Eskom	**Standard**	

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1. Introduction

Eskom and its subsidiaries will conduct business with respect and care for people to ensure that no operating condition or urgency of service endangers the life of anyone or causes injury or damage to the environment. Eskom is committed to preventing all work-related injuries. In fulfilling this commitment to protect people, the environment and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.

At-risk behaviour leads to incidents. Life-saving Rules are safety rules that have been created to enforce zero tolerance for serious at-risk behaviours. These rules have been determined in terms of the consequences of the behaviours they describe, that is, if a particular set of behaviours or actions has a very high probability of causing disabilities or fatalities when performed.

The Eskom Life-saving Rules complement our existing safety best practices and are safety rules to be followed at all locations.

The Life-saving Rules apply to all Eskom employees, agents, consultants, and contractors. Visitors to Eskom should also respect and adhere to these rules as applicable and could be instructed to leave the Eskom premises with immediate effect should they refuse to do so.

2. Supporting Clauses

2.1 Scope

This standard shall apply at all Eskom sites with the intention to promote a safe working environment for all Eskom employees, agents, consultants, and contractors. Visitors to Eskom should also respect and adhere to these rules, as applicable.

2.1.1 Purpose

This standard clarifies the five most prominent causes of serious injuries and fatalities within Eskom, and Eskom's intention to enforce **"ZERO TOLERANCE**" with respect to non-adherence to these rules, due to the potential consequences of serious injury or fatality at the workplace.

2.1.2 Applicability

This standard shall apply throughout Eskom Holdings SOC Limited, its divisions, subsidiaries, and entities wherein Eskom has a controlling interest and/or Eskom contractors, unless specifically exempted by Sustainability Systems, where the business transacted may be of a completely different nature to the core business of Eskom.

2.1.3 Effective date

This document will be effective from the date of authorisation.

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2.2 Normative/Informative References

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

2.2.1 Normative

[1] ISO 9001 Quality Management Systems

[2] 32-37: Substance Abuse Procedure

[3] 32-95: Environmental, Occupational Health and Safety Incident Management Procedure

[4] 32-136 Contractor Health and Safety Requirements

[5] 32-345 Eskom Vehicle Safety Specification

[6] 32-407 Behavioural Safety Observations

[7] 32-418: Working at Heights Standard

[8] 32-477 Safety, Health and Environment Training and Development Procedure

[9] 32-520 Occupational Health and Safety Risk Assessment Procedure

[10] 32-524 Developing a SHE Specification

[11] 36-681: Plant Safety Regulations

[12] 32-726 SHE requirements for Eskom Commercial Process

[13] 32-727: Safety, Health, Environment and Quality Policy

[14] 32-848: Operating Regulations for High Voltage Systems

[15] 32-1112: Disciplinary Code

[16] 32-1113: Disciplinary Procedure

[17] 240-44175132 Eskom Personal Protective Equipment Specification

[18] 240-62946386: Vehicle and Driver Safety Management Procedure

[19] 240-43848327: Right to Refuse Employees' Right of Refusal to Work in an Unsafe Situation Procedure

[20] 240-84733329: Medical Surveillance Procedure

[21] 240-100979499 Personal Protective Equipment for Working at Heights Specification

2.2.2 Informative

[22] National Road Traffic Act 93 of 1996

[23] Occupational Health and Safety Act 85 of 1993

[24] 34-104 Earthing Standard

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2.3 Definitions

2.3.1 Contractor: Any person (juristic/individual) formally contracted (directly or indirectly) by Eskom and who performs work; supplies a service, product, equipment or material for the purposes of advancing Eskom's business and other interests. This includes consultants, and third party contractors i.e. vendors, suppliers, agents, joint ventures, fixed term contractors, principal contractors and subcontractors.

2.3.2 Life-saving Rule: Rules that, if not adhered to, have the potential to cause serious harm to people. The consequences of a person knowingly and wilfully violating this rule will result in a disciplinary process in accordance with the Eskom Disciplinary Code and Procedure.

2.3.3 Visitors: Any person who visits an Eskom site/office during working hours to attend a meeting or for any reason whatsoever. This could include a minor.

2.3.4 Work at height: Means 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. Work at height is, as a result, work in any place (except a staircase in a permanent workplace), including a place at, above or below ground level, where a person could be injured if he/she fell from that place. Access and egress that present a risk of fall can also be classified as work at height.

2.3.5 Zero Tolerance: The standard that provides for the imposition of severe consequences for a proscribed offence or behaviour without making exceptions for the extenuating circumstances.

2.4 Abbreviations

Abbreviation	Explanation
OHS	Occupational Health and Safety
ORHVS	Operational Regulations for High Voltage Systems
PPE	Personal Protective Equipment
PSR	Plant Safety Regulations
PTW	
SHEQ	Safety, health, environment and quality

2.5 Roles and Responsibilities

2.5.1 Sustainability Systems Department

The sustainability Systems Department shall:

a) Compile and review the Life-saving Rules for Occupational Health and Safety;

b) Develop awareness material;

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c) Ensure that the rules are communicated throughout the business;

d) Ensure compliance is monitored; and

e) Ensure that violations and sanctions are consolidated and communicated by Sustainability Systems to the organisation.

2.5.2 All Groups/Divisions/Operating Units/Business Units

The management at Group/Divisional/Operating Unit/Business Unit level shall be responsible for:

a) Implementing the Eskom Life-saving Rules in their Groups/Divisions/Operating Units/Business Units.

b) Communicating to all their employees, contractors, contractor employees and visitors the importance of compliance with the Eskom Life-saving Rules and the consequences of non-compliance therewith. This includes communicating Life-saving Rules to all new employees and new contractors.

c) Ensuring that the awareness material is made available, distributed and displayed at all units.

d) Ensuring all employees sign confirmation that the rules have been discussed with them, that they understand the rules and the consequences of violating these rules, and retain copies thereof.

e) Investigating any violation of a Life-saving rule and initiate the disciplinary process within five (5) working days.

f) Ensuring consistency in the application of appropriate sanctions on employees, contractors and contractor employees.

2.5.3 All employees (Eskom and contractors)

a) Always observe and adhere to the Life-saving Rules.

b) Avoid taking shortcuts when executing tasks. Always do the right thing even when no-one is watching.

c) Only perform work that you are authorised to do.

d) All employees to exercise the right to refuse to perform work in an unsafe situation, or when required to ignore a Life-saving rule.

2.6 Process for Monitoring

Groups/Divisions/Operating Units/Business units are responsible for ensuring the understanding of, and compliance with, Life-saving Rules. Line management shall monitor compliance and report on analysis and trending through performance reporting. The amendments to the revised standard shall be implemented with immediate effect and may be audited after a period of six (6) months from date of implementation.

2.7 Related/Supporting Documents

[1] 240-62196227 - Life-saving Rules – revision 5 (superseded).

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[2] 240–63942960 - Life-saving Rule Acknowledgement Form Document Content.

3. Document Content

Life-saving Rules are safety rules that, if not adhered to, have the potential to cause serious harm to people. The consequences of a person knowingly and wilfully violating these rules will result in a disciplinary process in accordance with the Eskom Disciplinary Code and Procedure.

The objective of this standard is to clarify Eskom's intention to enforce "**ZERO TOLERANCE**" with respect to behaviour resulting in serious risk to an individual at the workplace.

It must be noted that the content of this standard does not detract from the requirements for safe behaviour for all other work-related activities or other safety requirements, but emphasises the importance thereof.

3.1 Eskom Life-Saving Rules

3.1.1 RULE 1: OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH

With the aim to ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged unless:

a) He/she is trained and authorised as competent for the task to be done;

b) There is a valid permit to work, where required;

c) A pre-task risk assessment to identify all risks and hazards has been conducted prior to any work commencing;

d) He/she follows the requirements on OPEN, ISOLATE, TEST, EARTH, BOND and/or INSULATE BEFORE TOUCH, correctly based on applicable/related standards, procedures and outcome of risk assessment fit for the type of work or task to be performed;

e) The authorised person (team leader) has certified and physically shown all team members that the apparatus is safe to work on;

f) He/she makes the specific electrical environment safe prior to performing the work; and

g) All the appropriate PPE (including face shield and insulated gloves for low voltage work) are worn.

3.1.2 RULE 2: HOOK UP AT HEIGHTS

Working at height is a significant part of work in Eskom Holdings and is regarded as a high-risk activity, and as a result all precautions must be taken to prevent incidents while working at height. Wherever reasonably practicable, preference must be given to the performance of work at ground level as opposed to work in an elevated position. Where work in an elevated position is necessary, the requirements in this document shall apply.

No person may work at height where there is a risk of falling unless:

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a) He/she is medically fit to work at height;

b) A pre-task risk assessment to identify all risks and hazards has been conducted prior to commencing any work of this nature;

c) He/she is appropriately trained as determined by the risk assessment;

d) He/she is appropriately secured during ascending and descending; and

e) He/she is using an Eskom approved fall arrest system where applicable.

3.1.3 RULE 3: BUCKLE UP

Where required, the proper wearing of seat belts for any driver, operator and passenger is mandatory in all vehicles/equipment when driving and/or travelling for Eskom business purposes. The driver is obligated to ensure that he/she as well as all passengers are properly seated and wearing their seatbelts at all times while being transported in the vehicle, as per Eskom specifications.

Note: This rule is applicable on any road or parking lot, irrespective of the speed, and when the vehicle moves in a forward or backward direction.

3.1.4 RULE 4: BE SOBER

No person who is under the influence or who appears to be under the influence of intoxicating liquor or drugs will be permitted to enter, or remain on an Eskom site or conduct Eskom business or drive/operate a vehicle/equipment for Eskom business purposes.

This includes any level of alcohol or the presence of any drugs, controlled substances, and/or illegal substances in the body that impairs or could impair mental and physical functioning, irrespective of when the substance was used.

3.1.5 RULE 5: ENSURE THAT YOU HAVE A PERMIT TO WORK

Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by for example the:

a) Plant Safety Regulations; or

b) Operating Regulations for High Voltage Systems (ORHVS); or

c) Any other activity where a permit is required.

No plant is to be returned to service without the cancellation of all permits on that plant in accordance with procedure, unless permission is granted for a particular plant to be returned to service with permits still open, like in the case of redundant systems.

NOTE: In the case of live work, a “live work declaration form” is to be completed by the authorised person, who is the person responsible for the safe execution of work according to relevant

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standards and procedures. Outline the key principles or rules to support the implementation of the standard statement.

3.2 Consequences of violating a Life-Saving Rule

In terms of general health and safety in Eskom, if any of the Life-saving Rules are violated, it will be treated as a serious misconduct, and result in a disciplinary process in accordance with the Eskom Disciplinary Code and Procedure.

It must be highlighted that Eskom takes a ZERO TOLERANCE stance to violation of these rules.

Depending on the circumstances, Eskom reserves the right, where a contractor manager/supervisor allows the violation of a Life-saving Rule, to suspend the contractor's activities while determining an appropriate sanction.

In the light of a contractor employee allegedly violating a Life-saving Rule, the contractor shall immediately remove the employee from site and initiate the disciplinary process. The contractor shall investigate any violation of a Life-saving Rule and initiate the disciplinary process within five (5) working days of the violation. The contractor shall after the disciplinary process furnish Eskom with a copy of the sanction.

4. Acceptance

This document has been seen and approved by:

Name	Designation
Thava Govender	Group Executive – Generation and (Acting) Risk and Sustainability Divisions
Kerseri Pather	General Manager – Sustainability Systems
Jace Naidoo	Senior Manager – Sustainability Systems – OHS
Alex Stramrood	Senior Manager – Sustainability Systems – OHS
Risk and Sustainability Management Committee	Members of the Risk and Sustainability Management Committee
HR Policies and Procedures Committee	Members of the HR Policies and Procedures Committee

5. Revisions

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Date	Rev.	Compiler	Remarks
January 2017	6	A Stramrood	Substituted the words “Disciplinary hearing” with Disciplinary process. Updated the Purpose and Applicability to specify that this Standard is applicable to contractors. Updated Normative and Informative References. Updated Definition section by removing Agent and Consultant as these have been incorporated into the definition of Contractor. Updated the definition of Work at Height and Zero Tolerance. Reviewed and updated the Roles and Responsibilities section and Process for Monitoring. Added permit requirement to Rule 1, updated Rule 2 - Removed the words “psychologically fit to work” as this is no longer a requirement in terms of the Construction Regulations, 2014 and updated Rule 3 – Removed the words “(for example transporting people on the back of trucks in a cabin)” Updated Consequences of violating a Life-saving Rule with regard to contractors.
October 2015	5	A Stramrood	Revision date needed to be extended. Content still valid and same.
May 2012	4	S Govender	Amended Section 3.6 Consequences of Violating a Life-saving Rule to align with EXCO decision.
March 2013	3	S Govender	Changed Cardinal Rules to Life-saving Rules, and amended content to ensure better understanding of the intent and requirements.
September 2010	2	K Terblanche	Content of Rev 1 was incorporated into the new Policy template. Content was revised and updated.
December 2008	1	K Terblanche	Annexure 1: Acknowledgement of Eskom Life-saving Rules of this document was removed. The references made to Annexure 1 in paragraphs 3.5.2 and 3.8 were also removed.

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Date	Rev.	Compiler	Remarks
August 2008	0	K Terblanche	The document with reference number 32-421 was developed and approved.

6. Development Team

The following people were involved in the development of this document:

- Alex Stramrood
- Kerseri Pather
- Loraine Smit
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- Sivi Govender

7. Acknowledgements

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