Project Name:

Eskom Megawatt Park Anti- Climb Parameter Fence installation and Infrastructure Upgrade

Project Address:

1 Maxwell Drive, Sunninghill, Sandton 2157

Scope of the Project:

The perimeter fence upgrade that no longer meet its functional requirement, that includes security.

- Repair and Expansion of the Outer Barrier.
- Installation New Electric Fence.
- Provision for Future expansion (additional Inner Barrier).
- Installation of New Lighting Design.
- Installation of New Camera System.
- Upgrading of the Main and Western Gates.
- Upgrading of the Emergency (Bus) Gate.
- Refurbishment of the Patrol Roads.

Complier: SHEQ Officer

Name: Lungile Mloyi

Signature: Lmloyi

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Content

Page

1. Introduction 7
2. Supporting Clauses 9
   2.1 Scope 9
   2.1.1 Purpose 9
   2.1.2 Applicability 9
   2.2 Normative/Informative References 9
   2.2.1 Normative 10
   2.2.2 Informative 11
   2.3 Definitions 12
   2.4 Abbreviations 18
   2.6 SHE Roles Responsibilities Accountability & Authority 19
   Client Duties: Eskom Real Estate: Project Management Team 20
   2.6.3 Management and Supervision of Work 27
   2.6.4 Contractor Site Supervisor or Contract Supervisor 29
   2.6.5 Employees 30
   2.6.6 Contractor SHE Practitioner 32
   2.6.7. Training Competence and Appointments of Resources 33
   2.6.8 Site Induction 34
   2.6.9 Compliance and Non-Conformances 34
3. Specification 36
   3.1 Scope of work 36
   3.2 Legal and Other Requirements 36

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.2.1 Section 37(2) (Legal) Agreement 38

3.2.2 Hazardous work by children (Child Labour) 38

3.3 Eskom Requirements 39

3.4 Notification of Construction Work 39

3.5 SHE Policy 40

3.6 COID 40

3.7 Costing for SHE within the Project 40

3.8 Statutory Appointments 41

3.9 Eskom Life-saving Rules 42

3.10 Substance Abuse 43

3.11 Access and Security Control 44

3.12 Public Safety 45

3.13 Contractor organisational Structure 45

3.13.1 Principal Contractor Organogram 45

3.13.2 Appointed Contractor/s Organogram 46

3.14 Risk assessment (refer to 32-520) 46

3.15 Safe work procedures / method statements 50

3.16 Personal Protective Equipment Requirements 51

3.17 Working at Heights 53

3.17.1. General Requirements 53

3.18 Ladders 56

3.19 Cutting, Welding, and Hot Work 57

3.20 Fire Equipment and Maintenance 58

3.21 First Aid and Equipment 58

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.21.1 Boxes and Equipment 59
3.22 SHE Communication Systems 60
3.22.1 Toolbox talks / Daily Team Talks / Pre Job-Meetings 61
3.23 SHE Training 62
3.23.1 Site Induction training 62
3.24 Contractor Site Establishment 63
3.25 Project Vehicle Safety 64
3.26 Housekeeping 64
3.27 Workplace Signage 65
3.28 Tools and Equipment 67
3.28.1 Hand tools 68
3.29 Auditing 68
3.29.1 Approval and compliance of principal contractor SHE plan. 68
3.29.2 Eskom SHE audits. 68
3.29.3 Contractor Audits 69
3.30 Smoking 69
3.31 Cellular Phones 69
3.32 Occupational Health, Hygiene and Rehabilitation 69
3.32.1 Medicals 70
3.33 Incident Investigation 71
3.34 Emergency Management 72
3.35 Waste Management 73
3.36 Waste Management Plan 73
3.37 SHE File 74

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.38 Work Stoppage 75

3.39 Omissions from Safety and Health Requirements Specification 76

3.40 Contract Sign-Off 76

4 Revisions 77

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

1. Eskom Project Manager

The Project Manager is responsible for managing the contract with the Principal Contractor and ensures that the SHE specifications are developed and issued with tender enquiries and that the Principal Contractor's SHE plan is approved prior to commencement of work. He/she must ensure that all the statutory requirements, Eskom and SHE specification and SHE plan requirements are always adhered to by Principal Contractor and (if applicable) their sub-contractors.

2. Eskom Designer

The Designer is responsible for the overall management of the project design as well as ensuring the management of OHS compliance of the completed works to the design during and after construction on site.

3. Eskom Construction Health and Safety Agent/Eskom SHEQ Officer/Eskom SHEQ Manager :

The responsibility of the Eskom Construction Health and Safety Agent/Eskom SHEQ Officer/Eskom SHEQ Manager is to provide assurance, as well as advice, assist and support to the client in the management of the health and safety performance on the project, which includes ensuring proper co-ordination amongst the various Contractors. The CHSA will also be responsible for assisting in the development of site and project specific SHE Specifications and ensuring that SHE specification are issued with enquiry documents and that the Contractors SHE plans are submitted; evaluated and approved. She/he will be responsible for auditing and ensuring compliance to legal requirements.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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. The aim of this Safety, Health and Environment (SHE) Specification is to outline SHE requirements for the **Eskom Megawatt Park Anti- Climb Parameter Fence installation and Infrastructure Upgrade.** This SHE Specification is based on the contract scope of work and related risks thereof.

The contractor must develop a site and project specific SHE Plan that meets the requirements stipulated on this SHE Specification, as well as all the relevant applicable legislation and other requirements applicable to the project as per scope of work. Eskom in no way assumes the contractor's legal responsibilities. The appointed contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed sub-contractor employees.

Eskom Real Estate strives to exceed the minimal SHE standards prevailing throughout its projects & service rendering within Eskom and requires full commitment from all parties to pro-actively and actively respond to achieve best SHE business practice.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

***This SHE Specification shall serve as a minimum guideline on the SHE Requirements. The appointed contractor, as an employer in their own right shall be responsible and accountable for compliance on site, this is inclusive of all the amendments in the OHS Act, 85 of 1993, SANS requirements as well as per Eskom's reviewed, SHE / OHS Procedures and Processes, Policies and Standards*.**

The SHE Specification shall be included with the tender enquiry documentation to ensure that the tenderer is timeously made aware of the following:

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

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

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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2. Supporting Clauses

2.1 Scope

- This SHE specification lists the minimum SHE 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, during the execution of the **Eskom Megawatt Park Anti- Climb Parameter Fence installation and Infrastructure Upgrade**, as per scope of work stated in the **Eskom Megawatt Park Anti- Climb Parameter Fence installation and Infrastructure Upgrade.**

2.1.1 Purpose

To indicate potential types of potential hazards & risks identified at design stage and SHE requirements pertaining activities conducted in the project.

2.1.2 Applicability

This specification is applicable to all principal contractors, sub-contractors, service providers, suppliers and all the activities and processes carried out for and on behalf of Eskom Real Estate during the execution of the **Eskom Megawatt Park Anti- Climb Parameter Fence installation and Infrastructure Upgrade**

2.1.3. Effective Date

This specification shall be implemented from date of approval. This document is subject to document control procedures and will be updated when it is due for revision or when conditions dictate.

2.2 Normative/Informative References

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2.2.1 Normative

[1] 32-727: Safety, Health, Environment and Quality Policy

[2] 240-62196227: Life-saving Rules Standard

[3] 32-245: Waste Management Procedure

[4] 240-62946386 Vehicle & Driver Safety Management Procedure

[5] 32-37 Substance Abuse

[6] 32-124 Eskom Fire Risk Management

[7] 32-136 Contractor Health and Safety Requirements

[8] 32-95 Eskom Environmental, Occupational Health and Safety Incident Management procedure

[9] 32-93 Eskom Vehicle and Driver Safety Management

[10] 240-43848327 Employees' right of refusal to work in an unsafe situation

[11] 32-418: Working from Heights Procedure

[12] 32-520: Procedure Manual for Performing Occupational Health and Safety Management and

[13] Environmental Management: Conducting EH&S Risk Assessment

[14] 32-123: Emergency Planning

[15] 32-407 Behaviour Safety Observation Procedure

[16] Occupational Health and Safety Act and Regulations No 85 of 1993

[17] Construction Regulations of 2014 or latest edition as per government gazette.

[18] 32-726: SHE Requirements for the Eskom Commercial Process

[19] 32-524 Manual, Developing a SHE Specification

[20] National Environmental Management Act No 107 of 1998

[21] National Environmental Management Waste Act 59 of 2008

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

[22] 32-1134 Access Control at Eskom Premises

[23] All relevant South African legislation-provincial, municipal by-laws

2.2.2 Informative

[1] ISO 45001:2018 Occupational Health and Safety Management Systems

[2] ISO 9001: 2015 Quality Management Systems- Requirements

[3] ISO 14001:2015 Environmental Management Systems Specification.

[4] Relevant South African National Standards applicable to the task/Project.

[5] National Building Regulations Standards Act, Act 103 of 1977.

[6] NEC Contract Scope of Work and BOQ

[7] Local Bylaws applicable to the project/task.

[8] SANS 1186 Symbolic Safety Signs

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Asbestos Work	Means work that exposes or is likely to expose any person to asbestos dust
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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
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	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment.
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
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)
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
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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
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)
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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
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)
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
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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Definition	Explanation
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)
Supplier	(32-1034)means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAL	Eskom Academy of Learning
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERE	Eskom Real Estate
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
SABS	South African Bureau Standard
SANS	South African National Standard
SDS	Safety Data Sheets

***This SHE specification stipulates Eskom's minimum requirements. The contractor is expected to develop a SHE Plan which meets these requirements as well as all the relevant applicable legislation. Eskom in no way assumes the Contractors legal responsibilities. The Contractor is and remains accountable for the quality and the execution of his health and safety program for his employees and contractor employees. This SHE specification reflects minimum requirements and should not be construed as all encompassing*.**

2.6 SHE Roles Responsibilities Accountability & Authority

During the execution of all the activities of the ***Eskom Megawatt Park Anti- Climb Parameter Fence installation and Infrastructure Upgrade*** the Project Manager, his/her representative(s) and the appointed principal contractor are required to ensure that all activities are executed, maintained and completed in a safe manner; protecting the employees, tenants, contractor and members of the public while not compromising the quality as per Eskom's SHEQ Policy 32-727 and other legal requirements including SANS standards and by-laws.

The Principal Contractor management must practice its legal obligations one of which is ensuring that competent resources are made available throughout the duration of the **Eskom Megawatt Park Anti- Climb Parameter Fence installation and Infrastructure Upgrade.**

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

2.6.1. Commitment

Visible commitment is essential in 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 and the SHE aspects of the project. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it from management down to the lowest task grade employee.

Client Duties: Eskom Real Estate: Project Management Team

The Client must:

- Prepare a site and scope specific SHE baseline risk assessment.
- Prepare a suitable, sufficiently documented and coherent site-specific health and safety specification for the intended work activities.
- Include the SHE specification and all supporting documents in the tender documents.
- Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures.
- Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out all the expected activities safely.
- Ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- Appoint the Principal Contractor in writing. The Principal Contractor will be appointed by ERE assigned section 16.(2),representative.
- Contractors shall not commence with the work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation 5(k), by Eskom Representative.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Stop any contractor from executing any activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site.

2.6.2 Principal Contractors and Appointed Contractors

The Principal Contractor carries primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act.

None of the additional safety requirements specified by the Client reduces the Principal Contractor’s accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

The Principal Contractor shall be appointed by Eskom Real Estate on the awarding of the contract and shall be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

The Principal Contractor may appoint contractors to assist in executing the contract. All appointments shall be done in writing.

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:

- 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.
- The principal contractor must notify the Provincial Director of the Department of Employment and Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations.
- 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- 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 ERE representative. .
- 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.
- Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
- Give the ERE project managers and line managers / responsible managers their full participation and cooperation.
- Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
- The principal contractor must hand over a consolidated (to include any appointed contractors' files) health and safety file to the Eskom Real Estate 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.
- 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.
- 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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

project manager with all the valid letters of good standing from their appointed contractors.

- 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.
- 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.
- 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.
- Co-ordinate the activities of all the appointed contractors in the interests of safety and health.
- 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.
- 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.
- Take reasonable steps to ensure cooperation between all their appointed contractors.
- Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Provide facilities for principal contractor and contractor employees, in terms of the Facilities Regulations, in the Occupational Health and Safety Act,1993 (Act No: 85 of 1993).
- 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 2: No work may commence and or continue without the presence of the appointed project manager or project supervisor and SHE Practitioner.

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

- Appoint a full time Safety Officer in writing. The minimum qualification of the SHE Officer is an NQF level 6 Safety related diploma or a minimum of 2 years' experience.
- Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
- 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.
- 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 the site against all risks that may arise from such site.
- 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.
- 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- 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.
- Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
- Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- 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.
- 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.
- Ensure, prior to the commencement of 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.
- Ensure, prior to the commencement of work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
- 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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.

- 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.
- On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.
- 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.
- Respect the rights of landowners/lessors and the preservation of their registered activities;
- Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- 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.

- 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.
- Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- Be involved in all of their appointed contractor's investigations.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
- Chair their own health and safety committee meetings and record such meetings.
- 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.
- When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- 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.

2.6.3 Management and Supervision of Work

The Principal Contractor shall ensure that the execution of all specified work is managed and supervised in accordance with the requirement of OHS Act Section 8 throughout the contract period.

All appointed managers and supervisors must demonstrate competencies in their field of operations and must further undergo SHEQ training for Managers/Supervisor and legal liability training respectively and to be additionally appointed as SHEQ Responsible Supervisors.

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

- Not supervise work on any other site other than the site they have been appointed to supervise.
- Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- 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.
- Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites.
- 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.
- Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- Inspect such PPE on a regular basis and record the inspections.
- Ensure that all incidents are reported to the client and are investigated.
- Be involved in all investigations that occur within their area of responsibility.
- Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
- Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures.
- 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.
- 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.
- Hold toolbox 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.
- 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 site against all risks that may arise from such site.
- 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

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- 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.
- 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.
- Not victimise their employees by virtue of their employee's 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).
- 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.
- Stop any employee or contractor from performing 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.

2.6.4 Contractor Site Supervisor or Contract Supervisor

Must:

- Be competent to perform the required supervisory tasks.
- Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements.
- Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications.
- Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- Monitor contractors for adhere to statutory requirements and safety standards.
- Monitor contractors overall SHE performance on site in order to achieve excellent results.
- 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.
- 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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.

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

2.6.5 Employees

Must:

- Be responsible for their own safety and health and that of their co-workers.
- Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements.
- Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- familiarising themselves with their workplaces and safety and health procedures.
- working in a manner that does not endanger them or cause harm to others.
- ensuring that the work area is kept tidy.
- reporting all incidents and near misses.
- protecting fellow workers against injury by performing job observations.
- reporting unsafe acts and unsafe conditions.
- reporting any situation that may become dangerous; and
- carrying out lawful orders and obeying safety and health rules.

- 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.
- 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.
- Obey any safety signs and always adhere to any site demarcation.
- 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.
- 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.
- 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.
- Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
- Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
- 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- 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.
- 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.
- Maintain the surrounding area of the work site in a neat and tidy condition.
- Have meaningful participation in regular health and safety meetings.
- Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
- When given instructions, understand the instructions and be permitted to clarify those instructions.

2.6.6 Contractor SHE Practitioner

The Principal Contractor shall appoint a **full-time** competent SHE Officer with a minimum **NQF Level 6** SHE related qualification and minimum of **2 year SHE related work experience.**

- Provide safety management, advice, monitoring and reporting in the workplace, and engage staff in programs that ensure safe practice in the workplace.
- Compile safety programs, review existing policies and measures and update according to legislation.
- Practice safe working techniques.
- Implement and maintain health and safety standards.
- Establish a cordial and professional relationship with employees.
- Maintain compliance of all safety regulations.
- Conduct regular safety awareness session to share best practice techniques.
- Standardize health and safety in order to remain consistent.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Identify hazardous waste and disposal of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reports compiled for management.
- Regularly inspection of equipment & work activities.
- Support the development of OHS policies and programs.
- Advise and instruct on various safety-related topics (noise levels, use of machinery etc.)
- Conduct risk assessment and enforce preventative measures.
- 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.

2.6.7. Training Competence and Appointments of Resources

NOTE:

The Principal Contractor (PC) shall ensure that all appointed persons are fully informed of their accountabilities, responsibilities, and duties as stipulated in their respective written appointments. The PC shall provide the necessary guidance, support, and assistance to enable these appointees to effectively discharge their assigned duties.

The PC shall ensure that all legally required and project-specific competent persons are formally appointed in writing, in accordance with applicable legislation and project requirements. Copies of all appointments shall be maintained and kept up to date in the project Safety, Health and Environment (SHE) File for verification and audit purposes.

The Project Principal Contractor shall also develop, submit, and maintain an approved Safety, Health, Environment and Quality (SHEQ) Training Needs Schedule, detailing the training interventions identified for employees during the applicable financial year, running from 1 April to 31 March. Employee attendance at all identified training and awareness

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

interventions shall be monitored and recorded monthly, with supporting evidence submitted to the ERE SHEQ Department as part of the monthly reporting requirements.

The Principal Contractor and its subcontractors shall ensure that a minimum of 80% of the identified training interventions are attended by employees by the end of each financial year. All applicable SHE training requirements and associated costs shall be included in the SHE cost estimate submitted by the Principal Contractor to Eskom.

Before enrolling employees in any training programme, the Principal Contractor and its subcontractors shall verify that the selected training providers and institutions are appropriately accredited or recognised, where required, to deliver the relevant courses and issue valid certificates of competency or attendance, as applicable. Evidence of the training provider's accreditation shall be retained and made available for verification upon request.

2.6.8 Site Induction

- The Principal Contractor shall ensure that all his employees and contractor employees undergo their company induction with regard to the approved SHE plan, general hazards prevalent on the site, risk assessment, rules and regulations, and other related aspects.
- Proof of client site specific induction signed by Inductor and trainee must be submitted to the Safety department before an access permit will be issued.
- All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work, of any nature.

2.6.9 Compliance and Non-Conformances

Compliance with all applicable legislation, regulations, standards, and statutory requirements forms an integral part of the contract. The Client therefore requires the Principal Contractor and all appointed contractors and subcontractors to comply fully with the relevant legal requirements, this SHE Specification, and any site-specific health, safety, and environmental requirements. All costs incurred by the Principal Contractor and its contractors in meeting these obligations shall be for their own account.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Where the Principal Contractor appoints contractors or subcontractors to execute any portion of the works, the Principal Contractor shall assume responsibility for ensuring that such parties comply with all applicable legislative requirements, contractual SHE obligations, and site-specific rules. The Principal Contractor shall exercise appropriate oversight, coordination, and monitoring of its contractors and subcontractors, consistent with its contractual and legal obligations.

The Client and its authorised representatives reserve the right to suspend or stop any work where violations of health, safety, or environmental requirements are identified. The Client may also issue a Non-Conformance Report (NCR) where non-compliance with legislation, this SHE Specification, or the approved SHE Plan is identified. Any resulting costs, delays, or standing time attributable to such non-compliance shall be for the Principal Contractor's account, subject to the terms of the contract. Findings, non-conformances, and observations identified during audits or inspections of contractors and subcontractors shall be formally communicated to and discussed with the relevant Principal Contractor responsible for their appointment.

The requirements contained in this SHE Specification are not exhaustive and shall not relieve the Principal Contractor or its contractors of their legal or contractual obligations. The Client reserves the right to amend, supplement, add, or remove requirements where deemed necessary to address project-specific risks, legislative changes, operational requirements, or other relevant SHE considerations, in accordance with the applicable contractual provisions.

In preparing this SHE Specification, Eskom has sought to identify and address the principal health, safety, and environmental risks associated with the works to assist the Principal Contractor in establishing appropriate measures to protect employees, subcontractors, visitors, and other persons who may be affected by the project activities.

Where any health, safety, or environmental risks, hazards, or requirements relevant to the tendered scope of work have not been expressly addressed in this Specification, the Principal Contractor shall identify and assess such matters, incorporate the necessary controls into its SHE Plan and associated risk assessments, and formally bring them to Eskom's attention during the tender submission process.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

No claim for additional costs, compensation, or extensions of time arising from the Principal Contractor's or its contractors' failure to comply with applicable legislation, this SHE Specification, or the Client-approved SHE Plan shall be accepted, subject to the terms and conditions of the contract.

3. Specification

3.1 Scope of work

The perimeter fence upgrade that no longer meet its functional requirement, that includes security.

- Repair and Expansion of the Outer Barrier.
- Installation New Electric Fence.
- Provision for Future expansion (additional Inner Barrier).
- Installation of New Lighting Design.
- Installation of New Camera System.
- Upgrading of the Main and Western Gates.
- Upgrading of the Emergency (Bus) Gate.
- Refurbishment of the Patrol Roads.

A copy of the detailed 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 and Other Requirements

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

As a minimum but not limited to the following:

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- 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)
- Conservation of Agricultural Resources Act 1983 (Act 43 of 1983)
- Civil and Building Work Act
- COID Act
- Any other applicable South African legislation
- Applicable South African National Standards (SANS)
- Applicable international standards
- Eskom Operating Regulations for High Voltage Systems
- Eskom Plant Safety Regulations (Low Voltage Regulations)
- Relevant Eskom Procedures and standards
- ISO 45001, ISO 9001 and ISO 14001- Contractor shall use as guidelines.
- Local Authority By- Laws

It is the duty of the Principal Contractor and contractor to ensure that they are familiar with the necessary SHE legislation required.

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.2.1 Section 37(2) (Legal) Agreement

A written agreement in terms of Section 37(2) of the Occupational Health and Safety Act 85 of 1993 shall be concluded between Eskom and the Principal Contractor upon award of the contract, in accordance with the applicable legal and contractual requirements.

The Principal Contractor shall ensure that a separate Section 37(2) agreement is concluded between the Principal Contractor and each of its appointed contractors and subcontractors, where applicable, before such parties commence work on the project.

The original signed copy of each agreement shall be retained by the relevant contracting party, and a copy shall be provided to and retained by the responsible Project Manager.

Copies of all applicable, fully signed Section 37(2) agreements shall be included in the respective contractors' Safety, Health and Environment (SHE) Files and made available for inspection or audit upon request.

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
   - 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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

"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 all appointed contractors shall ensure that an up-to-date copy of the Occupational Health and Safety Act 85 of 1993, together with all applicable regulations, is maintained on site and readily accessible to all employees for reference and consultation.

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 Notification of Construction Work

Unless otherwise agreed contractually, the Principal Contractor shall, where required by applicable legislation, notify the relevant Provincial Director of the Department of Employment and Labour (DoEL) of its intention to undertake construction work, in accordance with Regulation 4 of the Construction Regulations promulgated under the Occupational Health and Safety Act 85 of 1993.

The prescribed Notification of Construction Work form, as provided for in the applicable Construction Regulations, shall be completed and submitted to the relevant DoEL office before construction work commences, within the applicable statutory timeframes.

A copy of the notification submitted to the DoEL shall be forwarded to the Eskom Project Manager on the same day that it is submitted. The notification and proof of submission shall be retained in the project Safety, Health and Environment (SHE) File.

Where the DoEL issues an acknowledgement, approval, or other formal correspondence relating to the notification, the Principal Contractor shall promptly provide a copy to the Eskom Project Manager and retain a copy in the SHE File for recordkeeping and audit purposes.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.5 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.

3.6 COID

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.

3.7 Costing for SHE within the Project

The Principal Contractor and all appointed contractors shall ensure that their tender submissions adequately provide for all costs associated with implementing the required Safety, Health and Environmental (SHE) measures for the duration of the project.

SHE-related costs shall be itemised in the tender submission in accordance with the overall scope of work. These costs shall include, but not be limited to, SHE training and awareness programmes, provision of personal protective equipment (PPE), safety equipment, safety signage, inspections, monitoring, and any other resources necessary to ensure compliance with applicable legislation, contractual requirements, and the approved SHE Plan.

Legislative Updates: Whenever amendments are made to applicable Acts, regulations, or other relevant legal requirements, the Principal Contractor shall review the existing SHE Plan, update it as necessary to reflect the changes, and communicate all relevant

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

amendments to affected employees, contractors, and other relevant stakeholders. Evidence of communication and awareness shall be maintained in the project SHE File.

3.8 Statutory Appointments

For the duration of the contract, the Principal Contractor and all appointed contractors shall ensure that competent employees are appointed to perform the duties and functions required under the Occupational Health and Safety Act 85 of 1993 (OHS Act), its applicable regulations, and the project-specific SHE requirements.

All appointments shall be made in writing, where required, and in accordance with the applicable legislative and contractual requirements. Before accepting an appointment, each appointee shall receive appropriate training, instruction, and guidance to ensure that they understand their assigned duties, responsibilities, authority, and accountability. The Principal Contractor shall verify and retain evidence of the appointees' competence and training, as applicable.

All statutory appointments shall be made in accordance with the relevant provisions of the OHS Act and its applicable regulations. The Principal Contractor shall ensure that persons appointed to statutory roles possess the necessary qualifications, knowledge, skills, experience, and competence to fulfil their designated responsibilities effectively. Copies of all applicable appointments and supporting competency records shall be maintained in the project SHE File and made available for inspection or audit.

Non-Statutory Appointments

In addition to statutory appointments, the Principal Contractor shall make the following appointments in accordance with Eskom's project-specific requirements:

- **Emergency Planning Coordinator:** Responsible for coordinating emergency preparedness, emergency response arrangements, and related planning activities for the project.
- **Chairperson of the Health and Safety Committee:** Responsible for chairing committee meetings, facilitating discussions on SHE matters, and monitoring the resolution of health and safety issues raised by committee members.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.9 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:

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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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** If work must be carried out on *live* equipment (energized electrical systems), it must only be done under strict conditions to protect workers from hazards such as electric shock, burns, and arc flash.

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.**

3.10 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%.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into 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.

3.11 Access and Security Control

Access and Security control shall be done according to the Eskom Access Control Policy (32-1134)

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

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

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

- Firearms and ammunition (exclude Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces)
- Liquor/ Alcohol
- Dangerous weapons
- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription)
- Any other items that may be declared prohibited.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Undeclared items which are similar to of value as the client will deem for prosecution.

3.12 Public Safety

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

Contractors shall factor in their safety plan, how they intend safeguarding/ controlling any traffic during their activities and have a schedule for high-risk activities which may cause injury/harm or damage to property.

3.13 Contractor organisational Structure

3.13.1 Principal Contractor Organogram

The Principal Contractor shall develop and submit a contract-specific organisational organogram illustrating the management and reporting structure for the project. The organogram shall clearly indicate all levels of responsibility, from the Chief Executive (CE) through to the site management team and supervisors responsible for executing and overseeing the contract. It shall include the relevant positions, names of appointed persons, reporting lines, and applicable statutory and non-statutory appointments.

The Principal Contractor shall ensure that all appointed contractors and subcontractors comply with this requirement by preparing and submitting their respective organisational organograms for the project. The Principal Contractor shall maintain copies of all submitted organograms and include them as part of the project SHE Plan documentation.

All organograms shall be reviewed and updated promptly whenever changes occur to personnel, appointments, responsibilities, or reporting structures to ensure that the information remains accurate and current.

The latest approved organograms shall be maintained in the project Safety, Health and Environment (SHE) File and made available for inspection or audit upon request.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.13.2 Appointed Contractor/s Organogram

All appointed contractors shall develop a project-specific company organisational organogram clearly illustrating their reporting structure, from the Chief Executive (CE) through to the project supervisors responsible for the execution of the works. The organogram shall indicate the names of the relevant personnel, their positions, reporting lines, and all applicable statutory and non-statutory appointments.

Each appointed contractor shall ensure that its organisational organogram is reviewed and updated promptly whenever changes occur to personnel, appointments, responsibilities, or reporting structures. A copy of the current organogram shall be submitted to the Principal Contractor.

The Principal Contractor shall ensure that the latest organograms for all appointed contractors are maintained in the relevant project Safety, Health and Environment (SHE) Files and are readily available for inspection and audit purposes.

3.14 Risk assessment (refer to 32-520)

In accordance with Section 8(2)(d) of the Occupational Health and Safety Act 85 of 1993 (OHS Act), the employer is required, as far as is reasonably practicable, to establish the hazards associated with work activities, articles, substances, plant, and machinery used, handled, stored, or transported in the workplace, and to take the necessary measures to protect the health and safety of persons who may be affected.

Furthermore, Regulation 9 of the Construction Regulations, 2014, requires contractors to ensure that risk assessments are conducted by a competent person appointed in writing before the commencement of construction work and throughout the construction phase. The risk assessments shall form part of the project Health and Safety Plan and shall include the identification of hazards and risks, a documented method for analysing and evaluating risks, appropriate control measures and safe work procedures, a monitoring plan, and a review plan. <Cite refs={["turn994265search23","turn994265search0"]}/>

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

A risk assessment is a systematic process of identifying hazards, evaluating the associated risks, considering existing control measures, and determining the additional measures required to eliminate hazards or reduce risks to an acceptable level, as far as is reasonably practicable.

The risk assessment process shall include, but not be limited to, the following stages:

- **Hazard identification:** Identify all foreseeable hazards associated with the work activities, equipment, materials, substances, work environment, and interactions with other activities.
- **Risk analysis and evaluation:** Assess the likelihood and potential severity of harm arising from each identified hazard using a documented risk assessment methodology.
- **Risk control:** Identify, implement, and maintain appropriate control measures to eliminate hazards or prevent, minimise, or control exposure to the identified risks.
- **Monitoring and review:** Monitor the effectiveness of implemented controls and review the risk assessments in accordance with the established monitoring and review plan.

Risk Assessment Review and Updating

The Principal Contractor and all appointed contractors shall ensure that risk assessments remain current, relevant, and appropriate for the activities being performed. Risk assessments shall be reviewed and updated whenever changes to the design, construction activities, work methods, equipment, materials, or site conditions alter the risk profile, and following an incident where required. Newly identified hazards shall be assessed and appropriate controls implemented before the affected work proceeds. For ongoing activities, risk assessments shall be reviewed periodically in accordance with the documented review plan. Method statements and written safe work procedures shall be developed, where applicable, to describe the safe sequence of work and the control measures required for specific activities.

In addition to the formal risk assessments, task-specific, daily, or issue-based risk assessments and pre-job safety briefings shall be conducted at the workplace where required by the project SHE requirements or where changing conditions necessitate reassessment. These assessments shall consider site-specific hazards that may not have

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

been adequately addressed in the original risk assessment, including changes in weather, work interruptions, changes in personnel, simultaneous operations, and changes in the work environment.

Where work is suspended, extended over multiple shifts, or resumed after an interruption, the responsible supervisor shall reassess the work conditions and confirm that the existing controls remain adequate before work recommences.

Minimum Requirements for Task-Specific Risk Assessments

The Principal Contractor and appointed contractors shall ensure that task-specific risk assessments are prepared and implemented in accordance with the following minimum requirements:

1. **Identify the work activities:** Break the task into its principal activities and, where necessary, the individual steps required to complete the work safely.
2. **Identify hazards:** Identify and document the foreseeable hazards associated with each activity, including risks to employees, subcontractors, visitors, members of the public, equipment, property, and the environment, where applicable.
3. **Evaluate the risks:** Assess and rate the risks using the approved risk assessment methodology, considering the likelihood of occurrence, potential severity of consequences, and the effectiveness of existing controls. Risk ratings shall be recorded using the approved classification system, such as Low, Medium, and High.
4. **Identify existing controls:** Document the existing control measures, including applicable legislation, safe work procedures, method statements, permits, equipment inspections, engineering controls, administrative controls, supervision, and personal protective equipment.
5. **Assess the adequacy of controls:** Evaluate whether the existing measures are suitable and sufficient to manage the identified risks. Where controls are inadequate or additional measures are required, the necessary corrective actions shall be documented and implemented before the affected activity commences.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

6. **Develop safe work procedures:** Prepare or revise method statements and safe work procedures where required to ensure that activities are performed in a controlled and consistent manner, applying the hierarchy of controls as far as reasonably practicable.

7. **Assign responsibilities:** Identify the competent persons and responsible supervisors who will implement, coordinate, and supervise the required control measures.

8. **Establish monitoring arrangements:** Identify the persons responsible for monitoring compliance, conducting workplace inspections and planned job observations, and verifying the effectiveness of the controls.

9. **Review and submit for approval:** The completed risk assessment shall be reviewed by the responsible contractor's management and submitted to the Eskom Project Manager or authorised representative for review and acceptance in accordance with the applicable contractual and project SHE requirements. Such review or acceptance shall not relieve the contractor of its legal responsibilities.

10. **Communicate the risk assessment:** The relevant risk assessment and associated safe work procedures shall be made available to the responsible supervisor before the task commences. The supervisor shall ensure that all affected employees understand the hazards, risks, control measures, and safe sequence of work.

11. **Verify employee competency:** The contractor shall ensure that employees performing the work have the necessary competency, training, instruction, and authorisation for their assigned duties.

12. **Maintain records:** Completed risk assessments, reviews, approvals, and associated records shall be retained in the project SHE File and made available for inspection as required by applicable legislation and project requirements.

Communication, Instruction, and Employee Participation

In accordance with Regulation 9 of the Construction Regulations, 2014, contractors shall ensure that all employees under their control are informed, instructed, and trained by a

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

competent person regarding the hazards associated with their work and the applicable work procedures and control measures before work commences. Further instruction shall be provided at the intervals determined by the risk assessment monitoring and review plan. The Principal Contractor shall also ensure that appointed contractors are informed of relevant hazards identified in the project's risk assessments.

Before commencing each task, the responsible supervisor shall conduct a pre-job briefing, also referred to as a Daily Safe Task Instruction where required by Eskom, to communicate the relevant risk assessment, work sequence, hazards, precautions, emergency arrangements, and individual responsibilities.

The names of employees who have received the briefing shall be recorded, together with confirmation of their understanding and, where relevant, their competency to perform the assigned work. Where employees do not adequately understand the language used during the briefing, a competent interpreter shall be provided to facilitate effective communication.

Employees shall be given the opportunity to raise concerns, identify additional hazards, and seek clarification before work begins. Attendance registers, briefing records, and other supporting evidence shall be maintained in the project SHE File.

No work shall commence or continue where significant risks remain uncontrolled, required control measures have not been implemented, or employees have not been adequately informed of the hazards and safe work procedures applicable to the task.

3.15 Safe work procedures / method statements

Method statements and written safe work procedures are essential risk control measures intended to prevent incidents, injuries, occupational illnesses and damage to property during project execution. They provide clear, documented instructions on how specific tasks are to be planned and performed safely, in accordance with the approved risk assessments, applicable legal requirements and project SHE specifications.

The Principal Contractor and all appointed contractors shall develop and implement written safe work procedures and method statements, as applicable, under the following circumstances:

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- When designing or introducing a new job, task or work activity;
- When an existing job, task or work activity is modified or its method of execution changes;
- When new equipment, machinery, tools, materials or hazardous substances are introduced; and
- Whenever required by the risk assessment, applicable legislation, the Client or changing site conditions.
- Each method statement or written safe work procedure shall, as a minimum, identify and address the following:
- The person responsible for supervising the task and the employees who will perform the work;
- The sequence of activities to be undertaken and the associated hazards and risks;
- The equipment, machinery, tools, materials and substances required to perform the task;
- The risk control measures to be implemented before and during the execution of the task;
- The training, competency, qualifications and authorisations required for personnel performing or supervising the work;
- The personal protective equipment (PPE) required for the task;
- The emergency arrangements and actions to be taken in response to foreseeable safety incidents or hazardous situations; and
- Any additional precautions, inspections, permits, approvals or hold points required to ensure that the task is performed safely.

All method statements and written safe work procedures shall be communicated to the affected employees before work commences. The Principal Contractor and appointed contractors shall ensure that personnel understand the prescribed safe work practices and comply with the approved procedures throughout the duration of the task. The documents shall be reviewed and revised whenever there are changes to the work scope, equipment, work methods, site conditions or identified risks.

3.16 Personal Protective Equipment Requirements

The Principal Contractor shall develop, implement and maintain a documented Personal Protective Equipment (PPE) Management Programme for the duration of the contract. The programme shall address the selection, procurement, provision, issuing, use, inspection,

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

maintenance, replacement and disposal of PPE for all employees under its control and shall include arrangements to ensure that appointed contractors comply with the applicable PPE requirements.

The PPE Management Programme shall comply with the Occupational Health and Safety Act 85 of 1993, the applicable regulations, relevant South African National Standards (SANS), and the project specific SHE requirements.

The following requirements shall apply:

- The Principal Contractor and all appointed contractors shall identify hazards, assess the associated risks and determine the appropriate PPE required, taking into account the nature of the work, the working environment and the findings of the applicable risk assessments. PPE shall be used in conjunction with other appropriate risk control measures and shall not be relied upon as the sole means of controlling risks where more effective controls are reasonably practicable.
- The Principal Contractor shall compile, implement and maintain a risk-based PPE matrix specifying the minimum PPE required for each task, work activity and associated risk. The matrix shall be communicated to all affected employees and appointed contractors and reviewed whenever work activities, equipment, materials, site conditions or identified risks change.
- Where a task or activity presents unusual, additional or specialised risks requiring PPE beyond the standard site requirements, a task-specific risk assessment shall be conducted to determine the additional PPE required. Such PPE shall be provided, and its correct use explained to the affected personnel, before the work commences.
- The Principal Contractor and all appointed contractors shall provide suitable PPE, as required by the applicable legislation and risk assessments, to employees who may be exposed to workplace hazards. PPE shall be appropriate to the identified hazards, fit the intended user, be maintained in a serviceable condition and comply with applicable legal requirements and relevant SANS specifications.
- The Principal Contractor shall ensure that appointed contractors implement and maintain appropriate PPE arrangements for their employees. Each appointed contractor shall be responsible for ensuring that its employees are provided with, and correctly use, the PPE required for their work activities, in accordance with applicable legislation and the project SHE requirements.
- Visitors entering the construction site or designated work areas shall be informed of the applicable PPE requirements and shall wear the appropriate PPE before

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

entering areas where such protection is required. The contractor responsible for the visit shall ensure that suitable PPE is made available to visitors who do not have the required equipment.

- All PPE purchased, issued or used on site shall comply with applicable legal requirements and relevant SANS specifications. Where a specific standard, certification or approval is prescribed by law or applicable technical requirements, evidence of compliance shall be available for inspection.
- High-visibility clothing shall be worn in areas or during activities where it is required by the risk assessment, site rules, traffic management plan or other applicable project requirements, including where personnel may be exposed to moving vehicles or mobile plant.
- The Principal Contractor and appointed contractors shall ensure that employees receive adequate information, instruction and, where necessary, training on the selection, correct use, limitations, inspection, care and maintenance of the PPE provided. Employees shall be required to use PPE correctly and to report defective, damaged, contaminated or unsuitable PPE promptly.
- PPE that is defective, damaged, contaminated or otherwise unsuitable for its intended purpose shall be withdrawn from service immediately and replaced or appropriately decontaminated, repaired or disposed of, as applicable, before it is used again.
- The Principal Contractor and appointed contractors shall maintain records of PPE provision and replacement, including the type of PPE, the recipient, the date of issue and replacement details, where applicable. Records shall be retained in accordance with the project SHE requirements and made available to the Client or relevant authorised persons upon request.
- The Principal Contractor shall monitor compliance with PPE requirements through workplace inspections, supervision and periodic reviews. Any failure to provide, maintain or correctly use required PPE shall be addressed promptly, and the affected work shall not proceed or shall be stopped where necessary to prevent exposure to an uncontrolled risk.

3.17 Working at Heights

3.17.1. General Requirements

Where work at an elevated position is required, priority shall be given to the elimination of fall hazards and the implementation of fall prevention measures, including, but not limited to,

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

suitable work platforms, properly erected scaffolding, guardrails, edge protection and effective barricading. Fall arrest systems shall only be used where the risk cannot be adequately controlled through reasonably practicable fall prevention measures.

No person shall be permitted to work in a fall-risk position unless a site-specific Fall Protection Plan has been developed by a competent person, implemented and communicated to the affected personnel, and is appropriate to the nature and conditions of the work. The Fall Protection Plan shall comply with the applicable requirements of the Occupational Health and Safety Act 85 of 1993 and the Construction Regulations, 2014, as amended.

As a minimum, the following shall be in place before work at height commences:

- All legally required appointments, including the appointment of a competent person responsible for developing and, where applicable, implementing and supervising the Fall Protection Plan, shall be completed in writing.
- A documented baseline risk assessment and a task- and site-specific risk assessment shall be completed. These assessments shall address the hazards associated with working at height, including fall hazards, falling objects, access and egress, environmental conditions and the effectiveness of the proposed control measures.
- Approved method statements, safe work procedures, task analyses and work instructions shall be available, as applicable, and communicated to all personnel involved in the work.
- A site-specific fall rescue plan shall be developed and communicated to the affected personnel. Suitable rescue equipment shall be available, and adequately trained and competent rescuers shall be identified and available to implement the plan.
- Personnel shall receive the training, information, instruction and supervision required for their assigned tasks, as determined by the risk assessment and applicable legal requirements.
- Suitable, compatible and appropriately rated fall protection equipment and personal protective equipment (PPE) shall be provided to each person required to work at height. Equipment shall be appropriate to the task and shall be used in accordance with the manufacturer's instructions and applicable requirements.
- Procedures for the inspection, maintenance, storage and removal from service of fall protection equipment shall be established and implemented. Inspection records shall

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

be maintained as required by applicable legislation, the manufacturer's instructions and the project SHE requirements.

- Personnel required to work at height shall be medically fit for the assigned work, as required by the applicable legal requirements and the task-specific risk assessment. Relevant fitness-for-work records shall be maintained.
- The Fall Protection Plan and associated risk assessments shall be reviewed and updated whenever changes occur in the work methods, equipment, site conditions or identified risks, or when an incident or other circumstance indicates that a review is necessary.

During work at height, effective measures shall be implemented to prevent persons from being struck by falling tools, materials or equipment. Warning signs, barricades, toe boards, tool lanyards, debris containment or other suitable protective measures shall be provided, as determined by the risk assessment. Barricades shall be continuous where necessary, clearly visible and sufficient to prevent unauthorised access to hazardous areas.

A clearly defined drop zone shall be established below or around work-at-height activities wherever there is a risk of falling objects. The drop zone shall be adequately barricaded, clearly marked with appropriate warning signs and controlled to prevent unauthorised entry. Personnel shall be informed of the hazards associated with overhead work, and access to the drop zone shall be restricted for the duration of the activity. Where the drop zone cannot be effectively isolated, additional protective measures shall be implemented before work proceeds.

Work at height shall not commence, or shall be suspended, where the Fall Protection Plan, required equipment, competent personnel, rescue arrangements or other critical controls are absent, inadequate or ineffective.

3.17.2. Every employer shall ensure that work at height is:

- properly planned;
- appropriately supervised; and

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

3.18 Ladders

The Principal Contractor and all appointed contractors shall ensure that ladders and climbing irons used on site are suitable for their intended purpose, maintained in a safe condition and used in accordance with the Occupational Health and Safety Act 85 of 1993, the applicable regulations and the project SHE requirements.

The following requirements shall apply:

- All ladders shall comply with the applicable requirements of the General Safety Regulations, including Regulation 13A where applicable, and shall be used in accordance with Regulation 6 and any other relevant statutory requirements.
- Employees working from ladders or using climbing irons shall wear suitable head protection fitted with a chin strap, where required by the risk assessment and the nature of the work.
- Mobile ladders and ladder platforms, where used, shall have wheels, locking mechanisms, brakes and platforms that are in good working order. Wheels shall be secured against movement before the ladder is used.
- All ladder components, including metal fittings, rungs, stiles, joints and fasteners, shall be inspected to ensure that they are free from cracks, deformation, corrosion, damage or other defects that could compromise structural integrity.
- Ladder feet and other anti-slip devices shall be in good condition and suitable for the surface on which the ladder is placed. Wooden ladders shall not be painted in a manner that conceals defects or prevents effective inspection.
- Climbing irons may be used as an alternative to ladders only where permitted by the applicable legal requirements and where a task-specific risk assessment confirms that their use is suitable and safe. Their use shall not compromise statutory safety requirements or create a risk of damage to electrical cables, conductors or other services. The use of climbing irons shall be expressly addressed in the working-at-heights risk assessment and the applicable safe work procedure.
- Employees required to use climbing irons shall be trained and assessed as competent in their correct selection, fitting, use, inspection, care and maintenance.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- When climbing irons are used, an appropriate, compatible and correctly installed fall protection system shall be provided and used. Where a rope grab system is specified, it shall be suitable for the system configuration and used in accordance with the manufacturer's instructions and the approved Fall Protection Plan.
- Suitable fall protection equipment shall be used while ascending, working from and descending ladders whenever required by the applicable regulations, risk assessment or Fall Protection Plan. Equipment shall be compatible with the intended anchorage and shall not introduce additional hazards.
- All ladders shall undergo a documented detailed inspection by a competent person at least monthly, or at a more frequent interval where required by the risk assessment, manufacturer's instructions or site conditions. In addition, employees shall conduct a visual pre-use inspection before using a ladder or climbing irons and report any defects immediately.
- Any ladder or climbing iron found to be defective, damaged or otherwise unsafe shall be removed from service immediately, clearly identified to prevent use and repaired or replaced before being returned to service.
- Records of formal inspections, including completed inspection checklists, defects identified and corrective actions taken, shall be maintained in the site SHE file and made available for inspection upon request.

3.19 Cutting, Welding, and Hot Work

When welding, flame cutting, grinding or any other hot work is performed, the contractor shall ensure that a sufficient number of suitable, serviceable and approved fire extinguishers are readily available at the work area. Hot work shall be conducted in accordance with the approved hot work permit, risk assessment and applicable fire prevention procedures.

Upon completion of the hot work, the contractor shall maintain a dedicated fire watch for a minimum of 30 minutes to identify and respond to any signs of smouldering, sparks or fire. The fire watch period shall be extended where required by the risk assessment, the hot work permit, site conditions or the potential for delayed ignition. The designated fire watch person shall remain vigilant, have access to suitable firefighting equipment and ensure that the work area is safe before the activity is closed out.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.20 Fire Equipment and Maintenance

- 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.
- Tested and serviced at recommended intervals by an accredited supplier.
- Results entered in the register and signed by competent person.

3.21 First Aid and Equipment

The Principal Contractor and all appointed contractors shall establish, implement and maintain adequate first aid arrangements in accordance with the Occupational Health and Safety Act 85 of 1993, the applicable General Safety Regulations, including Regulation 3, and the project SHE requirements.

The following requirements shall apply:

- The Principal Contractor and appointed contractors shall ensure that sufficient trained and appointed first aiders are available to provide prompt assistance in the event of an injury or medical emergency. Appointments shall be made in writing, and first aiders shall possess valid training and certification appropriate to their assigned duties and the applicable legal requirements.
- The number and distribution of first aiders shall be determined with due consideration to the nature and risk profile of the work, the number of employees, the size and layout of the site, the distance between work teams, the terrain, access constraints and the time required to reach an injured person.
- All employees shall be informed of the applicable first aid and emergency arrangements. As a project requirement, the Principal Contractor should encourage employees to obtain basic first aid training appropriate to their roles, in addition to ensuring that the legally required first aid coverage is maintained.
- Emergency contact numbers, including those for first aiders, emergency services, site management and other relevant emergency response personnel, shall be

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

displayed prominently on-site notice boards and at suitable locations where employees can readily access them.

- The Principal Contractor and appointed contractors shall ensure that employees are familiar with the emergency contact numbers, incident reporting procedures and arrangements for obtaining first aid assistance.
- First aid boxes shall be provided in accordance with the applicable legal requirements. As a minimum, the arrangements shall comply with the prescribed requirements for the number of employees and shall take account of the nature of the work, identified hazards, the number and distribution of work teams, and the distance between work areas. Additional first aid boxes shall be provided where indicated by the risk assessment or where necessary to ensure prompt access to treatment.
- First aid boxes shall be adequately stocked, clearly identified, readily accessible and protected against damage or contamination. Their contents shall be suitable for the hazards associated with the work activities. Regular inspections shall be conducted, and used, expired or damaged items shall be replenished or replaced promptly.
- In offices and other designated workplaces, signs shall indicate the location of first aid boxes. The name and contact details of the designated first aider responsible for the relevant area or first aid box shall also be displayed where required to ensure that assistance can be obtained without delay.
- The Principal Contractor and appointed contractors shall establish suitable arrangements for first aid and emergency response outside normal working hours, including during overtime, night shifts, weekend work and any other periods when work is undertaken. These arrangements shall ensure that trained first aid personnel, first aid equipment and emergency communication facilities remain available whenever work is in progress.
- Details of first aid appointments, training certificates, first aid box inspections and replenishment records shall be maintained in the relevant site SHE files and made available for inspection upon request.

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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

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

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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 Toolbox talks / Daily Team Talks / Pre Job-Meetings

A pre-job briefing shall be conducted before the commencement of each day's work and, where necessary, before individual tasks or activities commence. All relevant personnel involved in or affected by the planned work shall attend the briefing.

The briefing shall, as a minimum, cover the scope and sequence of the work, applicable method statements and safe work procedures, identified hazards and risks, task-specific risk assessments, required control measures, PPE requirements, emergency arrangements and any changes to the work scope or site conditions that may affect the safe execution of the task.

All employees attending the briefing shall sign the relevant pre-job briefing attendance register to confirm their attendance and acknowledge that the work activities, associated hazards, risks and required control measures have been explained to them. The person conducting the briefing shall ensure that the information is understood by all attendees and that any questions or concerns raised are addressed before work commences. Where necessary, the briefing shall be conducted in a language understood by the affected personnel.

Toolbox talks may be incorporated into pre-job briefings where appropriate. Where toolbox talks are not incorporated into these briefings, the Principal Contractor and appointed contractors shall conduct toolbox talks at least weekly.

Toolbox talk topics shall be relevant to the identified SHE risks, work activities, site conditions, incidents, observations, lessons learnt and other SHE issues applicable to the project. The content of each toolbox talk shall be documented, and attendance registers identifying the topic, date and attendees shall be maintained in the relevant site SHE file.

The Principal Contractor and appointed contractors shall ensure that pre-job briefings and toolbox talks are conducted consistently, that attendance and content records are retained, and that the required safety information is communicated before affected work proceeds.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.23 SHE Training

- 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.
- 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.
- Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- 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.
- Appropriate time must be set aside for training (induction and other) of all employees.
- Records of all training and qualifications of all contractor employees must be kept on the SHE file.

3.23.1 Site 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 site, 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.

- 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- 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.
- All employees and visitors on site shall carry the proof of induction training.

3.24 Contractor Site Establishment

The Principal Contractor shall ensure that all site facilities are properly established, managed, maintained and kept in a clean, hygienic and orderly condition throughout the duration of the project.

Before establishing the project site or site camp, the Principal Contractor shall prepare a site layout plan indicating the location of all buildings, offices, ablution facilities, dining areas, material storage and stacking areas, waste collection points, access routes and other relevant site facilities. The plan shall be submitted for review and approval where required by the Client or project requirements.

All materials stored at the site camp or work areas shall be stacked and stored safely, securely and in an orderly manner to prevent materials from collapsing, falling, obstructing access routes or creating other hazards. Storage arrangements shall take account of the type, size, weight and nature of the materials and any applicable manufacturer requirements.

When developing the site layout plan, the Principal Contractor shall consider the appropriate positioning and separation of the site camp, offices, ablution facilities, dining areas and material storage or stacking areas. These facilities shall be located and arranged to minimise exposure to hazards, prevent contamination, maintain adequate hygiene and ensure safe access and egress.

The site layout and facility arrangements shall be reviewed and revised as necessary to accommodate changes in the project activities, site conditions or identified risks. Access routes, emergency exits and emergency response equipment shall remain unobstructed at all times.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.25 Project Vehicle Safety

It is the responsibility of the driver to ensure:

- Their passengers wear seat belts whilst the vehicle is in motion.
- Comply with all traffic road rules, safety, direction and speed signs.
- Ensure that vehicle loads are properly secured prior to moving off.
- Ensure that vehicles are not overloaded.
- No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
- All drivers of construction vehicles are to have valid medical fitness certificates.
- Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
- Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be always valid.
- 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.
- Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly.

3.26 Housekeeping

- All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
- Prompt disposal of waste materials, scrap and rubbish is essential.
- Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
- All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
- 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

- 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.
- 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.
- 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.

3.27 Workplace Signage

Standards (SANS), the project SHE requirements and the findings of the relevant risk assessments.

The following requirements shall apply:

- Mandatory, warning, prohibition, emergency information and other safety signs shall be displayed wherever required by applicable legislation, the risk assessment or site conditions.
- All safety signage shall comply with the applicable requirements of SANS 1186 and any other relevant standards or specifications.
- Signs shall be positioned strategically at suitable locations and heights to ensure that they are clearly visible, legible and readily understood by employees, contractors, visitors and members of the public who may be affected by the work activities.
- All safety signage shall be maintained in a clean, legible and serviceable condition. Faded, damaged, obscured or otherwise ineffective signs shall be cleaned, repaired or replaced promptly.
- Each contractor establishing a site office shall display a company information and emergency contact board in a prominent and accessible location. The board shall

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

include the company name and the names and contact details, where applicable, of the following designated persons:

1. Project Supervisor or person in charge of the work;
2. Health and Safety Manager or Practitioner;
3. Designated First Aider;
4. Health and Safety Representative; and
5. Emergency or Evacuation Warden.

- The locations of first aid boxes, fire extinguishers, emergency exits, emergency assembly points and other emergency response equipment or facilities shall be clearly identified using appropriate signage, as required by legislation, the emergency plan and the site risk assessment.
- Contractors shall erect suitable warning, prohibition and hazard identification signs around work areas, restricted zones and areas where unauthorised access is prohibited. Where work activities may affect passers-by, visitors, adjacent operations or members of the public, appropriate signage and additional access control measures shall be implemented to communicate potential dangers and prevent unauthorised entry.
- The meaning and significance of relevant safety signs and symbols shall be explained during site induction, toolbox talks and other appropriate SHE communication sessions. The Principal Contractor and appointed contractors shall ensure that affected personnel understand and comply with the instructions conveyed by the signage.
- Safety signage shall be reviewed periodically and whenever there are changes to the work activities, site layout, identified hazards or access arrangements to ensure that the signs remain appropriate and effective.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.28 Tools and Equipment

- Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
- Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected before use as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- 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.
- Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- 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.

- 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.
- 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.28.1 Hand tools

- All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the Project supervisor/SHEQ department on a monthly basis as well as by users prior to use.
- Tools with sharp points in toolboxes must be protected with a cover.
- All files and similar tools must be fitted with handles.
- No makeshift tools are permissible on the project.

3.29 Auditing

3.29.1 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.

3.29.2 Eskom SHE audits.

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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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.

3.29.3 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.

3.30 Smoking

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

3.31 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.

3.32 Occupational Health, Hygiene and Rehabilitation

All contractors shall develop, implement and maintain a documented Occupational Health, Hygiene and Rehabilitation Programme appropriate to the nature, scope and risks of the work to be performed. The programme shall provide for the identification, assessment, prevention, monitoring and control of occupational health and hygiene hazards, as well as appropriate rehabilitation arrangements where required, to prevent occupational illnesses, protect employees' health and ensure compliance with applicable legislation and project SHE requirements

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.32.1 Medicals

Note: For the purposes of this contract, Eskom will only accept occupational medical surveillance conducted by an Occupational Health Practitioner who holds an appropriate qualification in occupational health and is competent and authorised to perform the relevant examinations in accordance with applicable legislation and professional requirements.

The following requirements shall apply:

- The Principal Contractor shall develop, implement and maintain a documented occupational medical surveillance programme for its employees and shall ensure that all appointed contractors implement an equivalent programme for their employees, where required by the identified occupational health risks and applicable legislation.
- The medical surveillance programme shall provide for pre-employment or pre-placement, periodic and exit medical examinations, as applicable, based on the nature of the work, identified occupational health hazards, potential exposures and relevant legal requirements.
- Before the appropriate medical examination can be conducted, each employee shall have a documented job specification or job profile that accurately describes the work to be performed. The job specification shall identify the employee's duties, relevant occupational health hazards, potential exposures, applicable occupational exposure limits where established, physical demands and any specific medical or functional fitness requirements associated with the position.
- The Principal Contractor shall ensure that all employees, including employees of appointed contractors, undergo the required pre-placement medical examination and are issued with a valid certificate of fitness, where required, before commencing work on the contract.
- Medical surveillance and periodic medical examinations shall be conducted at intervals determined by applicable legislation, the occupational health risk assessment and the recommendations of the responsible Occupational Health Practitioner. For this contract, medical fitness certificates shall be renewed annually for personnel working on site, unless a different interval is required by applicable legislation or the responsible Occupational Health Practitioner. Valid certificates shall be maintained for the duration of the contract.
- The Principal Contractor shall establish and implement a documented procedure for managing employees who are issued with a conditional or restricted certificate of fitness. The procedure shall address the assessment of restrictions, communication of relevant work limitations to authorised persons, reasonable accommodation or

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

alternative work arrangements where appropriate, implementation of necessary risk controls and follow-up medical assessments where required. Employees shall not be assigned duties that are inconsistent with the restrictions specified on their certificates of fitness.

- The Principal Contractor shall maintain appropriate records of medical fitness and surveillance in accordance with applicable legal requirements, confidentiality obligations and data protection requirements. Medical information shall be handled confidentially, with access restricted to authorised persons. Only the fitness status and relevant work restrictions necessary for safe work allocation shall be communicated to management, unless further disclosure is legally authorised or required.
- The Principal Contractor shall ensure that the occupational medical surveillance programme is reviewed whenever there are significant changes to employees' duties, workplace hazards, occupational exposures or applicable legal requirements.

3.33 Incident Investigation

All incidents shall be reported, recorded, investigated and, where legally required, notified to the Department of Employment and Labour in accordance with the Occupational Health and Safety Act 85 of 1993, the applicable regulations, including the General Administrative Regulations, and the applicable Eskom incident management requirements. Eskom Procedure 32-95 shall be used as a reference where applicable.

Incidents involving injuries, occupational diseases, dangerous occurrences or other events contemplated in Sections 24 and 25 of the OHS Act shall be reported to the relevant authorities in accordance with the applicable statutory requirements and prescribed timeframes.

The Principal Contractor and all appointed contractors shall ensure that incidents are investigated by competent persons and that the prescribed documentation is completed. The applicable incident recording and investigation forms, including Annexure 1, *Recording of an Incident*, to the General Administrative Regulations, shall be used where required and applicable. Additional Eskom or project-specific incident reporting forms shall also be completed where prescribed.

The purpose of an incident investigation shall extend beyond compliance with statutory reporting requirements. Investigations shall establish the circumstances surrounding the

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

incident, determine how and why it occurred, identify immediate and underlying causes, and establish the root cause or causes. The investigation shall also identify failures or inadequacies in existing risk controls, procedures, supervision, training or equipment, where applicable.

Appropriate corrective and preventive actions shall be identified, documented, assigned to responsible persons and implemented within specified timeframes. The effectiveness of these actions shall be monitored and verified to prevent recurrence of the same or similar incidents. Lessons learnt shall be communicated to relevant employees, appointed contractors and other affected parties, and risk assessments, method statements, safe work procedures and other SHE documentation shall be reviewed and updated where necessary.

All incident reports, investigation findings, supporting evidence, corrective action records and close-out documentation shall be retained in the relevant site SHE file and made available to Eskom or authorised regulatory officials upon request.

3.34 Emergency Management

The objective of emergency preparedness and response is to prevent or minimise the consequences of foreseeable emergency situations, protect the health and safety of employees and other affected persons, limit damage to property and the environment, and restore normal operations as soon as reasonably practicable.

The Principal Contractor and all appointed contractors shall familiarise themselves with, comply with and communicate the applicable Eskom Emergency Response Plan and procedures to all relevant employees and subcontractors. Contractors shall ensure that their emergency arrangements are aligned with Eskom's requirements and that personnel understand their respective roles, responsibilities, evacuation procedures, emergency communication protocols and response actions.

The Principal Contractor shall ensure that appropriate emergency response arrangements, resources, equipment and trained personnel are in place before work commences and are maintained throughout the contract. Emergency plans shall be communicated to affected personnel, reviewed periodically and tested through drills or exercises as required by applicable legislation, the project SHE requirements and Eskom procedures.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.35 Waste Management

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

The Principal Contractor and contractor working on site shall ensure that oil, fuel are confined to specific and secure areas throughout the project period. These materials shall be adequately containment for potential spills and leaks.

Waste may be collected by the relevant Municipality or alternatively taken by the Contractor to a registered landfill site.

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

Quantities of disposed waste shall be recorded and reported on a monthly basis. Set up system for regular waste removal to an approved facility and minimize waste by sorting wastes into recyclable and non-recyclable wastes;

Equipment maintenance and storage:

Ensure that all plant is in good working order;

Undertake maintenance within specified area (workshop); and use drip trays for all stationary or parked plant and when servicing equipment away from designated areas.

3.36 Waste Management Plan

The contractor will be expected to comply with the Eskom waste management standard and develop a plan.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

The amount of waste that will be generated (Register)

Measures to prevent pollution or ecological degradation (Procedure/ Method statement)

Targets for waste minimisation through waste reduction, re-use, recycling and recovery

Measures or programmes to minimise the generation of waste and the final disposal of waste.

Methods for monitoring and reporting

The waste class and rating in order to determinate correct disposal method for the waste and any other best practice that may be necessary to give effect to the requirements of National Environmental Management: Waste Act and regulations passed thereunder.

Approved/licensed waste disposal sites to be used

Audited Records of waste quantities disposed (Template)

Compliance obligations

3.37 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 project and all information relating to the post-project 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 maintained by all the contractors on their 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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 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.

3.38 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 because 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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

3.39 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.

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.

3.40 Working hours

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.

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.

Night work

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

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

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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.

3.41 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.

4 Revisions

Date	Compiler	Rev	Remarks
March 2026	L Mloyi	01	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.
October 2026	L Mloyi	02	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.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.