

6.17 Annexure 16 B Pre-Task Planning form.....179

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

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

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

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

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

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

Where requirements listed are already in place, then the organisational requirements must be taken cognisance of and listed in the respective SHE plans. If there are any additional Eskom and or legislative requirements listed in the SHE specification, then these must be addressed.

2. Supporting Clauses

2.1 Scope

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

2.1.1 Purpose

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

2.1.2 Applicability

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

2.2 Normative/Informative References

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

2.2.1 Normative (Add all relevant references applicable to Project for example legislative and other requirements)

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 32- 418 Working at Heights Procedure
- [11] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure
- [13] Plant Safety Regulations.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

[15] Any other related Legal and other requirements

2.2.2 Informative

[1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)

[2] SANS 1186 Symbolic Safety Signs

[3] Constitution of the Republic of South Africa No 108 of 1996

[4] DMN 34-110 Operating A Vehicle Mounted Crane

[5] DMN 34-1981 Excavations.

[6] Any other related Legal and other requirements

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

2.3 Definitions

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-726) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Definition	Explanation
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Definition	Explanation
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Definition	Explanation
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-726) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

2.5 Roles and Responsibilities

2.5.1 Commitment

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

2.5.2 Principal contractors and appointed contractors

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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. The principal contractor must notify the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations (if this has not been arranged and or done by the client/agent);
3. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
4. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
5. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

13. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
14. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
15. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
16. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
17. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
18. Take reasonable steps to ensure cooperation between all their appointed contractors.
19. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
20. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

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

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

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

22. Appoint a full-time safety officer or construction safety officer (registered with SACPCMP) in writing.
23. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
24. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
25. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
26. Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
27. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
28. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
29. Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
30. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
31. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

32. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
33. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
34. Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
35. Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
36. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

Note 5: should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

37. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom project manager and the relevant site safety and fire prevention requirements.
38. On completion of the work remove all structures erected by them and where required by law rehabilitate the environment.
39. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

40. Respect the rights of landowners/lessors and the preservation of their registered activities;

41. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

42. Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.

Note 6: Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

43. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.

44. Ensure that all incidents are reported and investigated timeously by competent incident investigators.

45. Be involved in all of their appointed contractor's investigations.

46. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.

47. Chair their own health and safety committee meetings and record such meetings.

48. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.

49. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

50. Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

2.5.3 Contract Managers

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

1. Not supervise work on any site other than the site they have been appointed to supervise.
2. Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors.
3. Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment.
4. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites.
5. Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment.
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections.
8. Ensure that all incidents are reported to the client and are investigated.
9. Be involved in all investigations that occur within their area of responsibility.
10. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
11. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures.
12. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.
13. Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments.
14. Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments.
15. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
16. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

17. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
18. Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
19. Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
20. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
21. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.

2.5.4 Contractor work supervisor

Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;
3. Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors for adhere to statutory requirements and safety standards.
6. Monitor contractors overall SHE performance on site in order to achieve excellent results
7. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
8. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

2.5.5 Employees

Must:

1. Be responsible for their own safety and health and that of their co-workers.
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements.
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - a. familiarising themselves with their workplaces and safety and health procedures.
 - b. working in a manner that does not endanger them or cause harm to others.
 - c. ensuring that the work area is kept tidy.
 - d. reporting all incidents and near misses.
 - e. protecting fellow workers against injury by performing job observations.
 - f. reporting unsafe acts and unsafe conditions.
 - g. reporting any situation that may become dangerous; and

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

- h. carrying out lawful orders and obeying safety and health rules.
4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
 5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
 6. Obey any safety signs and adhere to any site demarcation at all times.
 7. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
 8. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
 9. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
 10. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
 11. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
 12. Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
 13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
 14. Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
 15. Maintain the surrounding area of the work site in a neat and tidy condition.
 16. Have meaningful participation in regular health and safety meetings.
 17. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
 18. When given instructions, understand the instructions and be permitted to clarify those instructions.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

2.5.6 Contractor Health and Safety officer

1. Promote a SHE culture within the organisations involved in the project / contract.
2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project SHE plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
5. Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
6. Conduct audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.
8. Participate in the organisation's statutory and non-statutory health and safety committee meetings.
9. Conduct organisational, site and visitor induction training.
10. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.
11. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
12. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
13. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
14. Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

2.6 Related/Supporting Documents

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3. Specification

3.1 Scope of work

The Provision of Facilities Management Services (Non-Technical Services)
Property Management in the GEMMA Cluster (NCOU) - **Cleaning and gardening services for NCOU**

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

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

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

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

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

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

3.2.2 Hazardous work by children (Child Labour)

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

1. being protected from exploitative labour practices.
2. not to be required or permitted to perform work or provide services that
 - i. are inappropriate for a person of that child’s age; or

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development.

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

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

3.2.3 OHS Act

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

3.2.4 Legislative compliance

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

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

3.3 Eskom Requirements

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

3.4 Construction Professional Registration

The principal contractor and all his/her appointed contractors shall be registered in their respective levels as professionals in terms of the requirements of the SACPCMP.

The SACPCMP web address is <http://www.sacpcmp.org.za>

- SHE professionals (which include Construction Safety Officers) are required to register as professionals with the SACPCMP.
- Construction Managers are required to register as professionals with the SACPCMP.

3.5 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
11. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

3.6 Scaffolding

1. Scaffolding use shall conform to the requirements of CR 14, 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 and the requirements of CR 16 shall be carried out.
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.
7. A detailed inspection of all scaffolding shall be conducted monthly by a competent person and every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site SHE files.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.7 Suspended Platforms

1. A contractor must appoint a competent person in writing who must ensure that all suspended platforms work operations are carried out under his or her supervision and that all suspended platform erectors, operators and inspectors are competent to carry out their work.
2. No contractor may use or permit the use of a suspended platform, unless the design, stability and construction thereof comply with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act.
3. A contractor making use of a suspended platform system must submit a copy of the certificate of system design contemplated in sub regulation (2)(b), including a copy of the operational design calculations contemplated in sub regulation 2(c)(iii), sketches and test results, to the provincial director before commencement of the use of the system and must further indicate the intended type of work that the system will be used for.
4. A contractor must submit a copy of the certificate of system design in the manner contemplated in sub regulation (3) for every new project.
5. A contractor must ensure that the suspended platform supervisor contemplated in sub regulation (1), or the suspended platform inspector contemplated in sub regulation (8)(c), carries out a daily inspection of all the equipment prior to use.
6. A contractor must ensure that a suspended platform is suspended as near as possible to the structure to which work is being done to prevent as far as is reasonably practicable horizontal movement away from the face of the structure.
7. A contractor must ensure that the suspended platform is properly isolated after use at the end of each working day in such a manner that no part of the suspended platform presents a danger to any person thereafter.

3.7 Fall Protection

1. A contractor must designate a competent person to be responsible for the preparation of a fall protection plan.
2. A fall protection plan must include a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location.
3. A fall protection plan must include the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

4. A fall protection plan must include a programme for the training of employees working from a fall risk position and the records thereof.
5. A fall protection plan must include the procedure addressing the inspection, testing and maintenance of all fall protection equipment and,
6. A rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

3.8 Notification of Construction Work

Unless otherwise contractually agreed upon, the principal contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act. The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act. A copy of the notification letter sent to the DoEL shall be forwarded to the Project Manager on the same day as sent to the DoEL. A copy of the letter and their approval must be kept in the SHE file. When the DoEL provide a letter of approval, a copy of the approval must be sent to the Eskom Project Manager and a copy filed in the SHE file.

3.9 SHE Policy

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

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor SHE files and attached as an annexure in the SHE Plan.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.10 COID/ FEM

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

The nature of business on the LoG needs to be aligned with the scope of work for the project.

3.10 Costing for SHE within the Project

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

3.11 Statutory Appointments

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

- OHS Act Section 16.1 – Chief Executive Officer
- OHS Act Section 16.2 – Assistant to the Chief Executive Officer
- OHS Act Section 8(2) (l)– Site/Work Supervisor
- OHS Act Construction Regulation 8(5) – Construction Health and Safety Officer (Full time)
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act Construction Regulation 7(1)(V) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act: Construction Regulations 28(a) Stacking and Storage Supervisor on Construction sites
- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector
- OHS Act General Safety Regulations 3(4) – First Aider/s

Non-statutory appointments

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

3.12 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
3. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
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 business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	ENSURE SAFE LIVE WORKING To ensure save live work

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

Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

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

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.13 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

3.14 Contractor organisational Structure

3.14.1 Principal Contractor Organogram and Employee list

The principal contractor must provide an organisational organogram as well as an updated employee list related to this contract/project, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.

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

3.14.2 Appointed Contractor/s Organogram

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

1. Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held and any appointments made.
2. This diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.
3. This diagram must be kept up to date and filed in the project SHE files.

3.15 Risk assessment (refer to 32-520)

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

It is essentially a three-stage process:

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

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

Anticipated risks for this project (NOTE this list is not Exhaustive)

1. Driving vehicles

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

2. Working at heights
3. Loading and offloading
4. Use of hand tools
5. Extreme weather conditions
6. Use of hazardous chemical agents
7. Working on slippery floors
8. Use of scaffolding
9. Use of MEWPs

3.16 Safe work procedures / method statements

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:-

- a. Designing a new job or task;
- b. Changing a job or task;
- c. Introducing new equipment or substances; and

The safe working procedure should identify:

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

3.17 Roof work (refer to 32- 418)

N/A

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.18 Work Sites

Note1:No area is to be stripped of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

1. The contractor must develop a fire safety procedure for the construction site prior to commencing work. The procedure must take into consideration the size of the site/s, the type of work performed and amount of combustible materials. Cognisance of OHS Act CR 29 must be made.
2. It must be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform.
3. A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
4. Appropriate portable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
5. Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
6. Site Smoking Restrictions must be enforced. No open flames are permissible and where hot work is performed, the work areas must be cleared of any combustibles prior to commencement of work.

3.19 Fire Equipment and maintenance

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.20 Flammable and Combustible Liquids

1. Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.
2. A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store.
3. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
4. 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.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
 - d. Adequate firefighting equipment must be available.
5. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
6. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
7. Bunded area shall have a drain valve.
8. No other material/equipment shall be stored in the bunded area.

3.20.1. Refuelling at the construction/ work site N/A

3.21 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

3.21.1 Boxes and equipment

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

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

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

3.22 SHE Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, SHE shall be included as a standing agenda point, and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.22.1 Statutory Health and Safety Committees

1. The principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

2. All appointed contractors shall be members of the principal contractor's safety committee.
3. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues. Listed below is a preferred agenda.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at DoEL.
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 principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.22.2 Non-statutory health and safety committees

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

3.22.3 Agenda

1. The following serves as the guideline for the SHE Committee meeting agenda.
 - List of agenda items:
 - Matters arising from previous minutes
 - Matters arising from Contractor's SHE meetings.
 - Audit results and feedback
 - Review Health and Safety Representative Inspection Reports
 - Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)
 - Follow up on recommendations made by the employer in incident investigation reports
 - Accident Prevention – Safety Promotion
 - Planned Job Observations
 - SHE Training
 - Protective clothing and equipment
 - Incident Announcements / Recall
 - Forthcoming High hazard activities.
 - Non-conformances.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

3.22.4 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 SHE is on the agenda, shall be kept for a minimum period of 12 months.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant project manager and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

3.22.5 Tool box 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 have an understanding of the tasks, risks and control measures required.
2. Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.23 SHE Training

1. The principal contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the SHE file.
7. Competent persons as per Construction Regulations 2014: “means a person who – (a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable , qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered I terms of the provisions of the National Qualifications Framework Act, 2000 (Act No 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training.”

Relevant training requirements as per legislative and other requirements

1. Site Supervisor (OHS Act 8(2)(i) – Full Time
2. Risk Assessors
3. First aider
4. Firefighting equipment inspector
5. Contractor Safety Officer (Part time)
6. SHE representative
7. Incident Investigator

3.23.1 Induction training

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.23.2 Site specific induction training

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

3.23.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the principal contractor's 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.

3.23.4 General training

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

3.24 Contractor Site Establishment

1. Principal contractor's site facilities should be managed at all times.
2. Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
4. 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.

3.24.1 Site roads

1. When planning, sufficient areas must be allocated for parking of construction 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.

3.24.2 Vehicle safety

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands-free kit is used.
3. All drivers of construction vehicles are to have valid medical fitness certificates.
4. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
6. 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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

3.25 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the principal contractor in the first instance and the Eskom project/site manager in the second instance.
8. The Eskom Project/Site Manager has the right to instruct the principal contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.
9. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.25.1 Stacking and storage

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

3.26 Workplace Signage and Colour Coding

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be always 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: Construction Supervisor; 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.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

3.27 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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

7. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
8. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.27.1 Hand tools and equipment

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
2. Tools with sharp points in tool boxes must be protected with a cover.
3. All files and similar tools must be fitted with handles.
4. No make shift tools are permissible on the project.

3.28 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
11. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.29 Scaffolding

1. Scaffolding use shall conform to the requirements of CR 14, 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 and the requirements of CR 16 shall be carried out.
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.
7. A detailed inspection of all scaffolding shall be conducted monthly by a competent person and every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site SHE files.

3.30 Auditing

3.30.1 Approval and compliance of principal contractor SHE plan

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

3.30.2 Eskom SHE audits

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

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

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

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

3.30.3 Contractor audits

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

3.31 Smoking

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

3.32 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery.

3.33 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.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.33.1 Medicals

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

1. Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
4. The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.34 Work at heights

3.34.1 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 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.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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 and trained rescuers, is in place.
5. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. 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.

3.35 Risk Assessments and Pre-Task Planning

Distribution Standard: 559-668198576 Pre-task planning, Risk Assessment and Feedback Process for the Completion of Work, Revision 1.

This document has been reviewed to meet organisational requirements as set out in 32-6 Document and Records Management Procedure and was developed to enhance operational

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

efficiency and safety. It outlines the planning of work, as well as risk assessment and feedback processes, which are critical in addressing the unique risks and challenges within the Distribution Business.

This document is essential for promoting a culture of safety and accountability in the business. It is vital that all Distribution Contractors are familiar with and adhere to the procedures to maintain the highest standards of safety and efficiency. Contractors shall review this Standard thoroughly and integrate these practices into their daily tasks.

The forms related to this standard can be found in the Annexures below



3 559-668198576
Pre-task planning RA

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

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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.

3.36 Safe work procedures and practices/ safe operating procedures

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

3.37 Personal Protective Equipment Requirements

1. The principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

3.38 Incident Investigation

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

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

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

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

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

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

Timelines include:

1. Notification of incident to relevant Eskom SHEQS department should be done before the end of shift or within 24 hours of the incident occurring.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

- Investigation process to be initiated within 48 hours and concluded within 30 calendar days. The onus is on the contractor manager to provide evidence for the reasons why the Internal OHS Investigation could not be completed within 30 days and should be submitted to the relevant SHEQS department.

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

3.39 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 practical. The contractor must familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided to the Eskom SHEQS department for evaluation in the site specific safety file.

The emergency management procedure to be submitted has to include emergency contact numbers relevant to the area worked in for the site supervisor, hospital, fire brigade, first aider and ER24 (010 205 3400 and 084 124).

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

3.40 Non-Conformance and Compliance

- Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
- Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
- The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

4. Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.
7. After a contractor has been appointed the Project Manager should submit the relevant, SHE Specification to the principal contractor. The principal contractor then develops a site-specific safety file in terms of the SHE Specification submitted for the project, this safety file needs to be developed and submitted to the Eskom SHEQS department for evaluation. No contractor may commence with work before the site-specific safety file is accepted by Eskom SHEQS department and the relevant Project manager, as well as that the site-specific procedures are adhered to.
8. Eskom reserves the right to stop any contractor performing unsafe work/conditions and can apply consequence management if any contractor fails to comply with any Legislative requirements as well as any Eskom Requirements, Standards and Procedures. Refer to 32-726 Contract and Contractor OHS management Section 3.4.4.4.
9. Should Eskom personnel find that the site-specific safety file is unsatisfactory, the process in Section 3.7 of 32-726 Contract and Contractor OHS management shall be initiated. – Check and review

3.41 SHE File

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
2. All contractors are required to keep a SHE file on 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 SHE file shall be

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.

3. The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the construction work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
7. In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.42 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 SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.43 Hours of Work

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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 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 Labour and /or the letter of approval from the Department of Labour.

3.43.2 Night work

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

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

3.43.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the principal contractor of such action. The principal contractor shall inform the Eskom project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.44 Omissions from Safety and Health Requirements Specification

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

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

3.45 Contract Sign-Off

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

3.46 Project Statistics

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

- Contractor manpower numbers and hours worked for the purpose of calculating the contractor lost-time injury (LTIR) and total recordable injury (TRIR) rates
- Contractor incidents per month (fatalities, lost time, medicals, first aid and near-misses).
- Contractor confirmation that incident case studies were discussed and recommendations implemented.
- Contractor confirmation that all issues findings against them has been addressed as required.
- Contractor will submit their statistics every month using the latest 240-140441286 Contractor Manpower/Man-hours and OHS stats reporting form.

3.47 Weather Extremes

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

3.48 Dismantling, Assembly and Erecting of Structures

N/A

3.49 Excavation Work

N/A

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.50 Working near or crossing National, Provincial and local roads

N/A

3.51 Existing Infrastructure and Services

Before any work commences the Principal contractor should ensure that all existing infrastructure (Live overhead feeders, underground networks such as water pipes electrical cables etc.) are known to their employees and the risks pertaining to these infrastructure as well as what control measures are in place to ensure that no employees is injured or infrastructure damaged as a result of their activities.

The relevant existing infrastructure hazards and risks should be identified and included in the project specific baseline risk assessment together with the relevant control measures.

3.52 Working in close proximity to large bodies of water

N/A

3.53 Asbestos Work

N/A

3.54 Live Work

N/A

3.55 Security Management

When making use of security services on a contractor worksite adherence to Sectoral Determination 6: Private Security Sector published under Government Gazette No. 35633 of 28 August 2012, needs to be adhered to.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Security contractor companies and Security officers should be in possession of their respective PSIRA registrations.

Security officers need to be provided with adequate Uniform (Including bullet proof vests), Lighting, Shelter, Ablutions, Drinking water, Communication devices and Panic buttons.

An adequate Threat risk assessment needs to be conducted before any Security services can be provided.

3.56 Access to farms, rural areas, private property, public and Governmental land

When there is a need to access private property Eskom standard 240-80605256 ACCESS TO PRIVATE PROPERTY (INCLUDES STRATEGY ON ACCESSING GAME RESERVES / FARMS / SMALLHOLDINGS) needs to be followed. For any other Government owned land the necessary authorities should be contacted and arrangements to be made.

Be aware that various hazards might be present when accessing private land, for example wild animals, domestic animals and public members themselves can also pose risks.

3.57 Hazardous substances

Scope of application

2. (1) Subject to the provisions of sub regulation (2), these regulations apply to—

(a) an employer or a self-employed person who carries out work at a workplace which may expose any person to an

HCA at the workplace; and

(b) a manufacturer, importer, supplier or retailer of an HCA that is intended for use at a workplace.

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(2) The provisions of regulations 3(1), 6 and 7 do not apply to—

(a) a self-employed person; or

(b) a person who visits a workplace referred to in sub regulation (1).

(3) The provisions of these regulations do not apply in the case where the Lead Regulations or Asbestos Abatement Regulations apply.

Information and training

(1) An employer who undertakes work which is liable to expose an employee to an HCA must, before any employee is exposed or may be exposed, after consultation with the health and safety committee established for that section of the workplace, provide that employee with suitable and sufficient information, instruction and training, as well as thereafter inform, instruct and train that employee at intervals as may be recommended by that health and safety committee. (2) The information, instruction and training contemplated in sub regulation (1) must include— (a) in regard to these regulations for HCAs— (i) the chemical substance regulations that are in place that govern all aspects of HCA use at the workplace; (ii) the legislated OELs that are in place; and (iii) the duties of persons who are likely to be exposed to an HCA, as contemplated in regulation 4; (b) details of the HCAs to which the employee is likely to be exposed at the workplace, including—

(i) the names of the HCAs and where they may be found in the workplace; (ii) information on the potential harmfulness of the HCAs at the workplace; and (iii) significant findings of the HCA exposure assessment, as required by regulation 5(2); (c) information on how to access the relevant SDSs; (d) the information that each

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

part of an SDS provides; (e) the information that each part of the label on containers provides and why the information is being provided; (f) the work practices and procedures that must be followed for the use, handling, storage, transportation, spillage and disposal of an HCA, in emergency situations, as well as for good housekeeping and personal hygiene; (g) the necessity of personal air sampling, biological monitoring and medical surveillance; (h) the need for engineering controls and how to use and maintain them; (i) the need for personal protective equipment, including respiratory protective equipment, and its use and maintenance; (j) the precautions that must be taken by an employee to protect themselves against health risks associated with exposure, including wearing and using protective clothing and respiratory protective equipment; and (k) the necessity, correct use, maintenance and potential of safety equipment, facilities and engineering control measures provided. (3) An employer must give written instructions of the procedures to be followed in the event of spillages, leakages or any similar emergency situations to the drivers of vehicles transporting an HCA

(4) As contemplated in section 37(2) of the Act, the employer and mandatory must agree in writing to the arrangements and procedures between them to ensure compliance by the mandatory with information, instruction and training requirements specified in sub regulation 1,2 and 3.

Medical surveillance

(1) An employer must ensure that an employee is under medical surveillance if— (a) the employee may be exposed to an HCA listed in Table 4 of Annexure 2; (b) the

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

exposure of the employee to any chemical agent hazardous to his or her health is such that an identifiable disease or adverse effect to his or her health may be related to the exposure, there is a reasonable likelihood that the disease or effect may occur under the particular conditions of his or her work, and there are techniques to diagnose indications of the disease or the effect as far as is reasonably practicable; or (c) the occupational health practitioner recommends that the relevant employee should be under medical surveillance, in which case the employer may call on an occupational medicine practitioner to ratify the appropriateness of such recommendation.

(2) In order to comply with the provisions of subregulation (1), the employer must, as far as is reasonably practicable, ensure— (a) that an initial health evaluation is carried out by an occupational health practitioner immediately before or within 14 days after a person commences employment, where any exposure exists or may exist, which comprises— 15 (i) an evaluation of the employee's medical and occupational history; (ii) a physical examination; and (iii) any other essential examination which, in the opinion of the occupational health practitioner, is desirable in order to enable the practitioner to do a proper evaluation; (b) that, subsequent to the initial health evaluation contemplated in paragraph (a), the relevant employee undergoes examinations as contemplated in paragraph (a)(ii) and (iii), at intervals not exceeding two years or at intervals specified by an occupational medicine practitioner.

(3) An employer may not permit an employee, who has been certified unfit for work by an occupational medicine practitioner, to work in a workplace or part of a

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

workplace in which he or she would be exposed: Provided that the relevant employee may be permitted to return to work which will expose him or her, if he or she is certified fit for that work beforehand by an occupational medicine practitioner.

(4) The employer must record and investigate the incident contemplated in sub regulation (3) in compliance with regulation 8 of the General Administrative Regulations

Respirator zone

An employer must ensure—

(a) that any workplace or part thereof under his or her control, where the concentration of an HCA in the air is or may be such that the exposure of an employee working in that workplace exceeds the restricted limit without the wearing of respiratory protective equipment, is zoned as a respirator zone; 16

(b) that a respirator zone is clearly demarcated and identified by a notice indicating that the relevant area is a respirator zone and that personal protective equipment as contemplated in regulation 11 must be worn there; and (c) that no person enters or remains in a permanent respirator zone unless he or she is wearing the required personal protective equipment.

Records

An employer must—

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(a) keep records of the results of all assessments, air monitoring, and medical surveillance reports required by regulations 5, 6 and 7, respectively: Provided that personal medical records may be made available to only an occupational health practitioner;

(b) subject to the provisions of paragraph (c), make the records contemplated in paragraph (a), excluding personal medical records, available for inspection by an inspector;

(c) allow any person, subject to the personal written consent of an employee, to peruse the records with respect to that particular employee;

(d) make the records of all assessments and air monitoring available for perusal by the relevant health and safety representative or relevant health and safety committee;

(e) keep all records of assessments and air monitoring for a minimum period of 30 years; 17

(f) if the employer ceases activities, hand over or forward all records by registered post to the relevant regional director; and

(g) keep, for at least three years, a record of the investigations and tests carried out in terms of regulation 12(b) and of any repairs resulting from these investigations and tests.

Handling of hazardous chemical agents

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(1) Subject to section 10(3) of the Act, every person who manufactures, imports, sells or supplies any hazardous chemical substance for use at work, shall, as far as is reasonably practicable, provide the person receiving such substance, free of charge, with a material safety data sheet in the form of Annexure 1, containing all the information as contemplated in either ISO 11014 or ANSI Z400.1.1993 with regard to—

- (a) product and company identification;
- (b) composition / information on ingredients;
- (c) hazards identification;
- (d) first-aid measures;
- (e) fire-fighting measures;
- (f) accidental release measures;
- (g) handling and storage;
- (h) exposure control / personal protection;
- (i) physical and chemical properties;
- (j) stability and reactivity;
- (k) toxicological information;
- (l) ecological information;

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(m) disposal considerations;

(n) transport information;

(o) regulatory information; and

(p) other information:

Provided that, where it is not reasonably practicable to provide a safety data sheet, the manufacturer, importer, seller or supplier shall supply the receiver of any hazardous chemical substance with sufficient information to enable the user to take the necessary measures as regards the protection of health and safety.

(2) Every employer who uses any hazardous chemical agent at work, shall be in possession of a copy of Annexure 8 or a copy of sufficient information, as contemplated in subregulation (1).

(3) Every employer shall make Annexure 8 or sufficient information, as contemplated in subregulation (1), available at the request of any interested or affected person.

Control of exposure to HCA

(1) An employer must ensure that the exposure of an employee is either prevented or, where this is not reasonably practicable, adequately controlled: Provided that—

(a) where there is exposure for which there is a restricted limit, the control of the exposure must be regarded as adequate if the level of exposure is below that limit or

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

if the relevant area is zoned and the level of exposure is reduced to below that restricted limit by means of adequate personal protective equipment only after the level has been reduced to as low as is reasonably practicable by any other means than personal protective equipment; or

(b) where there is exposure for which there is a maximum limit, the control of the exposure must be regarded as adequate if the exposure is at a level as low as is reasonably practicable below that maximum limit: Provided that in the case of temporary excursions above the control limit, the employer must ensure— a) that the excursion is without a significant risk from exposure; b) that the excursion is not indicative of a failure to maintain adequate control;

c) that during the excursion, the area is temporarily demarcated and prescribed and identified as contemplated in regulation 8(b); and 18 d) that the provisions of regulation 11 are complied with.

(2) Where reasonably practicable, the employer must control the exposure of an employee by—

(a) limiting the amount of an HCA used, which may contaminate the working environment;

(b) limiting the number of employees who will be exposed or may be exposed;

(c) limiting the period during which an employee will be exposed or may be exposed;

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(d) using a substitute for an HCA;

(e) introducing engineering control measures for the control of exposure, which may include— (i) process separation, automation or enclosure; (ii) the installation of local extraction ventilation systems to processes, equipment and tools for the control of emissions of an airborne HCA; (iii) use of wet methods; and (iv) separate workplaces for different processes; and

(f) introducing appropriate work procedures which an employee must follow where materials are used or processes are carried out which could give rise to exposure of an employee, and which procedures must include written instructions to ensure— (i) that an HCA is safely handled, used and disposed of; (ii) that process machinery, installations, equipment, tools and local extraction and general ventilation systems are safely used and maintained; 19 (iii) that machinery and work areas are kept clean; and (iv) that early corrective action may be readily identified.

(3) An employer must ensure that the emission of an HCA into the atmosphere comply with the provisions of the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004).

Personal protective equipment and facilities

(1) If it is not reasonably practicable to ensure that the exposure of an employee is adequately controlled as contemplated in regulation 10, the employer must—

(a) in the case of an airborne HCA, provide the employee with suitable respiratory protective equipment and protective clothing; and

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(b) in the case of an HCA which can be absorbed through the skin, provide the employee with suitable non-HCA impermeable protective equipment.

(2) Where respiratory protective equipment is provided, the employer must ensure—

(a) that the relevant equipment is capable of controlling the exposure to below the OEL for the relevant HCA;

(b) that the relevant equipment is correctly selected and properly used;

(c) that information, instructions, training and supervision, which is necessary with regard to the use of the equipment, is known to the employee; and 20

(d) that the equipment is kept in good condition and efficient working order.

(3) An employer must, as far as is reasonably practicable—

(a) not issue any used personal protective equipment to an employee, unless the relevant protection equipment is decontaminated and sterilised;

(b) provide separate containers or storage facilities for personal protective equipment when not in use; and

(c) ensure that all personal protective equipment not in use is stored in only the place provided therefor.

(4) An employer must, as far as is reasonably practicable, ensure that all contaminated personal protective equipment is cleaned and handled in accordance with the following procedures:

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(a) Where personal protective equipment is cleaned on the premises of an employer, care must be taken to prevent contamination during handling, transport and cleaning;

(b) where personal protective equipment is sent off the premises to a contractor for cleaning purposes, the equipment must be packed in impermeable containers;

(c) the impermeable containers must be tightly sealed and must have a clear indication thereon that the contents thereof are contaminated; and

(d) the relevant contractor must be fully informed of the requirements of these regulations and of the precautions that must be taken for handling contaminated personal protective equipment. 21 (5) Subject to the provisions of subregulation (4)(b), an employer must ensure that no person removes dirty or contaminated personal protective equipment from the premises: Provided that where contaminated personal protective equipment has to be disposed of, it is treated as HCA waste as contemplated in regulation 15. (6) Subject to the provisions of the Facilities Regulations, an employer must, where reasonably practicable, provide an employee who is using personal protective equipment, as contemplated in subregulation (1), with— (a) adequate washing facilities, which are readily accessible and located in an area where the facilities will not become contaminated, in order to enable an employee to meet a standard of personal hygiene consistent with the adequate control of exposure, and to avoid the spread of an HCA; (b) two separate lockers, separately labelled "protective clothing" and "personal clothing", and ensure that the clothing is kept separately in the locker concerned; and (c) separate "clean" and

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

"dirty" change rooms if the employer uses or processes an HCA to the extent that the HCA could endanger the health of persons outside of the workplace.

Maintenance of control measures

An employer must ensure—

(a) that all control equipment and facilities provided in terms of regulations 10 and 11 are maintained in good working order; and

(b) that thorough examinations and tests of engineering control measures are carried out at intervals not exceeding 24 months by an approved inspection authority

Prohibitions

No person may, as far as is reasonably practicable—

(a) use compressed air or permit the use of compressed air to remove particles of an HCA from any surface or person;

(b) smoke, eat, drink or keep food or beverages in a respirator zone or permit any other person to smoke, eat, drink or keep food or beverages in that zone;

(c) use statements such as "non-toxic", "non-harmful", "non-polluting" or "non-hazardous" or similar statements indicating the HCA as not hazardous, or any other statements that are inconsistent with the HCA's GHS classification on the label or packaging of any HCA; and

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(d) manufacture, procure, use, handle or store within the workplace— (i) a prohibited HCA as listed in Table 1 of Annexure 2; (ii) ozone-depleting substances provided for in the Regulations regarding the Phasing-Out and Management of Ozone-Depleting Substances, published as Government Notice No. R. 351 of 8 May 2014; and (iii) persistent organic pollutants prohibited by the Prohibition on the Import, Export, Possession, Acquisition, Sale, Use and Disposal of Agricultural Remedies, under section 7 of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947), published as Government Notice No. R. 862 of 29 July 2016.

Labelling, packaging, transportation and storage

(1) With regard to the labelling of an HCA—

(a) a manufacturer or importer of an HCA must ensure that the HCA is correctly labelled as soon as practicable after the HCA is manufactured or imported;

(b) a supplier of an HCA may not supply an HCA if it is not correctly labelled;

(c) a retailer of an HCA may not supply any consumer product containing an HCA to be used in a workplace if it is not correctly labelled; and

(d) an employer must—

(i) ensure that an HCA that is used, handled or stored at the workplace is correctly labelled;

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(ii) ensure that a container labelled for an HCA is used for only the use, handling or storage of that HCA;

(iii) as far as is reasonably practicable, ensure that when an HCA is transferred or decanted at the workplace, from its original container into a destination container, the destination container is correctly labelled for that HCA; and

(iv) ensure that an HCA within pipework is identified by a label or sign or in any other suitable manner, on or near the pipework, subject to the following: 26

(aa) Where the product is a mixture of two or more HCAs, the intermediate or finished product name may be used for identification;

(bb) sampling, loading points or any other termination point of a pipe, where during normal operations an employee may be exposed to an HCA, must be identified; and

(cc) pipework, including the splitting of flanges, where an employee may be exposed during routine maintenance activities, should be identified as far as is reasonably practicable.

(2) Subject to the provisions of sub regulation (1), an HCA is correctly labelled if the selection and use of label elements are in accordance with the GHS and if the HCA is packed in a container that has a label—

(a) that includes—

(i) the product identifier and, where applicable, the United Nations proper shipping name;

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

(ii) the chemical identity of all the ingredients contributing to the final GHS classification of the HCA;

(iii) the name, address, and business telephone number of the manufacturer or importer;

(iv) an emergency telephone number where support is available; and (v) a signal word, hazard statement, precautionary statement and hazard pictogram consistent with the HCA's GHS classification, made in accordance with regulation 14; and (b) that may include— (i) the quantity of the HCA in the package, unless this quantity is specified elsewhere on the package; (ii) the quantity of each HCA ingredient; (iii) any information about the hazards, and first-aid and emergency procedures relevant to the HCA, not otherwise included in the hazard statement or precautionary statement; (iv) first-aid measures; and (v) an expiry date, where applicable.

Offences and penalties

Any person who contravenes or fails to comply with any provision of regulation 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 14A, 14B, 14C or 14D shall be guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding six months and, in the case of a continuous offence, to an additional fine of R500 for each day on which the offence continues or additional imprisonment of one day for each day on which the offence continues: Provided that the period of such additional imprisonment shall in no case exceed 90 days.

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3.58 Working in close proximity to Live apparatus OR Near or close bodies of water

N/A

3.60 Routine on job observations

In line with Eskom requirements the principal contractor site supervisor is responsible to conduct routine on site job observations.

Eskom will confirm if this requirement is adhered to through site visits and audits.

Requirements:

1. Have at least 4 job observations been done per month?
2. Has a task observation for operation of specialized vehicle mounted equipment taken place within the last 3 months?
3. Has all staff who "Work at heights" been observed at least once a year?
4. Have all staff who perform critical tasks been observed at least once a year whilst performing a critical task?

4. Acceptance

GEMMA Cluster Contractor safety department

5. Revisions

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Date	Rev.	Compiler	Remarks
August 2015	0	F Poee	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.
April 2023	1	GEMMA Cluster Contractor safety department	Reviewed to include all site specific requirements

ANNEXURE 1 – FLASH REPORT

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

ACCIDENT / INCIDENT REGISTER NO :

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

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

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

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

FULL DESCRIPTION OF ACCIDENT/INCIDENT :

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

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

LESSON LEARNT (GENERAL)

IMMEDIATE PRELIMINARY FINDINGS OBSERVED

SUBSTANCE ABUSE TEST DONE	YES		NO	
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PART 2 – TO BE COMPLETED FOR PUBLIC / CONTRACTOR / LIVESTOCK ACCIDENTS

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

PART 3 – TO BE COMPLETED FOR ALL VEHICLE ACCIDENTS

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

PART 4 – TO BE COMPLETED FOR ALL ELECTRICAL CONTACTS

DD SHEET NUMBER	
LINE CLEARANCE	
SUB STATION AND NETWORK	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

SECTION BREAKERS	
TEE LINE	
ESKOM VOLTAGE	
BEFORE THE METER	
BEYOND THE METER	

PART 5 – TO BE COMPLETED FOR ALL CRIME RELATED INCIDENTS

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

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

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

PART 7 – TO BE COMPLETED FOR ALL INCIDENTS / ACCIDENTS

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

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

DISTRIBUTION TECHNICAL INSTRUCTION

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

TECHNICAL INSTRUCTION: 11TI-027

ART: 21 – RISK MANAGEMENT

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

Background

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

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

Instruction

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

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

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

Your commitment to Zero Harm to all is appreciated.


APPROVED BY:

23/12/2011
DATE:

A Noah
Chairperson – Distribution SHEQ Committee

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

ANNEXURE 3 - TRAINING NEEDS ANALYSIS/ MATRIX

	CORE SAFETY, HEALTH AND ENVIRONMENT COMPETENCY TRAINING MATRIX	Template Identifier	240-43921898	Rev	4
		Document Identifier	240-89306315	Rev	1
		Authorisation Date	December 2019		
		Review Date	December 2024		

Introduction:

This training matrix is to be read in conjunction with 32-477 (SHE Training and Development Procedure)

OU/BU		18	10	19	23	23	23	23	23	22	23	23	23	2	22	23	23	23	23	2
														3						3
GM/PSM		4	1	1	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0
Required Training		22	11	20	23	23	23	23	23	23	23	23	23	2	23	23	23	23	23	2
														3						3

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Training Compliance	99.0%	81.8%	90.9 %	95.0 %	100.0 %	100.0 %	100.0 %	100.0%	100.0 %	95.7%	100.0 %	100.0%	100.0 %	100.0 %	95.7%	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %
EMPLOYEE (Name and surname)	DESIGNATION	Safety Induction Training		SHE Systems Training				General Health and safety				Construction SHE Management Training				Other OHS Training Requirements:				
		Site Specific SHE Induction	Task Specific SHE Induction	ISO 14001 Environmental management system standard awareness	Occupational Health and Safety Assessment Series Awareness – OHSAS 18001: 2007	Occupational Health and Safety Assessment Series Implementation– OHSAS 18001: 2007	ISO 45001 Occupational Health and Safety Standard Awareness	General Health and Safety Awareness/ Introduction to Basic	Office Health and Safety	NEBOSH Occupational Health and Safety	SHE Training for Supervisors	Contracts Health and Safety Management Training for Tender	Contracts Health and Safety Management Training for Procurement	Contracts Health and Safety Management Training for Construction Clerk-of-works, Project Supervisors, Managers	First Aid	Fire Fighting	Safety representative	FAS and FAS Rescue	Fall Protection Planner	ETC.
		Done	Req	Req	Done	Done	Done	Done	Done	Req	Done	Done	Done	Done	Req	Done	Done	Done	Done	Done
		Req	Done		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
		Req	Done		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
		Req	Done		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
			Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

		Done		Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

SITE SPECIFIC CONTRACTOR EVALUATION TEMPLATE

PRINCIPAL CONTRACTOR DETAILS

Site Name & Address		Telephone:
Project Manager (Client)		Telephone: Cell No :
Principal Contractor		Telephone: Cell No :
Contractors		Telephone:
Construction /Site Manager(Principal Contractor)		Cell:
Construction H&S Manager (Principal Contractor)		Cell:

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Construction H&S Officer(Principal Contractor)		Cell:
Scope of Work		
Project Commencement Date:		
Project Completion Date:		

1

Codes	Legal Requirements	Legal Ref	STATUS			What to look for??	Actions & Comments
			Y	N	N/A		

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

A1	OHS Policy	Sec. 07 OHS ACT				Written OHS policy wrt protection of the Health and Safety of employee at work Includes description of organisation, Arrangements for carrying out and reviewing policy SHE Policy must be signed by the CEO of the company and dated.	
A2	Mandatory Agreement	Sec. 37(2)				A signed 37-2 agreement (new) by Client and Principal Contractor https://hyperwave.eskom.co.za/240-77037682	
						If applicable between Principal contractor and their appointed contractors (includes security contractors)	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

		Section 10 (4)				Is there an agreement of Client and/ or Supplier using third party equipment/ machinery on site?	
		32-726 (Annexure B)				Signed Annexure B Acknowledgement of Eskom SHE rules and other requirements  Acknowledgement Form for Eskom SHE I	
		Adherence to Requirements				Signed Adherence to the Occupational Health and Safety Act, Act No 85 of 1993 and Regulations, Eskom SHE Specification and other Requirements	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						 Letter to Contractor Executives 18-12-202	
A3.1	Construction Work Permit	CR 3(6)				Annexure 1- Proof of Construction Work Permit from Department of Employment and Labour Note: Construction work exceed 365 days, 3600 person days of construction work or works contract is of a value equal to R60 mill (CIDB LvL 7)	
A3.2	Notification of Construction Work	CR 4(1)				Completed & Signed Annexure 2 (by both parties). Proof of stamped Annexure 2 from Department of Employment and Labour	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Note: Construction work includes demolition of a structure, excavation work, working at a height where there is a risk of falling, Use of explosives	
A4	H&S specification for the project	CR 5(1)(f)				Client Issued H&S Specification to be included in file	
A5	Total Number of employees on site	CR 5(1)(h)				Employee list site specific to the project OHS Organogram with job descriptions	
A6	Letter of Good Standing	CR 5(1)(j)				A valid current FEM/COID letter of Good Standing, Number and expiry date/ Nature of Business must reflect the scope of work of that specific project.	
A7	H&S Plan	CR7 (1)(a)				H&S Plan to be aligned to Clients H&S Specification/ scope specific to the project	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Codes	Appointments & Competencies	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
B1	CEO	Sec.16(1)				Confirmation letter/ Letter of resolution by board of directors	
B2	CEO Assignee	Sec. 16(2)				Letter of Appointment	
B3	H&S Rep.	Sec. 17				Letter of appointment and proof of competency Proof that training service providers is SAQA accredited – Scope of approval of accreditation	
B4	H&S Committee Members	Sec. 19(3)				Letters of appointment(Chairperson appointment, Management appointees as well as employee representatives)	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

B5	First Aider	GSR 3(4)				Letter of appointment and proof of competency Proof that training service providers is SAQA accredited – Scope of approval of accreditation	
B6	Ladder Inspector	GSR 13A				Letter of Appointment & proof of competence Proof that training service providers SAQA accredited – Scope of approval of accreditation	
B7	Incident Investigator	GAR 9(2)				Letter of appointment and a certificate in incident investigation e.g. RCAT	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Proof that training service providers is SAQA accredited – Scope of approval of accreditation	
B8	Appointment of Principal Contractor	CR 5(1) (k)				Letter of Appointment of Principal Contractor and competency	
B9	Construction Manager	CR (8) (1)				Letter of Appointment, proof of SACPCMP registration (No candidate registration)	
B10	Assistant Construction Manager	CR (8) (2)				Letter of Appointment, proof of SACPCMP registration (No candidate registration)	
B11	Construction H&S Officer (Full-Time)	CR 8(5)				Letter of Appointment & SACPCMP Registration	
B12	Construction Work Supervisor	CR 8(7)				Letter of Appointment & proof of competence	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Proof that training service providers is SAQA accredited – Scope of approval of accreditation Line construction competence	
B13	Assistant Constr. Work Supervisor	CR 8(8)				Letter of Appointment & proof of competence Proof that training service providers is SAQA accredited – Scope of approval of accreditation	
B14	Risk Assessor	CR 9(1)				Letter of appointment & proof of formal Risk Assessment course/training attended- Institution name	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Proof that training service providers is SAQA accredited – Scope of approval of accreditation	
B15	Fall Protection Planner	CR -10(1)(a)				Letter of appointment and proof of training Proof that training service providers is SAQA accredited – Scope of approval of accreditation US:229994 must reflect on certificate	
B16	Temporary Work Supervisor	CR 12(2)				Letter of appointment and proof of competency	
B17	Crane supervisor (Tower Cranes)	CR22(a)				Letter of appointment and proof of competency	
B18	Training of Lifting Machine operator	DMR 18(11)				TETA accredited certificate, Certificates & permit to operate, Licences and Prdp's	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Proof that training service providers is SAQA accredited – Scope of approval of accreditation Competency certificate must indicate lifting machine code and attachment, Issue date and expiry date	
B19	Construction Vehicle & Mobile Plant operator	CR 23(1)(d)(i)				Letter of appointment and course certificates/ Nationals driver licence (Check road worthiness of the construction vehicles on site) TLB's, Drill rigs, Truck Mounted Cranes, MEWP's and LDV's Proof that training service providers is SAQA accredited – Scope of approval of accreditation	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

B20	Temporal Electrical Installation Inspector	CR24(d)				Letter of appointment and proof of competency Wiremans Licence	
B21	Electrical Machinery Inspector	CR 24(e)				Letter of appointment and proof of competency, Electrical Trade test	
B22	Procedure for prevention of Fall into water & rescue plan of persons in danger of drowning	CR26(1)(a)				Procedure & Rescue Plan	
B23	Stacking & Storage	CR 28(a)				Letter of Appointment & proof of competence – Formal training certificate	
B24	Fire Equipment Inspector	CR29 (h)				Letter of appointment and proof of competency	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Basic fire fighting training	
B25	Mobile Elevated Working platforms, Skyjacks: Operating certificates on file	DMR18(11) SANS 1887:2007				TETA accredited certificate, Certificates & permit to operate, Licences and Prdp's Proof that training service providers is SAQA accredited – Scope of approval of accreditation Competency certificate must indicate lifting machine code and attachment, Issue date and expiry date	
B26	Inspector of Lifting Machines &Tackle	DMR- 18 (5)				Proof of competency: LMI: Proof of accreditation number (ECSA/LEEASA) LME: Proof of registration with Dept of Labour, Scope of approval	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

B27	Load Test certificate	DMR- 18 (5)				Load Test certificate for Lifting machines and hand held powered lifting devices(lever hoists)Safe working load at 110% to be tested	
B28	HCA Controller	HCA Regulations				Letter of appointment and proof of competence for Hazardous chemicals (Valid PCO for Vegetation Management)	
B29	Excavation Supervisor	CR13				Appointment and Competence Proof that training service providers is SAQA accredited – Scope of approval of accreditation	
B30	Demolition Supervisor	CR14(1)				Letter of appointment and proof of competency	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Proof that training service providers is SAQA accredited – Scope of approval of accreditation Line construction training Authorisation Eskom Training for constructing , Maintain and Dismantle overhead power Lines is – •The MV line Constructions Training 11KV up to 33KV which is ELW 01 to ELW10. •Low Voltage - LV Line contractions ELW 11 to ELW 12. •The 5 pole structure training for 66KV to 132KV.	
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Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Codes	Risk Assessment	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
C1	Risk and Hazard Identification	CR 9(1)(a)				Site specific Baseline Risk Assessment	
C2	Risk and Hazard Analysis	CR 9(1)(b)				A documented method on how hazards and risks are evaluated and analysed : Risk matrix	
C3	Risk Control	CR 9(1)(c)				Documented Risk Mitigation/ Control plan	
C4	Task Manuals and Safe Work Procedures	CR 9(1)(c)				List safe work procedures to mitigate, reduce or control the risks on the BRA	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Methods used to address all the risks identified per location and as per scope of work	
C5	Monitoring Plan/Mechanism	CR 9(1)(d)				A monitoring plan- How are risks monitored. Note: during execution phase planned task observation at 4 per month by the supervisor, Working at Heights & Specialized Vehicle equipment	
C6	Review Plan	CR9(1)(e)				A review plan demonstrating the frequency of review of Baseline RA's (Date of review of the plan if terms of incident occurs)	
Codes	Fall Protection	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
D1		CR 10(2)				Proof of: a risks assessment that includes Hazards and risks associated with all work	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

	Fall Protection Plan: Risk assessment	CR 10(2) (a)				carried out at positions of elevation and procedures and methods used to address all the risks identified per location.	
D2		32-418				Risks to be considered refer to 3.3.2 (b) pg. 8&9 of 32-418: Working at Heights Procedure.  Work at Height Standard 32-418.pdf	
D3	Fall Protection plan: Process for evaluating employees medical fitness necessary to work in a fall risk position	CR 10(2)(b)				Process for evaluating employees medical fitness	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

D4	Fall protection plan: Training programme	CR 10(2)(c)				Programme for training of employees working from a fall risk position	
D5	Fall protection plan: Training programme					FAS Unit standard 229998	
						Rescue Training Unit standard 229995	
D6	Fall protection plan: Inspection, testing and maintenance of all Fall Protection Equipment	CR10(2)(d)				Procedure outlining the Inspection, testing and maintenance of all Fall Protection Equipment	
D7	Fall protection plan: Rescue Plan	CR10(2)(e)				Rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect rescue of a person in the event of a fall incident to ensure that the rescue procedure is	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						implemented immediately following the incident	
D8	3.5.11 At least two persons per team have to be able to perform rescues if work at height is involved. All personnel trained to perform rescues will be trained to first aid Level 2.	32-418				Two rescuers per team – Provide names of rescuers	
						Proof of first aid level two training of rescuers	
Codes	Induction Training	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
E1	Training Matrix/ Syllabus of the Company					Training analysis/Matrix	
E2	Proof of Eskom's Induction Training on file.					Proof of Eskom Induction conducted	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

E3	Was Induction done by the Company?					Proof of Company Induction (Attendance register) & Contractor Induction Curriculum Content	
Codes	Medical Surveillance	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
F1	Crane operator's medical certificate of fitness	CR 22(f)				Medical Fitness certificates by OHP & OHNP	
F2	Construction Vehicle & Mobile Plant Operator's medical certificate of Fitness	CR 23(1)(d)(ii)				Medical Fitness Certificate by OHP & OHNP	
F3	Medical certificates for all employees	CR 7(8)				Medical Certificates of all employees in the project by OHP & OHNP	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

F4	Certificate of medical fitness	CR10(2)(b)				Evaluation of medical fitness of employees working at heights by OHP & OHNP	
Codes	Dismantling of structures	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
G1	Task Manuals and Safe Work Procedures	240-147749433				Procedure for testing integrity /Rotten of structures? Will work be performed on poles not being classed. Yes/No Contractor to indicate how they will ensure compliance to below Eskom standards / Procedures / Instructions: Working on Suspect and or Unclassified poles engineering instruction	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						 Working on Suspect or Unclassified Poles : Classes poles: how will testing be done?	
		CR 11 & CR 14 (2)				Contractor to indicate how they will ensure compliance to Legal requirements and below Eskom standards / Procedures / Instructions - Safe Work Procedures for dismantling of structures, Procedure to prevent the uncontrolled collapse of new or existing Structure, Method statement on procedure to be followed in demolishing structure	
		240-153633907					

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

		240-97759836				REPLACING OF A 5-POLE SUSPENSION STRUCTURE WOOD POLE  Replacing of a 5-Pole Suspension Structure- MANUAL REPLACEMENT OF A ROTTEN / DAMAGED WOODEN POLE STRUCTURE  Manual Replacement of a Rotten-Wooden F Replacement of a Rotten wooden pole with a vehicle mounted crane	
		240-97759751					

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						 240-97759751 Replacement of a Roti	
G2	Task specific Risk Assessment for Dismantling of structures	CR 9(1)(a)(e)				Proof of: a risks assessment that includes Hazards and risks associated with all work carried out at positions of elevation and procedures and methods used to address all the risks identified per location and as per scope of work	
G3	Engineering surveys results/Reports	CR14(2)				Results of Engineering surveys conducted, Entity/ Service provider competence who conducted the survey report and confirmation. Contractor to have the results of the surveys reports that was done. Eskom	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						representative to confirm/contractual approval for the survey contractor	
G4	Structural integrity check	CR 14 (3)				Inspection checklist	
Codes	Asbestos	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
H1	Identification of asbestos in place	AAR 3				Employer to provide proof that all asbestos containing material at the workplace is identified by a competent person	
H2	Inventory of asbestos in place	AAR 4				Employer must obtain the services of a competent person to ensure that all materials identified to be asbestos containing material are entered in an inventory of asbestos in place which is kept at the workplace or premises	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Inventory of asbestos in place must contain the following information: Date on which material was identified A description of the material, quantity and extent of deterioration Location as detailed on a floor plan Confirmation of labelling and signage as required by AAR 20 Risk categorisation derived from the asbestos risk assessment as detailed in AAR 5(3) A description of potential exposure scenarios as required by AAR 6(2)(b)	
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Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Inventory revised by competent person at intervals not exceeding 24 months	
						Asbestos Client must ensure that a copy of the asbestos inventory is given to the Mandatory, registered asbestos contractor, Approved Inspection Authority (AIA) before asbestos removal or repair work commences	
H3	Asbestos Risk assessment	AAR 5				Is an asbestos risk assessment in place	
H4	Asbestos management plan	AAR 6				Provide proof that a competent person has prepared a written asbestos management plan and that it includes the following: A procedure that contains at least measures related to: Implementation of AAR 3, 4,5,8 and 20; Repair removal and	

Public

	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						management of asbestos containing material; A procedure for following scenarios: Incidents; Emergencies; Removal work; Repair work	
H5	Information, Instruction, and training	AAR 7				Are supervisors and employees adequately and comprehensively informed, Instructed and trained by a competent person. Provide proof of training records	
H6	Notification of asbestos work	AAR 10				Provide proof that Chief Director: Provincial Operations has been informed in writing 7 days prior commencement of asbestos work	
H7	Duties of Asbestos Client for asbestos work	AAR 11 (1) (a-d)				Type 1 asbestos work provide:	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Up to date inventory of asbestos in place as per AAR 4 when asbestos work is planned Ensure that Asbestos risk assessment is carried out prior to asbestos work is done as per AAR 5 Ensure written Safe work procedure is developed and followed Provide adequate Information, Instruction and Training as per AAR 7 to ant person who may be exposed to asbestos as a result of asbestos work	
		AAR 11 (2) (a-j)				Type 2 & 3 asbestos work provide: Up to date inventory of asbestos in place as per AAR 4 when asbestos work is planned,	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						If not identified on inventory review and update inventory Ensure that Asbestos risk assessment is carried out prior to asbestos work is done as per AAR 5 Appoint in writing and Approved Inspection Authority (AIA) Ensure that appropriately registered asbestos contractor performs Type 2 &3 work as per Asbestos plan of work Ensure that Notification of asbestos work is done as per AAR 10(2) Co sign asbestos plan of work for asbestos repair and removal	
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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Stop any registered asbestos contractor from executing any asbestos work which poses a risk to health and safety Ensure registered asbestos contractor is registered and in good standing with Compensation fund or licenced compensation insurer	
		AAR 11 (3)				After completion of Type 2&3 asbestos work, asbestos client must obtain and asbestos clearance certificate from the approved inspection authority	
H8	Duties of registered asbestos contractor for asbestos work	AAR 12 (1)				Type 2&3 asbestos work registered asbestos contractor : Undertake only the type of asbestos work for which contractor is registered	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Appoint OHS representative as per Section 17 Obtain up to date inventory from of asbestos in place from asbestos client prior to asbestos work taking place	
		AAR 12 (2)				Before and during asbestos work ensure that a risk assessment is performed that includes identification of hazards to which persons are exposed to; an assessment of the risks related to hazards and documented control measures in place Risk assessment is reviewed at regular intervals, when an incident occurs, when scope of work changes. Up to date copy of risk assessment must be available on site	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

		AAR 12(3) (a)				Provide proof that Chief Director: Provincial Operations has been informed in writing 7 days prior commencement of asbestos work	
		AAR 12(3) (b)				Appoint in of an asbestos removal supervisor for asbestos work site Asbestos supervisor must ensure : OHS compliance on site; compliance with safe asbestos removal or repair procedures; correct use of PPE; proper decontamination and waste disposal	
		AAR 12(3) (f)				Ensure that and Approved Inspection Authority has been appointed in writing by the asbestos client	
H9	Duties of an approved inspection authority (AIA) for asbestos work	AAR 13				AIA involved in Type 2 & 3 work must:	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Ensure appropriately registered asbestos contractor performs only type 2 and 3 asbestos work Obtain a copy of up to date inventory of asbestos from asbestos client prior to asbestos work taking place Compile plan of work in consultation with registered asbestos contractor as per AAR 15 Approve and submit plan of work to Chief Director Perform planned asbestos air monitoring in accordance with AAR 16 and provide results to asbestos contractor and client	
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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						Issue asbestos report with findings and recommendations Upon completion of Type 2 & 3 asbestos work clearance is performed as per AAR 22	
H10	Plan of work	AAR 15				Written plan of work must contain: (a) Name, contact details and responsibilities of the registered asbestos contractor, approved inspection authority, asbestos waste transporter, asbestos waste disposal site and asbestos client, where applicable; (b) name and contact details of the asbestos removal supervisor for the asbestos work site; (c) details of the asbestos to be removed, including the location, type, estimated quantity and condition of the asbestos; (d) a list of employees' names and identification numbers with verification of	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						valid asbestos training and medical surveillance records for the asbestos work site; (e) expected commencement and completion dates; (f) air monitoring method used, and frequency of air monitoring, in accordance with regulation 16; (g) details of how the asbestos removal work will take place, including methods of removal, tools and equipment, and the appropriate personal protective equipment to be used; (h) details relating to the requirements of decontamination facilities and decontamination procedures; (i) details of demarcation, labelling and signage requirements for regulated asbestos areas, asbestos waste and temporary on-site storage areas; (j) procedure for decontamination of the work area, tools and equipment;	
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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						(k) emergency procedures in the event of uncontrolled asbestos release; (l) method for disposal of asbestos waste; (m) detail of asbestos clearance certification; and (n) specific relevant prohibitions. Plan of work must be signed by asbestos Client, asbestos contractor and AIA , accepting their duties	
H11	Air monitoring	AAR 16				Type 2&3 asbestos work asbestos client must ensure that air monitoring is done Environmental air monitoring done by AIA	
H12	Medical surveillance	AAR 17				Provide proof of valid medicals done by Occupational Medical Practitioner	
H13	Regulate asbestos area	AAR 18				Demarcate and identify asbestos area	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

H14	Personal Protective Equipment (PPE) and facilities	AAR 19				PPE matrix indicating PPE required for Asbestos work Provide information, instruction, training and supervision as required for use of PPE Provide process detailing cleaning, decontamination, storage facilities for personal protective equipment	
H15	Labelling and signage	AAR 20				Identify asbestos in place using the pictogram as per Annexure 1 Clearly label all asbestos waste as per AAR 20 (a-c)	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

H16	Disposal of asbestos	AAR 21				Employer must ensure: (a) all asbestos waste is placed in containers that will prevent exposure during handling; (b) the premises, structure or area are thoroughly checked to ensure that all asbestos waste intended for disposal has been removed; (c) all vehicles, reusable containers or any other similar articles, which have been in contact with asbestos waste, are cleaned and decontaminated after use in such a way that such vehicles, containers or similar articles do not cause a hazard inside or outside the workplace concerned; (d) a document is obtained from the asbestos disposal site, contemplated in subregulation (e), for all asbestos waste removed from the workplace; all asbestos waste is disposed of only on sites specifically designated for this purpose in	
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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						terms of the Environment Conservation Act, 1989, and the National Environmental Management: Waste Act, 2008; (e) all persons involved in the collection, transport and disposal of asbestos waste, who may be exposed to that waste, are provided with suitable personal protective equipment; (f) the drivers of vehicles carrying asbestos waste are provided with written instructions on safety precautions and emergency procedures; and (g) where the services of a contractor for the transport and disposal of asbestos waste are used, the contractor complies with the provisions of these Regulations.	
H17	Asbestos Clearance certificate	AAR 22				Following the completion of type 2 or type 3 asbestos work, an approved inspection authority must— (a) conduct a thorough visual inspection of the relevant work area;	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

						(b) conduct air sampling to ensure compliance with the clearance indicator; (c) ensure that all asbestos waste has been removed in accordance with the requirements of regulation 21; and (d) issue a written declaration for the purpose of clearance certification.	
Codes	Procedures	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
I1	Incident Management Procedure	32-95				Incident Management procedure to be aligned to 32-95, wrt reporting, recording, classification and investigation	
I2	Effective Evacuation Plan	CR 29(1)(i)				Evacuation Plan (e.g. Check emergency number, appointments letters and Fire extinguisher handling awareness etc.)	

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

I3	Vehicle Safety Management	32-345				Vehicle Safety Management Procedure to be aligned to Eskom 32-345	
I4	Procedure for prevention of Fall into water & rescue plan of persons in danger of drowning	CR26(1)(a)				Procedure & Rescue Plan	
Codes	ORHVS	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
J	Copies of Valid ORHVS certificates and Authorizations if work is to be done in any Eskom HV yard, substation or servitude authorized by the GMR 2(1)					Copies of valid ORHVS certificates and Authorisations	
Codes		Legal Ref	Status			What to look for?	Actions & Comments

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

	Principal Contractor to inform the client regarding use of contractors		Y	N	N/A		
K1	Is the Principal Contractor using contractors?	32-136				List of contractors	
K2	Is the contractor's H&S Plan approved by the Principal Contractor (Client)					Copy of contractor's H&S plan , signed by the Principal Contractor	
Other SHE Specification Requirements							
% Compliance to SHE Specification		100% compliant				Below 100% compliant	
Function Representative		Name & Surname		Signature		Date	
Signature of Eskom SHE Officer							
Signature of Project Co-ordinator							
Signature of Principal Contractor Health and Safety Officer / Representative							

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

(Less than 100% requirements met) - The file is non-compliant – The contractor may not have access to site or commence work. The contractor must rectify the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 5 – 37(2) Agreement Template

	Occupational Health and Safety Act: Section 37(2) Agreement - Form	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77037682	Rev	6
		Effective Date	December 2020		
		Review Date	December 2025		

SECTION 37(2) AGREEMENT CONCLUDED BETWEEN

.....[insert name of subsidiary or Eskom Holdings SOC Limited]

AND

.....

(Name of contractor/supplier)

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

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

I have been provided with SHE specifications for project/service[insert brief details of project/service, for example, name, contract/project number]

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

and will comply with the requirements set out in these.

Occupational Health and Safety Act: Section 37(2) Agreement - Form	Document Identifier	240-77037682	Rev	6
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I accept and agree that the SHE specifications constitute arrangements and procedures between (*insert name of contractor/supplier*) and [*insert name of subsidiary or Eskom Holdings SOC Limited*] which will ensure compliance by [*insert name of contractor/supplier*] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

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

Signed this day of 20 at

..... (*Place*)

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

behalf of (**Contractor/supplier**)

Contractor Responsible Manager (*responsible for signing the contract on behalf of the contractor/supplier*)

Witnesses

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

1.

Occupational Health and Safety Act: Section 37(2) Agreement - Form	Document Identifier	240-77037682	Rev	6
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2.

Signed this day of 20 at (*Place*)

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

behalf of [insert name of subsidiary or Eskom Holdings SOC Limited]
(Contracts and/or Project Manager or Representative)

Witnesses

1.

2.

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 6 - Principal Contractor 5(1)(k) Template

	Principal Contractor 5(1)(k) Construction Regulations 2014 Appointment Letter	Document Identifier	240-64729708	Rev	7
		Effective Date	Aug 2021		
		Review Date	September 2026		

I, *(Name & Surname of the appointer)* the *(Designation of the appointer*)* for *(Site name)* hereby appoint you *(Add Appointee Name & Surname)* being the Contractor's Representative for *(Add full company Name)* as **Principal Contractor** for *(Scope of work)* as per Construction Regulations 2014, Regulation 5(1)(k); to perform the following duties as prescribed by Construction Regulations 2014, Regulation 7(1) ; .

Designated Functional Responsibilities and Authority

In particular you are required amongst others, to ensure the following –

- provide and demonstrate to the client sufficient documented Health and Safety Plan based on clients documented health and safety specification contemplated in regulation 5(1)b of CR 2014
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act, which must be available on request to an inspector; the client, the client agent or a contractor;
- on appointing of any other contractor and ensure compliance with the provision of the Act as contemplated on regulation 7(1)c;
- ensure health and safety plan contemplated in regulation 7(1)(a) as well as contractors health and safety plan is available on request to an employee, inspector, a contractor ; the client or client's agent
- hand over a consolidated health and safety file to the client upon completion of the construction work;
- include and make available a comprehensive and updated list of all contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done
- ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- stop any contractor from performing a construction activity which poses a threat to the health and safety of persons and which is not in accordance with the client's health and safety specifications and the Contractor's Health and Safety Plan for the site.

You are required to report any deviations from the above-mentioned instructions to me.

You shall submit a written weekly report on all shortfalls that have not been met in terms of these regulations.

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

This appointment is effective from **(Add Start Date Here)** until withdrawn by the **(Designation of the appointer*)**.

.....

Signature
(Designation of the appointer*)

Date

Acceptance of Designation

I, **(Add Appointee Name Here) (Add Unique number or ID number)**, hereby acknowledge and accept the above-mentioned appointment and declare that I am conversant with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993.

.....
Principal Contractor CR 5 (1)(k)

.....
Date

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 7 – Annexure B: Eskom Acknowledgement Form for OHS legal and other requirements

	Annexure B: Eskom Acknowledgement Form for OHS legal and other requirements	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77471499	Rev	3
		Effective Date	May 2021		

Annexure B: Acknowledgement Form for Eskom OHS legal and other requirements

NOTE: the supplier/contractor/tenderer has to ensure that he/she understands the OHS requirements listed hereunder.

1. The supplier/contractor/tenderer is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following: a. Eskom contractor Health and Safety requirements standards 32-136 b. OHS specification/requirements provided c. Occupational Health and Safety Act 85 of 1993 d. Compensation for Occupational Diseases and Illnesses Act 130 of 1993 Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's OHS requirements (policies, procedures, standards etc).
2. Penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its contractor and/or supplier) pertaining to Eskom and/or Statutory OHS requirement/s.
4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and the company's
5. Management of Contractors/ Suppliers The main contractor/supplier: a) Has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers. b) Has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work. c) Has to ensure that contractors/ suppliers have adequate resources and competencies.

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

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

Signed at on day of 20.....

Company/Supplier Name:

.....

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

.....

Signature

.....

Date

Witness 1

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Witness 2

Annexure 8 – Behavioural Observation Form

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 9 – Annexure D OHS KPI SHE Post-contract Reviews

	Annexure D: OHS KPI's and Post-Contract Reviews	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77472561	Rev	3
		Effective Date	May 2021		

The objectives and outcome of the OHS post-contract review shall be reflected in the contractual requirements for the supplier so that the supplier is aware of this exercise.

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

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

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

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

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

	Annexure D: OHS KPI's and Post-Contract Reviews	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77472561	Rev	3
		Effective Date	May 2021		

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

Supplier's name:

Project Ref number:

Scope of work:

KPA	KPI	Weighting	Floor	Kick	Target	Stretch	Ceiling
1. Fatalities	1.) No of fatalities experienced for the fiscal year or the duration of the project if less than 12 months	40%	2	1	0	-1	-2
2. Lost time incidents / LTIR	1.) Lost time incidents/LTIR for the fiscal year the duration of the project less than 12 months	30%	4	3	2	1	0

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

3. OHS compliance	1.) Supplier average audit rating for the fiscal year the duration of the project less than 12 months	20%	1	2	3	4	5
	2.) Supplier has closed out audit findings/non-conformances within a specified period.		80%	85%	90%	95%	10%
	3.) Eskom Safety rules violation for the fiscal year the duration of the project less than 12 months		40%	20%	0%	-20%	-40%
4. OHS improvement programme	1.) Supplier has implemented OHS interventions or initiatives to improve on the Health and Safety of employees	10%	60%	70%	80%	90%	100%
	2.) Supplier participate in Eskom's OHS interventions and programmes (Safety stand offs, OHS campaigns/events, cooperation, provide the required feedback or information etc)		60%	70%	80%	90%	100%

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

	Annexure D: OHS KPI's and Post-Contract Reviews	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77472561	Rev	3
		Effective Date	May 2021		

2. Post Contract Evaluation Report:

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

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOU)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 10 – TASK OBSERVATION FORM

	Task Observation Template			Template Identifier	240-43921804	Rev	6
				Document Identifier	240-114350002	Rev	2
				Effective Date	November 2020		
				Review Date	May 2025		

1.	Task Observer Name:		Task Observed / Scope of Work:	
	Section / Department:		Location:	
	Occupation:		Is there a procedure for this task?	
	Date:		Procedure Ref. No.:	
	Time with task:		Work Order No.:	

2.	REASON FOR THE OBSERVATION								
	Planned		Accident Repeater		Experienced Worker		Risk Taker		Follow-up
	Name of employee/s being observed:								

3.	TASK OBSERVATION								
	Did employee adhere to the procedure / practise requirements?			Could Substandard Acts and Conditions observed lead to:					
	Did the employee use the prescribed PPE			- Injury					
	Did the employee adhere to safety specifications as per activity performed at the time			- Occupational Health Illnesses					
	Tools & Equipment:			- Costs (Delays)					
	- Used correctly			- Poor Quality (Non-conformance)					
	- In good and safe condition			- Environment (Damage, Pollution, Wildlife)					

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

	- Test certificates valid and available			- Public Liability		
	Pre-task Planning (Toolbox Talk):			- Work Site (Clean and Tidy)		
	- Work Instruction / Task Manual used			- Live saving Rules (Transgression)		
	- Complete workers register					
	Risk assessment been done					
	Valid work permit available					
4.	NON COMPLIANCE PRACTICES OBSERVATION					
	Working at unsafe speed			Failure to warn		
	Using unsafe equipment			Taking chances		
	Using equipment unsafely			Failure to identify hazards		
	Unsafe loading, placing & lifting			Failure to secure / lock-out		
	Taking unsafe position			Safety sign ignored		
	Safety rules ignored					
	NOTE: ALL OBSERVED CLASS HAZARDS SHALL REQUIRE IMMEDIATE INTERVENTION					
5.	OBSERVED DEVIATIONS / NON-CONFORMANCES					
6.	AT RISK BEHAVIOURS					
7.	PROPOSED CONTROLS					
	Compile a procedure for this task			Issue a standing instruction		
	Revise present procedure			Change work methods		
	Retrain employees			Professional referral		
	Engineering revision			Coaching		
8.	ANALYSIS					

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

	IAC – Inadequate capability	ABU – Abuse or misuse / equip / drug or alcohol	MAIN – Inadequate maintenance
	KNO – Lack of knowledge	NAT – Natural factors	EQU – Inadequate equipment
	SKI – Lack of skill	LEA – Inadequate leadership	STA – Inadequate work / training standards
	STR – Stress	ENG – Inadequate engineering	WEA – Wear and tear
	MOT – Improper motivation	PUR – Inadequate purchasing	CON – Inadequate control
9.	DISCUSSION BETWEEN SUPERVISOR / OBSERVER AND EMPLOYEE		
	EMPLOYEE EXPLANATION FOR RISK BEHAVIOUR		
	AGREEMENT TO CHANGE AT RISK BEHAVIOUR		
10.	FOLLOW-UP ACTION		WHEN / WHO
11.	SIGNATURES		
	Person being observed	Date	
	Task Observer	Date	

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 11 – Contractor SHE File Hand Back Record

	CONTRACTOR SHE FILE HAND BACK RECORD	Document Identifier	240-76755865	Rev	1
		Authorisation Date	01 March 2014		

Delete not applicable

*Contract / Project : _____

*Contract / Project Number: _____

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

Details of Contractor

Trading Name	
Company Registration Number	
Contact Person	
Contact Number	
Address	

The contents of the file include:

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

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

- Assessor to add additional project / contract specific requirements

Comments by member receiving file:

SHE File handed in by:

Name: _____ **Signed:** _____

Date of Handover: _____

SHE File received by:

Name: _____ **Signed:** _____

Date Receiving: _____

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 12 – OHS Tender Evaluation Template

	Annexure C 1: OHS Tender Evaluation Template High risk(Construction work)	Template Identifier	240-43921898	Rev	5
		Document Identifier	240-106084699	Rev	2
		Effective Date	May 2021		

1. Tenderer's / Supplier's name: Tender Ref number:

Scope of work:

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable	
1	Annexure B Is the acknowledgement of Eskom's OHS legal and other requirements form signed and submitted by the tenderer?		
2	OHS plan (Must address the project /scope of work OHS risk(s) and aligned with the health and safety specification or requirements)		
3	Costing for Health and Safety management		

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable	
	Has the tenderer submitted detailed costing for SHE (the cost should be broken down not provided as a lump sum)? - The costing must be based on the overall scope of work/service to be performed; - The scope of work and the risk assessment may serve as a guideline.		
4	Baseline Risk Assessment (BRA)		

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable	
5	Valid Letter of Good Standing (COIDA or equivalent)		
6	OHS policy signed by CEO The submitted policy document must comply to OHS Act Section 7		
7	OHS Competency (Consider scope of work, risks, SHE plan and applicability) CV,s and qualifications /		

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable	
	certificates (List competencies required) Training service providers' accreditation will be verified - First aiders - Fire fighters - Site Supervisor OHS Act 8(2)(i) - Safety officer (SACPCMP registered) - SHE Representative - Incident investigator - Fall protection planner. (US 229994) - Risk assessor		

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable	
	- Working at heights certificate (US 229998) - Rescue certificate (US 229995) Certificates must be accredited with SAQA or relevant QCTO		
8	Medical Fitness Certificates - by Occupational Health Practitioner for any two employees or Medical Program		
9	PCO license (for the pest controller)		
	Recommendation		Recommended or Not recommended.

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

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

1. Other requirements

Annotation: Populate additional OHS tender returnable(s) that are applicable to the scope of work and need to be evaluated prior to contract award. *This section must be deleted if not applicable.*

<u>Ref.</u>	<u>OHS Tender Returnable</u>	<u>Submission</u>	<u>Comments</u>
		Y = Yes N= No	
	Recommendation		Recommended /Not Recommended

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Eskom OHS Representative

Designation

Signature

Date

Development Team

Diane Maunatlala

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 13 – Working at Height On Job Observation Form

	WORK AT HEIGHT ON JOB OBSERVATION FORM	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-141493501	Rev	1
		Effective Date	January 2018		
		Review Date	January 2023		

Unit/Area/Section: _____

Person being observed: _____

Observation done by: _____ Job Title: _____

Tick the correct task/activity in one of the boxes below: √

Planned	Ad hoc	Risk taker	Experienced worker	Accident repeater	Follow-up
---------	--------	------------	--------------------	-------------------	-----------

Suspected use of drugs/alcohol?	Yes	No
---------------------------------	-----	----

Working from a Ladder	Working from Scaffolding	Working from a Cherry Picker	Working from a Crane in attached basket	Climbing and working on Lattice Structure	Climbing and working on Steel Mono pole	Climbing and working on Wooden pole	Working on top of a truck's load body	Working on a transformer
-----------------------	--------------------------	------------------------------	---	---	---	-------------------------------------	---------------------------------------	--------------------------

Visual inspection of FAS Unit	YES	NO	N/A	Comments or observation
All components of the FAS Unit shall be examined: • Full Body Harness • Twin Lanyard with Shock Absorber • Work Positioning Lanyard • Hooks • Attachment Slings • D-ring • Carabiners				

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Is the climber in possession of a FAS Rescue Kit?				
Is the climber working under the supervision of the rope access lead?				
Fitting/Adjusting FAS				
Locate and pick up by the dorsal D-ring and put the shoulder straps on from behind the shoulders				
Couple together the male and female parts of the quick-lock on chest strap and adjust tension				
Fit the waist belt and adjust to the correct waist size				
Fit the leg straps				
Connect the twin lanyard to the dorsal D-ring of the harness				
Fit the one connector of the work positioning lanyard to the left D-ring and the other connector to the right D-ring of the harness belt				
Co-worker/s check if the FAS is securely fastened around the wearer's body				
Not too tight and not too loose – measure between legs using 2 fingers				
Working from a ladder/PML				
Has the ladder been inspected before use?				
Has the ladder been secured at the bottom before climbing?				
Is the ladder on a ladder register?				
When ascending or descending from a ladder, the user shall hook the pylon hooks alternately onto the ladder rungs				
The user shall use the centre of the ladder to ensure proper balancing on the ladder				
Does the user secure the ladder at the top?				
Working on transformers – ground level				
When ascending/descending from the transformer using a short ladder – the ladder shall be secured at the bottom by another person				
If an anchoring point is available; ensure that the two big pylon hooks are hooked to the anchor point so that the user is anchored at all times				
If there are no suitable anchoring points, create one by using the attachment sling/s				
Attach the pylon hooks onto the sling/s				

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Alternatively; an approved portable lifeline can be used				
Working with climbing shoes/irons				
Check pole for rot				
Carry out a visual inspection of the climbing shoes or irons: • Hook (not bent) • Sharpness of spikes • Leather straps (not damaged) • Buckles (not damaged) • No cracks in the metal				
Take the climbing shoes/irons to the bottom of the pole. Put one foot on the footplate and fasten the leather straps around the foot and then repeat with the other foot				
Stand as close as possible to the pole, then loop the work positioning lanyard of the FAS Unit twice around the pole, keeping it crossed (Figure 8)				
Attach the connectors of the work positioning lanyard to the left and right D-rings of the waist belt				
Place the first climbing shoe hook around the pole as low as possible and place the second shoe hook around the pole above the first hook				
Use thumbs to move the crossed loop of the work positioning lanyard upwards, taking care to keep the loop crossed and as small as possible				
Is the user in possession of a rope-grab system and has a suitable anchor point been identified to anchor it on?				
When reaching the work position, ensure that the two big pylon hooks are hooked at all times to an anchor point				
To descend; slowly move down the pole in the same way you moved up				
Lattice Structures				
Is the steel structure fitted with climbing pegs?				
Is there safe access at the anti-vandal devices?				
Is the structure sound enough to be climbed?				
Does the climber have the correct PPE? i.e.: • Hat with short peak and chin strap • Safety glasses				

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOLD)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

• Gloves • Shoes • Are all tools attached with lanyards? • Correct thermal underwear for climate of the day				
Has the correct method been adhered to for fastening the climbing hooks?				
Is there a device that controls the rate of descent?				
Emergency Plan and Rescue Plan				
Does the climber have or know of the site-specific approved Fall Prevention Plan?				
Does the climber know of the Emergency Plan?				
Is an active system being operated by another employee for the purpose of arresting the fall of a rope access worker?				
Access zone				
Has the area been determined where employees are at risk of falling, such as near a working edge?				

Deviations/Comments/Feedback:

.....

.....

Training needs identified:

.....

SIGNATURE : **DATE:**

Person being observed

SIGNATURE : **DATE:**

Observer

SIGNATURE : **DATE:**

Chairman of H & S Committee

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	SHE SPECIFICATION HIGH RISK/ The Provision of Facilities Management Services (Non-Technical Services) Property Management in the GEMMA Cluster (NCOLD)	Template Identifier	240-73416879	Rev	2
		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 14 – Costing for OHS

Health and Safety Costing						
ITEM	DESCRIPTION	Reference	UNIT	QUANTITY (1)	PRICE PER UNIT (2)	TOTAL (1)*(2)
1.	Supply of all items of Personal Protective Clothing/Equipment & ensure use thereof for full compliance					
1.1	Steel toe capped safety boots	General Safety Regulation 2: Personal Safety Equipment and Facilities				
1.2	Appropriate protective clothing					
1.3	Gloves					
1.4	Colour coded hardhats (Blue for labourer, Red for First Aider, Green for SHE Reps and White for Supervisors and Managers)					
1.5	Ear protection (earplugs etc)					
1.6	Eye protection appropriate to task performed					
1.7	Induction tags/cards					
1.8	Dust masks					
1.9	Asbestos PPE					
1.10	Covid 19 PPE					
1.11	Luminous high visibility safety vests					
1.12	Any other: Contractor to specify : ...Rain coats PPE.....					
2.	Performing work in a Fall Risk Position					
2.1	Fall Protection Plan developer	Construction Regulation 10: Fall Protection				
2.2	Fall Protection Plan					
2.3	Fall protection equipment (Safety Harness)					
2.4	Fall Prevention equipment (Gaurdrails, barricading, achors)					
2.5	Evaluation of physical fitness of personnel working at heights					
2.6	Any other: Contractor to specify :					
3	Barricading and Signage					
3.1	Supply & install, including removal upon completion to ensure full compliance to legislation	Construction Regulation 13: Excavataion				
3.2	Rigid type barricading					
3.3	Temporary fence barricading along perimeter of excavated area					
3.4	Appropriate equipment/tools for excavation.	General Safety Regulation 2B: Display of substituted notices and signs				
3.5	Provision of all signage for all relevant activities in terms of latest revision of legislation					
3.5	Any other: Contractor to specify :					
4	Related Training					
4.1	Induction Training	Construction Regulations, General Safety Regulations, ORHVS, Driven Machinery Regulations				
4.2	First Aid Training					
4.3	Health and Safety Representative training					
4.4	Incident Investigator Training					
4.5	Hazard Identification & Risk Assessment Training					
4.6	Training of Personnel working at heights					
4.7	Operating for High Voltage systems					
4.8	Ladder Inspector Training					
4.9	Crane Operator Training					
4.1	Construction vehicle & Mobile plant Operator e.g. trucks, drills bakkies etc					
4.11	Training to operate Jackhammer, etc					
4.12	Fire Fighting Training					
4.13	Any other: Contractor to specify :					
5	Safety Management System					
5.1	Implementation of Health and Safety Management System on site as detailed in OHS Plan and associated documentation	Construction Regulation 7: Duties of Principal Contractor and contractor, 32-726: SHE Commercial Process, PLCM				
5.2	Availability of Principal Contractor resources & systems. Provision of monthly audits to ensure compliance to Client and Legaslatve requirements. Submission of monthly statistical data and audit reports to Client					
5.3	Site close out and OHS file submission					

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

HEALTH AND SAFETY WORKS Cont.

ITEM	DESCRIPTION		UNIT	QUANTITY (1)	PRICE PER UNIT (2)	TOTAL (1)*(2)
6	Occupational Hygiene					
6.1	Health Risk Assessment	Noise Induced Hearing Loss Regulations, Asbestos Regulations, Hazardous Chemical Substances Regulations				
6.2	Occupational Hygiene Surveys					
6.2.1	Ergonomics					
6.2.2	Dust survey (asbestos analysis and reporting to DoL					
6.2.3	Noise survey for all noise generating equipment					
6.2.4	Structural Engineer Survey					
6.2.5	Any other: Contractor to specify:					
7	Medical Screening					
7.1	Medical Screening (pre, post and during) done by Occupational Health Practitioner	Construction Regulation 7(8), Noise Induced Hearing Loss Regulations, Asbestos Regulations, Hazardous Chemical Substances Regulations				
8	Transport					
8.1	Transportation of employees in compliance with the Transportation of employees procedure	Construction Regulation 23(2) (i) & (j): Construction Vehicles and Mobile Plant				
9	Human Resources					
9.1	Appointment of a Full-Time Construction Safety Officer	Construction Regulation 8(5): Management and Supervision of Construction work				
9.2	Structural Engineer (For any dismantling/ demolition activities)					
9.3	Any other: Contractor to specify:					
TOTAL						

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

Annexure 15 – Live Work Task Observation Template

	Live Work Task Observation (FOR GLOVING, STICK & BAREHAND)	Template Identifier	240-139695158_5	Rev	1
		Document Identifier	240-139695158	Rev	1
		Effective Date	July 2021		
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LIVE WORKING TASK OBSERVATION FOR GLOVING, STICK & BAREHAND					
NO.	Activity	Yes	No	N/A	
1.	Source breaker off ARC and panel labels applied? (According to HV Live Working Standard) Compulsory for S&B, ladder, Substation Live Work and scaffolding without kick boards				
2.	Was job planned? All equipment and material on site.(All documentation to be available)				
3.	Is an approved task manual on site and was it used when the task was discussed?				
4.	Are equipment tested, inspected and cleaned?				
5.	Were the tools and equipment properly transported? Are the tools and equipment in an acceptable condition? (clean/no scratches)				
6.	Team talk held – LW declaration, risk identification and step by step procedure communicated, completed and signed?				
7.	Is the structure on either side of the workplace inspected as per HV Live Working Standard?				
8.	Is the task manual(s) followed? Are there sufficient workers to do the task safely and according to the task manual?				
9.	Is the team authorised for the task manual(s) they are using and are their authorisations valid?				
10.	Line equipment: - Was the following considered or calculated? - Conductor size, Span lengths and Conductor weight / displacement or tension. Is the lifting equipment suitable for the task?				
11.	Vehicle positioned, earthed and checked for hazards?				
12.	Is the 2m Vehicle clearance observed and demarcated?				
13.	Is the FAS attached to work platform and are workers wearing the required protective equipment.				
14.	Is communication adequate between PiC and workmen, as well as work-team and control?				
15.	Did the worker use conductive gloves when disconnecting strain insulators? (S&BH)				
16.	Are workmen observed by ground workers?				
17.	Were leather gloves used when handling ropes and slings including the ground level workers?				
18.	Were adequate measures taken to avoid equipment damage and did all workers concentrate on the task?				
19.	Were distractions dealt with and was supervision adequate?				
20.	Were weather conditions favourable and was this monitored?				
21.	Blankets, liners and insulated boom inspected and cleaned? Blankets, gloves and sleeves covered up when not in use? (Gloving)				

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

PLACE:	
Work Order number:	
Task Manual number:	
Declaration Number:	
Details of work carried out:	
OBSERVED BY	
Name:	Designation:
Signature:	Date:

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

ANNEXURE 16A - PRE-TASK PLANNING FORM

(Informative)

Note: This form is a minimum guideline to be completed in addition to the pre-task risk assessment.

More complex tasks require a more comprehensive plan.

Scope of Work (including the place and area):			
Work/Task order number:	Team leader name:		Date:
DOCUMENTS & RESOURCE ALLOCATION	Yes	No	COMMENT Note: Mark N/A if the item is not applicable,
1 . 1 Personnel: Confirm that the correct people are assigned. NOTE: Expand this list as may be necessary, with full name and assigned role.			
•			
•			
•			
•			
•			
•			
1.2 List the reference documents needed:			
1 .2.1 Baseline Risk Assessment / Safe Work Procedures / Task Manuals / Work Instructions.			
•			
•			
•			

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

•			
•			
•			
•			
1 .2.2 Diagrams (e.g., line or substation if needed).			
1 .2.3 Other relevant documents, standards and procedures.			
1.3 Travel Route Risk Assessment in place.			
1.4 The appropriate vehicle(s) identified. (E.g., specialised construction vehicles or machinery)			
1.5 A serviced first aid box, and an appointed First Aider are available.			
1.6 A serviced fire extinguisher is available.			
1.7 The appropriate tools/equipment are identified and in a serviceable condition.			
1.8 PPE (as per the Scope of Work).			
1.9 Safety equipment (other than already mentioned) is available.			
1.10 Correct spares identified and available.			
1.1 1 Correct materials identified and available.			
1.12 Emergency contact numbers NB: ER24 - 084 124 or 010 205 3400. NOTE: The caller must identify as an Eskom employee or Eskom contractor.			

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

1 .12.1 Hospital Tel. No.:			
1 .12.2 Police Tel. No.:			
1 .12.3 Security Tel. No.:			
1 .12.4 Traffic Dept, Tel. No.:			
1.12.5 Other Tel. No..			
1,13 Are the following exceptions considered if applicable:			
1.13.1 Unexpected or planned load-shedding / load-reduction.			
1 13.2 Risk of back-feeding onto the Eskom network by customers.			
1.13.3 Cross-border operating between internal sections/BUs.			
PRINT NAME Team leader	SIGNATURE Team leader	DATE	

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

ANNEXURE 16B - ON-SITE RISK ASSESSMENT / WORKERS REGISTER

(Informative)

Note 1: Ensure compliance with the minimum requirements as set out in this document. Information may be added, not removed.

Note 2: This Annexure B form only applies to the non-live work environment.

A: Declaration

Scope of Work'.	
Work/Task Order Number:	Work Permit Number: NOTE: mere applicable
Task Manual(s) Number(s): NOTE: Where applicable	

B: Risk Assessment

NOTE: Expand this list as may be necessary.

Identified Hazards	Associated Risks	Steps To be Taken to Minimise the Risk

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

C: Workers Register

The above hazards and the steps taken to minimise the risks have been explained to me. We confirm our participation in the risk assessment and commit to ongoing and continuous risk assessment.

D:

Name (print)	Unique Number	Role	Sign On / working	Sign off / Withdrawn

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		Document Identifier	High/Constr 1	Rev	1
		Effective Date	April 2023		
		Review Date	June 2026		

D: Declaration

I hereby confirm that the Scope of Work, all necessary precautions, special conditions, hazards involved and the Procedure for Employees' Right of Refusal to Work in an Unsafe Condition Procedure have been explained to, and are understood by, all team members as registered below.	
TEAM LEADER PRINT NAME:	SIGNED:
UNIQUE NUMBER:	DATE:

E: Withdrawal

I confirm that all workers involved in the above-mentioned work have been withdrawn, informed that it is no longer safe to work and that the permit to work will be cleared and a debriefing session held.			
PRINT NAME AUTHORISED/RESPONSIBLE PERSON	SIGNATURE	DATE	TIME

F: Debriefing

PRINT NAME AUTHORISED/RESPONSIBLE PERSON	SIGNATURE	DATE	TIME

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