Eskom	Specification	Group Capital

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1. Introduction

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

Zero harm is one of ESKOM values. The aim of Eskom's adoption of Zero Harm as one of its values is to strive to, and achieve world class safety, health, and environmental performance, where all Guardians (employees and Contractors) return home safely without harm done to the environment employees operate in every day.

This SHE specification stipulates' Eskom's minimum requirements which are required to be met for the specific contract and the duration of the contract period by the Principal Contractor and their Contractors.

The Principal Contractor and their Contractors shall develop a Safety, Health and Environmental (SHE) plan which complies with these requirements as well as the relevant applicable legislation.

Eskom in no way assumes the Contractor's legal responsibilities. The Contractor remains fully accountable for both the quality and the execution of contractors' health and safety programme for their employees and appointed contractor employees.

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

2. Supporting Clauses

2.1 Scope

This specification sets out the minimum legislative and organisational requirements for all works in relation to the applicable scope of work at Medupi Power Station Project.

2.1.1 Purpose

To Indicate to Contractors the SHE requirements on the project, upon which their planning for the management of SHE shall be based and thus produce their SHE plan and related Procedures.

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All Contractors are required to execute their works in accordance with this document as well as other applicable legal documents.

2.1.2 Applicability

This specification shall be applicable to all Principal Contractors, Contractors, Service Providers, and Consultants in all the activities and processes carried out for and on behalf of Medupi Power Station Project.

For best practice reasons, where the work scope does not fall within the definition of Construction Regulations 2014, then this specification shall also apply as a minimum.

2.1.3 Effective date

This specification shall be implemented from date of authorisation.

2.2 Normative/Informative References

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

Note: Where the date for revision of a document on the Eskom Document Centre website has passed, the document is still current, irrespective of its revision date having passed.

2.2.1 Normative

[1] ISO 9001 Quality Management Systems - Requirements
[2] Insert normative document references here
[1] ISO 9001: Quality Management Systems – Requirements
[2] ISO 45001: Health and Safety Management systems – Requirements
[3] ISO 14001: Environmental Management Systems – Requirements
[4] Basic Conditions of Employment Act No 75 of 1997
[5] Occupational Health and Safety Act No 85 of 1993 and Regulations
[6] National Environmental Management Act 107 of 1998 and Regulations
[7] National Environmental Management Waste Act 59 of 2008 and associated Regulations, Norms & Standards and Guidelines
[8] Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA)
[9] National Road Traffic Act 93 of 1996
[10] National Water Act 36 of 1998

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[11] 32-37 Eskom Substance Abuse Procedure

[12] 240-62196227 Life- saving Rules

[13] 32-726 Contract and Contractor OHS Management Standard

[14] 32-95 Occupational Health and Safety Incident Management Procedure

[15] 32-727 SHEQ Policy

[16] 32- 418 Working at Heights Standard

[17] 240-43848327 Employees' right of refusal to work in an unsafe situation

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

[19] 32-93 Eskom Vehicle and Driver Safety Management

[20] 32-345 Eskom Vehicle Safety Specification

[21] 32-520 Risk Assessment procedure

[22] 32-124 Eskom Fire Risk Management

[23] 32-123 Emergency Planning.

[24] 32-407 Behaviour Safety Observation Procedure.

[25] 32-1126 Eskom Smoking Policy.

[26] 240-150642762 Generation Plant Safety Regulations.

[27] 348-681011 The Environmental Management Plan for the Medupi Coal-fired Power Station in the Lephalale Area, Limpopo Province – The Construction Phase

[28] 348-631731 Medupi Power Station Record of Decision

[29] 348-629765 Atmospheric Emission Licence 2020

[30] 348-860848 Medupi Environmental Policy

[31] 348-717685 Procedure for the handling of HSE Non-conformities and Corrective and Preventive Action

[32] 348-882048 Medupi EMS Scope and Manual

[33] 348-10105259 Scope of Work for provision of general office cleaning, park homes and ablution facilities at Medupi Power Station Project and Extension 30

2.2.2 Informative

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

[35] SANS 1186 Symbolic Safety Signs

[36] Tobacco Products Control Act 83 of 1993

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

[38] National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004)

[39] National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004)

[40] Climate Change Act, 2024 (Act No. 22 of 2024)

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[41] National Heritage Resources Act, 2024 (Act No. 25 of 1999)

[42] Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1983)

[43] National Veld and Forest Fires Act, 1998 (Act No. 101 of 1998)

2.3 Definitions

Term	Explanation
Agent	Means a competent person who acts as a representative for a client.
Aspect	An element of an organisation's activity, product and service that can have a beneficial or adverse impact on the environment.
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
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	Any person for whom construction work is being performed.
Client Representative	(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)
Construction Health and Safety Agent (CHSA)	Means a competent person who acts as a representative for a client as per the Construction Regulations (CR) of the Occupational Health & safety Act, No.85 of 1993, CR 5(6)(7) and the South African Council for the Project and Construction Management Professions (SACPCMP).
Construction Manager	Means a competent person responsible for the management of the physical construction processes and the co-ordination, administration, and management of resources on a construction site.
Construction site	Means a workplace where construction work is being performed

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Term	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.
Contract	Is an agreement with conditions between the Client and a Contractor where an adjudication authority has approved a scope of work to be completed in a specific time frame and within a specified value.
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs construction work and includes *Principal Contractors*. In relation to this document, where the word "*Contractor*" is used, it shall mean all or some of the following: *Principal Contractors*, appointed *Contractors*, vendors, service providers and consultants.
Controlled disclosure	Controlled disclosure to external parties (either enforced by law or discretionary)
Critical Lifts	The following categories shall be considered as a Critical Lift; (1) any lift weighing in excess of 20 tons, (2) any lift involving a crane suspended work platform (man cage), (3) any lift over critical operating and/or process equipment, (4) any lift that exceeds 85 % of the crane's load chart, (5) any lift that utilises more than one lifting device (Tandem Lift), (6) Load transfers and (7) night lifting.
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment shall 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 shall 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.

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Term	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 labour broker as defined in section 1(1) of the Labour Relations Act, 1956 (Act No. 28 of 1956).
Environment	(NEMA) means: a. the land, water, and atmosphere of the earth. b. micro-organisms and plant and animal life. c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being.
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan shall preferably form part of Eskom's Environmental Management System.
Environmental Risk Assessment	Means a systematic process of evaluating the potential risks that may be involved in projected activity or undertaking.
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 which includes and provides for: a) All risks relating to working from a fall risk position, considering the nature of work undertaken, b) The procedures and methods to be applied to eliminate the risk of falling, and c) A rescue plan and procedures.
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.
Impacts	Any changes to the environment whether adverse or beneficial, wholly or partial resulting from environmental aspects.
Life-Saving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people.

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Term	Explanation
Medical Certificate of fitness	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	Means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.
Method statement	Is a written document detailing the key activities to be performed, work procedures and sequences of operations to reduce, as reasonably as practicable, the hazards identified in any risk assessment.
On Site/Site	Any workplace where the contractor or his employees performs contract related work.
Organisation	May be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects.
Permit to work	Means a written declaration on the permit to work form, signed by the appointed person and issued to the responsible person in charge of the work, informing the latter that the plant to be worked on has been isolated as detailed.
Planned Task Observation	Is an independent observation made during the planned period in which the task is being executed.
Pre-Task Risk Assessment/Daily Safe Task Instruction (DSTI)	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.

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Term	Explanation
Responsible Person	Means a person who has been authorised in terms of plant safety regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of these regulations.
Risk	The probability that injury or damage shall occur.
Risk assessment	Means a programme to determine any risk associated with any hazard at a construction site to identify the steps needed to be taken to remove, reduce, or control such hazard.
Safety Health and Environmental file	Means a file or other record in permanent form, containing the information on the SHE management system during construction including all information relating to construction phase after the handover to Client.
Safety, Health, and Environmental Plan	Means a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the SHE specification. This shall typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the Principal Contractor or contractor and approved by the Client/Agent for which contracting work shall be performed.
Safety, Health and Environmental (SHE) Specification	Including the base line risk assessment means a documented specification of significant residual SHE requirements for a construction site, which a competent and resourced Principal Contractor or contractor shall not have been aware of. This is to ensure the health and safety of employees and the direct and indirect communities, as well as duty of care for the environment. The Client/Agent compiles the SHE specification which shall be specific to each construction project.
Safety, Health and Environmental (SHE) requirements	Means comprehensive safety, health and environmental requirements for a contract, project, site, and scope of work. These requirements are intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The requirements shall be specific to each contract, project, site, and scope of work.
Safe Work Procedures	Safe work procedures are a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.
Service provider	Any private person or legal entity that provides any service(s) to Eskom for compensation.

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Term	Explanation
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, vendors, and service providers provide a service to Eskom, directly or indirectly.
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion.
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.

2.4 Abbreviations

Abbreviation	Explanation
DSTI	Daily Safety Task Instruction
EA	Environmental Authorisation
EAP	Employee Assistance Program
ECO	Environmental Control Officer
EIA	Environmental Impact Assessment
EMC	Environmental Management Committee
EMP	Environmental Management Plan
EMPr	Environmental Management Programme
EMS	Environmental Management System
EO	Environmental Officer
EP	Emergency Preparedness
ERW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
HIRA	Hazard identification and risk assessment
HS	Health and Safety
HV	High Voltage
CEMP	Construction Environmental Management Plan
ISO	International Organisation for Standardization
JSA	Job Safety Analysis

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Abbreviation	Explanation
KKS	Kraftwerk Kennzeichen System (translates German for Power Plant Classification System)
LDV	Light Delivery Vehicle
LMI	Lifting Machinery Inspector
LoGS	Letter of Good Standing (COID)
LTIR	Lost Time Incident Rate
LV	Low Voltage
NEMA	National Environmental Management Act
NM	Near Miss
NDT	Non-Destructive Testing
NWA	National Water Act (Act No. 36 of 1996), as amended
OHNP	Occupational Health Nursing Practitioner
OHS	Occupational Health and Safety
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating Regulations for High Voltage Systems
PPE	Personal Protective Equipment
PTO	Planned Task Observations
RoD	Record of Decision currently referred to Environmental Authorisation (EA)
RP	Responsible Person
RPO	Radiation Protection Officer
SABS	South African Bureau Standard
SDS	Safety Data Sheets
SAMTRAC	Safety Management Training Course
SANS	South African National Standard
SAQA	South African Qualifications Authority.
SAQCC	South African Qualification and Certification Committee
SHE	Safety, Health and Environment
SOW	Scope of Work
SPO	Smart Plant Owner
TETA	Transport Education Training Authority
TM	Team Medupi
WUL	Water Use License

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2.5 Roles and Responsibilities

2.5.1 Client:

2.5.1.1 Eskom General Manager:

The General Manager shall be responsible for the overall management of the project, including assurance that all duties of the employer as per OHS Act 85 of 1993, Medupi Power Station Project's Record of Decision (SPO No. 348-631731) and Construction Environmental Management Plan Rev 2, 2010 (SPO No. 348 - 681011) are properly discharged.

2.5.1.2 Eskom Contract Manager:

The discipline/contract manager shall be 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 shall 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 Contractors.

2.5.1.3 Eskom Health and Safety Manager/Practitioner:

The responsibility of the Health and Safety Manager/Practitioner shall provide assurance, as well as advice, assist and support to the Contract Manager in the management of the health and safety issues on the project which includes ensuring proper co-ordination amongst the various Contractors. The SHE Manager/Practitioner shall 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 shall be responsible for auditing and ensuring compliance to legal requirements.

2.5.1.4 Eskom Environmental Manager/Practitioner:

The responsibility of the Environmental Manager/Officer shall provide assurance, advice, assistance and support to the Eskom Contract Manager in the management of the environmental issues on the project which includes ensuring compliance to the Record of Decision (RoD), the Environmental Management Plan (EMP) and Environmental Management Systems.

Note: This position may be a permanent position on the Project Organogram, or it might be a service rendered by a line Division (which may be managed by a Service Level Agreement).

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2.5.1.5 Independent Environmental Control Officer:

The Lead Environmental Control Officer (ECO) shall be appointed by the Environmental Monitoring Committee (EMC), in conjunction with Eskom, and acts on the behalf of the authorities to monitor environmental compliance and performance. The Project is answerable to the ECO for non-compliance with National Legislation, the Record of Decision, the Environmental Management Plan (EMP), and Environmental Performance Specifications.

2.5.2 Principal Contractor:

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 No. 85 of 1993 and Regulations as well as all the Environmental Management requirements as per NEMA 107, of 1998 and related legislation. 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 have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.

The Principal Contractor shall provide a list of names and contact numbers of all his employees as well as the contractor employees on site. This list shall be updated as and when new employees commence on site.

The Contractor shall keep a record of all employees including the contractor employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the relevant officials. These records shall be filed in the OHS File.

Every employee shall undergo site induction provided by the Client before commencement of the contracted work. Only once this induction has been received, shall each employee receive a site access permit.

The Principal Contractor shall ensure that his managers and supervisors give clear and unambiguous instructions for the work in hand to the personnel for whom they are responsible for.

The instructions shall include, but not necessarily be limited to the following:

- Description of the objective/scope of work.
- Sequence of work/method statements.

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- Hazard identification and risk assessment (prior to commencement of work).
- Precautionary/preventative measures that are to be taken.
- Identification of sensitive features that may be impacted upon by the project.

The Principal Contractor shall take note of the following regarding DSTI's/JSA:

- No generic hazard and risks shall be accepted on DSTI's.
- DSTI's need to be amended once the work activity has changed as planned for the day.
- DSTI's to be compiled and conducted at the workplace and not in offices, same applies to records thereof.
- Ensuring the DSTI's are discussed with the workforce. Supervisors to strongly enforce expected safety behaviours to the workforce. Supervisors and Safety Officers (Principal Contractors and Eskom) to sign and acknowledge that the DSTI was checked for quality and correctness.
- Supervisors and Safety Officers (Principal Contractor's and Eskom) shall monitor to ensure compliance and where applicable Safety Officer's to coach supervision accordingly.
- No work shall be done unless DSTI/JSA has been presented and signed by all team members. All employees have a right to stop any work or refuse to work if the risks and hazards are not properly identified and/or controlled effectively.

Employees are responsible for their own health and safety and that of their co-workers in their respective areas of work on the project.

Employees shall be made aware of their responsibilities during induction and awareness sessions some of which are:

- Familiarising themselves with their workplaces and health and safety procedures.
- Working in a manner that does not endanger them or cause harm to others.
- Keeping their work area tidy.
- Reporting all incidents/accidents and near misses.
- Protecting fellow workers from injury.
- Reporting unsafe acts and unsafe conditions.
- Reporting any situation that may become dangerous.
- Carrying out lawful orders and obeying health and safety rules.
- Declaring to the employer if taking medication which may have intoxicating effects.
- Use the protective clothing and equipment prescribed for your job, in a proper manner. This shall be addressed during the daily safety task instruction.

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- Follow the instructions given by your Supervisor/Manager or inform him/her of the reason if it is not possible to do so.
- Before attempting something new or different discuss it with your Supervisor/Manager to avoid causing an incident.
- Maintain the tools in safe condition and turn in defective tools to the Supervisor/manager.
- If you have to climb, ensure that the ladder you use is not broken and has (non-slip) safety feet and also that it is not used when working on electricity installation due to the very high risk of electrocution. Make sure that one person is holding the ladder for you. Always apply three-point-contact.
- Refrain from cleaning up or performing any work on, or close to unguarded machinery until you have properly locked the electrical switches or know that your supervisor has done so. (Refer to the Permit to work).
- Refrain from stepping onto a stopped conveyer belt or attempt to work in any place where you could be injured if the machinery started up. You shall first make sure that the machinery is locked-out.
- Refrain from attempting to operate any vehicle or other machinery that you have not been trained for or been authorized to operate by your supervisor/manager.
- Refrain from running or hurrying downstairs or jump off a high place - knowing the high injury risk.
- Refrain from engaging in teasing, jostling, mock sparring or throwing objects, even playful as such actions could lead to injury to you and/or others.
- Use compressed air only for work purposes, knowing that playful use or blowing off work clothes can cause very serious injury.
- Keep the work area reasonably clean and orderly and immediately clean up any spills or tripping hazards.
- Familiarize yourself with the Safe Work Procedures and Method Statements prior to starting with a task.
- Place waste in the waste receptacles provided for it.
- Report any pollution or spillage to your supervisor – including leaking water taps.
- Refrain from wasting energy or any resources to promote environmental sound practices.
- Support all health and safety programs, and safety and environmental policy including the lifesaving rules.

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- If an employee has a reasonable belief that the work to be undertaken is likely to endanger him/her or any other person/s due to sub-standard acts or conditions, inadequate precautions or a lack of protective equipment or clothing, he/she has the right to refuse to work and shall report such situation to the employer.
- An employee does have the right not to work in any area or perform any task where that employee has reasonable justification to believe that the work situation presents a danger to his/her health and safety, organizational assets, or the environment.

- It shall be highlighted to all employees, that anyone who becomes aware of any person disregarding a health & safety notice, instruction or regulation shall immediately report this to the person concerned. If the person persists, stop the person from working and report the matter to the Principal Contractor Supervisor/ Construction Manager and the Eskom Contract/Project Manager immediately.

2.5.2.1 Management and Supervision of Construction works

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

The Principal Contractor and contractor(s) shall ensure that the performance of all specified work is supervised throughout the duration of the contract by enough competent appointed person, who have experience in the type of work specified.

No work shall commence and/or continue without the presence of an appointed Construction Manager, Construction Health & Safety Manager/Officer, Construction Supervisor or Assistant Construction Supervisor as per Construction Regulation requirements during execution of the work. These supervisors shall be fluent in the language for communications as defined under the Contract.

The Principal Contractor and contractor shall ensure that resourcing is in accordance with Project Plan and Schedule for life of work. An estimation of key activities is required to be identified for the life cycle of the project and resource plan requires aligning accordingly. The number of appointed persons shall be determined by the size and the risk of the project.

All work to be supervised (regardless of permit to work applicable or not) Employees to be always aware of the where about of their supervisors.

Recommended ratio of a supervisor versus employees is 1:15/20.

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2.5.2.2 Health and Safety Professionals (Manager/Officer)

The Contractor shall appoint Health and Safety Professionals (Manager and/or Officer(s)) considering the nature and the scope of work being performed in accordance with the requirement of CR 8 (5 & 6).

The Health and Safety Practitioners shall have a minimum qualification of a National Diploma in Safety/Environmental with a minimum of 2 years' experience in Construction related work.

2.5.2.3 Construction Environmental Personnel

The Principal Contractor and contractor shall appoint relevant Environmental personnel as per CEMP/ROD requirements considering the nature and the scope of work being conducted.

The Competent Environment Officer shall have a minimum qualification of a National Diploma/Degree in Environmental Management/Sciences with a minimum of 2 years' experience in Construction related work. Candidate must have experience in environmental and waste management fields.

2.5.3 Appointment of a Principal Contractor

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

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

Construction Regulation 5(1)(k) appointment shall be kept in the safety file.

2.5.4 Appointment of Contractors

The Principal Contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and shall form part of the SHE File. Adequate training and instruction shall be given to the appointees and the Principal Contractor shall ensure that all appointed contractors understand their roles and responsibilities.

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The Principal Contractor shall when selecting contractors to assist on the project carry out a selection process, and vet potential contractors. Once the selection process is completed, then such contractors shall be appointed in writing for a specific scope and for the relevant period as required.

Contractors shall not commence with any part of scope of work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation CR 7(1)(c)(v), by Principal Contractor.

2.5.5 Principal Contractor Accountability to their Contractors

The accountability of the Principal Contractor to their contractors are as follows:

- If the Principal Contractor needs to introduce a new contractor, the Principal Contractor shall first inform the Client. Such contractors shall, in every respect, meet the Client's SHE requirements.
- Should the Principal Contractor appoint a contractor, the Principal Contractor shall then have the same role and responsibility in relation to the contractors, in a similar way as the Client has in relation to the Principal Contractor.
- The Principal Contractor is directly accountable for the actions of his contractors. The Principal Contractor shall also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- The Principal Contractor shall ensure that the contractors appointed have the necessary competencies and resources to perform the work safely.
- The Principal Contractor shall provide any contractor who is making a bid or appointed to perform construction work, with the relevant sections of the documented SHE specification, who shall in turn provide the client/agent with a SHE plan for review.
- The Principal Contractor shall carry out audits on the contractor at least monthly to ensure that their SHE plan is being implemented and maintained.
- The Client/Agent and/or the Principal Contractor shall stop any contractor from executing construction work which poses a threat to the safety and health of persons or the environment or if it does not comply with the approved, SHE plan.

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2.5.6 Commitment

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

2.6 Related/Supporting Documents

32-726 Contract and Contractor OHS Management Standard

3. Document Content

3.1 Scope of work

Location: Medupi Power Station Project and Medupi Facilities, Lephalale, Limpopo Province.
Project description/detailed scope of work: Medupi Power Station Project including Medupi Facilities is a coal-fired power station, and a National Key Point situated in Lephalale within Limpopo Province. The project is a construction site for a coal-fired power station with six units, which shall generate a total capacity of 4800MW of electricity. All six units are in commercial operation and the focus is on completion of Balance of Plant works/activities.

The scope of work (SOW) entails the provision Office and Ablution Facilities Cleaning Services at Medupi Power Station Project and Medupi Facilities as set out in the document with Ref. No. 348-10105259. Below mentioned please find summarised criteria:

1. Work Areas: all GC Eskom areas and where required.
2. Labour: General labor and Key personnel.
3. Preliminary and Generals: Running costs, PPE, Medicals, Staff transportation
4. Consumables: Refuse Bags, Toilet paper, Hand paper towel barrel rolls, cleaning chemicals, Toilet seat sanitizer, mop, brooms, cloths, etc.
5. Subcontracted Services: Sanitary waste management, Pest Control, Deep Cleansing.
6. Daily work activities (includes but not limited): Sweep, Mop, vacuum carpets, wipe and disinfectant equipment and furniture, replenish consumables, covid19 or other pandemic daily disinfection (where applicable).

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3.2 Legislative Compliance

The principal contractor and all appointed contractors shall comply with all relevant legislation pertaining to this project.

The applicable legislation shall include (where applicable), but not limited to the following:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights.
- The Basic Conditions of Employment Act 1997 (Act 75 of 1997).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- National Environmental Management: Waste Act (Act No. 59 of 2008).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- National Road Traffic Act 1996 (Act 93 of 1996).
- Compensation for Occupational Injuries and Diseases Act 1993 (Act 130 of 1993) (COIDA).
- Any other applicable South African legislation.
- Applicable South African National Standards (SANS) - Contractor shall use the relative standards applicable to the project.
- 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 construction project. The register shall be updated biannually or as when required.

All Principal contractors and contractors shall have an up-to-date copy of the OHS Act and Regulations at all work sites which shall be available to all employees (GAR 4).

Note: When there is an amendment to the Acts and/or to the Regulations, the SHE plan shall be reviewed, updated accordingly and send through to the client. Changes shall be communicated to all relevant employees.

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3.3 Section 37(2) (Legal) Agreement

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

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

A signed copy of all the agreements shall form part of the respective principal contractor's SHE File.

3.4 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:

17. being protected from exploitative labour practices.

18. not to be required or permitted to perform work or provide services that

i. is 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 shall 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 shall be conducted in terms of the OHS Act "Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2 Purpose and Interpretation. Eskom does not condone the use of child labour and therefore all effort shall be exercised, and child labour shall not be used.

3.5 OHS Act

The principal contractor and appointed contractors shall have an up-to-date copy of the OHS Act and Regulations at all work sites which shall be available to all employees (GAR 4).

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3.6 Notification of Construction Work

The Principal Contractor shall notify the relevant Provincial Director of the Department of Employment and Labour (DEL) of the intention to carry out any construction work as defined in the Construction Regulation 4 of the OHS Act, at least 7 days before construction work is to be carried out.

The notification form of construction work is listed as an annexure 2 to the Construction Regulations of the OHS Act.

A copy of the notification letter sent to the DEL shall be forwarded to the project manager on the same day as sent to the DEL. A copy of the letter and their approval shall be kept in the SHE File. When the DEL provides a letter of approval or approved the notification in any form, a copy of the approval shall be sent to the Eskom project manager and a copy filed in the SHE File.

3.7 Compensation of Occupational Injuries and Diseases Act (COIDA)

The Contractor shall be registered with an appropriate employment compensation commissioner or a licensed mutual company or an equivalent of it (for international bidders). This cover shall remain in force during the contract and shall be the responsibility of the Contractor to ensure validity. Principal contractor and contractor shall submit proof of a valid registration through a certificate of good standing with the compensation fund or a licensed compensation insurer and ensure that all payments due to the Commissioner are discharged. The Letter of Good Standing shall reflect the name of the principal contractor or contractor.

Note: For international service providers, the equivalent from the country of origin of the service provider. For a service whose country does not issue such certificate equivalent to COID, the relevant legislation shall be submitted. However, if the service provider has offices in South Africa and has employed South African citizens, a COID certificate shall be submitted.)

3.8 Health and Safety Environment and Quality Policy/SHEQ Policy

A health and safety, environment and quality policy /SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant health and safety, environmental and quality roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

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Eskom has a SHEQ Policy (32-727, Appendix A) that clearly states the policy principles by which Eskom operates and the commitment to SHEQ excellence and is authorized by the Chief Executive.

Principal Contractor and the contractors shall support Eskom SHEQ policy as specified in this Specification and 348-389557 Medupi/Matimba Contractor Quality Specification.

Eskom SHEQ Policy shall be handed to the Principal Contractor when site establishment is completed. A toolbox talk shall be done with all the employees on site and attendance register shall be sent to the Contracts Manager and then filed in the SHE and Quality Files.

The Principal Contractor and the contractor companies shall each have a -SHEQ Policy duly signed and authorized by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall SHEQ objectives and commitment to improving Safety, Health, Environment and Quality performance and shall be displayed and shared with all stakeholders. It shall also include the description of the organization scope and the arrangements for carrying out and reviewing such policy.

The Principal Contractor/contractor shall ensure that the submitted tender adequately made provision for the cost of Health, Safety and Environmental measures.

Note: the costing for SHE shall be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases, medical surveillance (medicals), occupational health programmes and occupational hygiene surveys etc.

3.9 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.

3.10 Behavioural Based Safety Observation (BBSO)/Visible Felt Leadership (VFL)

Contractor shall incorporate BBSO or VFL programmes within their Health and Safety Management System.

The objective of behavioural safety observations is to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, Contractors, or their personnel. (Refer to Eskom Behavioural Safety Observations procedure 32-407).

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3.11 Eskom Life-saving Rules

Eskom views health and safety in high esteem and encourages that any organisation which performs work for Eskom in Eskom adopts the same view.

Six Life-saving rules have been developed that shall 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 shall 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.

If any contractual work shall be performed on any Eskom premises (including delivery of any product and service), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

Rule 1	**OPEN, ISOLATE, TEST, EARTH, BOND AND/OR INSULATE BEFORE TOUCH** Any person who performs work on an electrical installation shall ensure that it is isolated, tested and earthed before starting any work. (That is plant, any plant operating above 1000 V) 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

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	All the appropriate PPE (including face shield and insulated gloves for low voltage work) are worn.
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 below shall apply. No person may work at height where there is a risk of falling unless: 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.
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 always while being transported in the vehicle, as per Eskom specifications. No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts (Seatbelts shall be always used whilst driving). **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.

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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.
Rule 5	**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 standards and procedures. Outline the key principles or rules to support the implementation of the standard statement.
Rule 6	**ENSURE SAFE LIVE WORKING** To ensure safe live work, each live worker shall: a) Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division. b) Observe and maintain the minimum approach distance (MAD). c) Only perform live work (never mix live and dead work on the same site at the same time – Refer to ORHVS Section 7 and 5 handouts respectively). d) Perform tasks they are authorised for and only undertake tasks that are documented in the respective Task Manual (TM). Only work on one potential (voltage) at a time.

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

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

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

3.12 Appointments, Competencies and Training

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who shall meet the requirements of the OHS Act, Medupi Power Station's environmental approvals/authorisations and all applicable environmental legislations. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles.

The Contractor shall ensure that the resources to work on the project have the required related training, knowledge, and experience specific to the scope of work/services.

The competency/training shall include, but not limited to the following:

- Project/Construction Manager Competencies/Training:
  - Legal liability training (OH&S Act and Regulations course - latest version of the Act and Regulations)
  - HIRA
  - Incident investigation
- Supervisor's competencies/training:
  - Three years technical experience/ relevant competency in the related field
  - Accredited supervisor's safety course (Safety for supervisor training)
  - Legal liability (OH&S Act and Regulations course - latest version of the Act and Regulations)
  - Hazard Identification and Risk Assessment Training
  - Incident Investigation and Root Cause Analysis Technique Training
  - Job Observations Training or equivalent (e.g. planned task observation)

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The appointments shall include (where applicable), but not limited to the following:

Statutory appointments	
Reference	**Description**
OHS Act, Section 16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)
OHS Act, Section 17	Health and Safety Representative
OHS Act, Section 19	Health and Safety Committee Member - Chairperson appointment (if there are 2 or more H&S reps there shall be a H&S committee).
OHS Act, Section 19(6)(a)	Co-opted Health and Safety Committee member
OHS Act, General Administrative Regulation 9(2)	Incident / Accident Investigator
OHS Act General Safety Regulations 3(4)	First Aider/s
OHS Act, Electrical Machinery Regulation 9	Portable Electrical Equipment Inspector
OHS Act General Machinery Regulation 2(1)	Supervision of Machinery
OHS Act Construction Regulation 8(1)	Construction manager appointed by the Contractor's OHS Act Section 16(2) assignee
OHS Act Construction Regulation 8(2)	Assistant Construction Manager appointed by the Contractor's OHS Act Section 16(2) assignee
OHS Act Construction Regulation 8(5)	Construction Health and Safety Officer
OHS Act Construction Regulation 8(7)	Construction Supervisor appointed by the Contractor's OHS Act CR 8(1) assignee
OHS Act Construction Regulation 8(8)	Assistant Construction Supervisor
OHS Act Construction Regulation 9(1)	Person to Compile Risk Assessments
OHS Act, Construction Regulations 11(1)	Person to Supervise Excavation Work
OHS Act, Construction Regulations 16(1)	Scaffolding Supervisor

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OHS Act, Construction Regulations 23(1) (d&k)	Construction Vehicle and Mobile Plant Operator & Inspector
OHS Act, Construction Regulations 24(c&d)	Competent Person for Temporary Electrical Installation Control and Inspections
OHS Act, Construction Regulations 24(e)	Electrical Machinery Inspector
OHS Act, Construction Regulations 28(a)	Competent Person for Stacking and Storage Supervisor
OHS Act, Construction Regulations 29(h)	Competent Person as Fire Fighting Equipment Inspector
DMA (Sec 27(2))	Covid-19 compliance officer
Non-statutory appointments	
Eskom Requirement	Emergency Planning Co-coordinator
Eskom Requirement	Fire Official
Good Practise	Hand tools inspector
Good Practise	PPE Inspector

Notes to the appointments listed above: Section 16(1) creates a legal presumption, and therefore no appointment is required. The Contractor shall provide the full names, contact telephone number and business address of the Chief Executive Officer.

3.13 Contractor organisational Structure

3.13.1 Principal Contractor Organogram

The Principal Contractor shall be required to compile their organisational organogram for the contract, with a proposed OHS resource plan, highlighting the reporting structure from their Senior Management (Chief Executive) down to their project employees. For each position, stipulate the position titles, names of appointees, qualifications, and competencies. The principal contractor shall ensure that all appointed contractors comply with this requirement.

All organograms shall be updated timeously when appointments are changed and filed in the project, SHE File. The organogram shall be kept up to date, a copy of which shall be given to the client and copy filled in the relevant project SHE Files. The Principal Contractor is responsible for submitting

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updated copies of all of the organograms' as well as those of their appointed Contractors service providers, to the Client.

3.13.2 Appointed Contractor/s Organogram

Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram shall list the names, positions held, and any appointments made.

This diagram shall be kept up to date, a copy of which shall be given to the principal contractor and a copy filed in the relevant project SHE Files.

3.14 Safety Culture

Eskom drives a safety culture of Zero harm. Zero harm means ensuring that the Eskom operational activities do not inflict harm on Eskom assets, its employees, contractors, and members of the public affected by its operations, environment in terms of its environmental obligation. Zero harm is a value which Eskom shall strive towards operating within its compliance obligation, continual improvement against set intended outcomes and reduction of its environmental footprint by avoiding incidents

Zero harm is the first of our Eskom values, and a top priority in our business.

Eskom thrives to ensure that zero harm befalls its employees, contractors, the public and the natural environment:

- Zero Fatalities
- Zero Injuries
- Zero environmental incidents
- Zero Tolerance
- Zero Defects

Principal Contractors shall demonstrate in health and safety plan compliance to Eskom drive to Zero harm.

The following safety culture interventions are implemented across site, and it is required that all contractors participate in:

- Safety stand downs

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- Management Plant Walk about BBSO/VFL
- SHE campaigns
- Rewards and discipline strategies and procedures to encourage appropriate SHE behaviours.

3.15 Substance Abuse

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.

General Safety Regulation 2A is clear on the legal stance regarding intoxication.

The alcohol and drug permissible level is 0%.

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 site shall be subjected to ad hoc alcohol testing.

Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. Test records shall be treated as "Confidential" and filed in the employees' personal file.

3.16 Smoking

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy). Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with Eskom Policy and legislation requirements.

3.17 Cellular Phones

A contractor shall develop and implement a risk-based cell phone policy for their works areas. Do not use Cellular phones in areas where cell phone usage is prohibited. Texting and talking on the cell phone whilst driving and walking is prohibited. When taking calls or texting, stop and find a safer area. Disciplinary action shall be followed in case of any non-compliance.

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3.18 Occupational Health, Hygiene and Rehabilitation

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

3.18.1 Occupational Hygiene Management Program

Principal Contractors and contractors shall develop, implement and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene shall include, but not be limited to the following elements:

- Occupational health risk assessment as a background.
- Occupational health risk exposure profiles.
- Occupational hygiene monitoring program and ensure that monitoring is performed by an approved Inspection Authority.
- Communication of occupational hygiene results and requirements.
- Proof of awareness training.
- Documentation and control of records (Records to be kept for 40 years).

Where there are occupational hygiene stressors, Principal Contractors and contractors shall ensure that programs are developed and in place to address the said stressors. These programs may include but not be limited to:

- Hearing Conservation Program.
- Respiratory Protective Program.
- Hazardous Chemical Agents Program.
- Procedure for the use and management of radioactive sources.
- Heat Stress Management Program.

Identification: The Contractor shall identify the occupational stressors which could include exposure to chemical and biological hazards, noise, dust, vibration, heat, etc., to which any person may be exposed because of his work activities.

Risk assessment: Once the occupational stressors have been identified the risk shall be assessed in accordance with statutory requirements including manual handling, including the nature of the stressor, the work process, the exposure severity and duration, possible adverse effects etc.

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Control measures: The Contractor shall provide details of all control measures that shall be implemented to eliminate or reduce exposure to occupational stressors. Where mechanical means are employed, he shall provide details of how these shall be maintained to ensure that they operated at maximum efficiency.

Monitoring: The Contractor shall provide and adhere to effective monitoring procedures. These procedures shall include the planning, carrying out and recording of the results of the measurement programme. This is to confirm the effectiveness of the implemented control measures, and the results shall be made available to the Engineer on request.

Principal Contractors and contractors shall report to the Department of Employment and Labour on the occupational hygiene milestones (e.g. crystalline silica). Evidence of reporting to the department of Employment and labour and copies of such reports shall be made available to Eskom Health and Safety Manager / Occupational Hygiene Practitioners.

Copies of all occupational hygiene surveys conducted by the Principal Contractor and contractor shall be submitted to the Eskom Health and Safety manager and Occupational Hygiene practitioners. The SHE Manager / Practitioner shall establish a database of contractor occupational hygiene surveys and corrective plans.

3.18.2 Employee Health and Wellness Programme

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

3.18.3 Medical Surveillance Programme

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

The Principal Contractor shall ensure that his employees and contractor employees are registered on a medical surveillance programme and are in possession of a valid medical fitness certificate in annexure 3 format. The certificate of fitness shall be relevant to the type of work (risk based) that the employee shall be exposed to. This shall require each employee to have a risk-based person job specification that shall be used as a basis for medical examination.

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

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

The certificate shall be renewed as required by the risk profile. On completion of the project an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.

Contractors to take note of the following:

- Principal contractors shall ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
- For the appropriate medical examinations to be conducted, each employee shall have a man job specification, which shall indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- The Principal Contractor shall ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.
- In instances where sick leave is taken for a period of one week or more, the contractor shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries which occurred in the period of absence, which may affect their ability to work on site.

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3.18.4 Employee Assistance Programs (EAP)

Where Principal Contractor and contractors must arrange EAP service in case of need. All costs shall be borne by the Principal Contractor or contractors. Eskom's EAP Service Provider will not be made available to help.

3.18.5 Rehabilitation

Where any contractor's employee is injured at work to the extent that they require rehabilitation, then this shall be given, using the services of an appointed rehabilitation organisation.

3.18.6 Health Pandemics and Disaster Management

The Contractor shall ensure proper management and control of any disaster and or pandemics that may come forth during the contract. Contractor to develop a health pandemic and disaster Management plan/procedure and conduct risk assessment to ensure that appropriate measures are in place.

3.19 Emergency Care (First Aid)

A list of emergency numbers shall be displayed at notice boards and public areas for ease of access to all employees and visitors. The Contractor shall ensure that his employees are familiar with the emergency numbers. Emergency numbers shall also be part of the OHS induction.

Contractor shall have one first aid box for the first five (5) persons and thereafter one for every 50 or team of workers on site or part thereof. There shall be a trained and appointed person to render first aid service when required. The first aider(s) shall be in possession of a first aid level two (2) training as minimum requirement as per Eskom Emergency planning procedure 32-123.

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

Minimum contents of a first aid box: (Refer to GSR 3 Annexure of the OHS Act). A content check list shall be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

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A prominent notice or sign shall be erected in a conspicuous place at a workplace (SANS1186 approved signs to indicate location of first aid boxes), indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes.

Contractors to take note of the following:

- The requirements of the OHS Act GSR 3 shall be observed.
- First aid appointments shall be made to meet the requirements, this includes construction sites. Appointees shall be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work sites, cognisance shall be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency shall arise.
- For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
- The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.20 Emergency Preparedness and Response

3.20.1 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The Principal Contractor shall develop his own emergency response plan for both work areas and office areas and submit this plan to the Contracts Manager for approval. The plan shall be amended as required by the Contracts Manager. The Contractor shall ensure that all Contractors' Personnel are aware of and trained in the execution of the emergency plan. Contractor shall further ensure that Emergency response service is always available to attend to any emergency cases that may arise during the duration of the contract.

Periodic emergency drills shall be undertaken to test the effectiveness of the plan. The Contractor shall initiate his own emergency drills, with the co-operation, and subject to the approval of the Contracts Manager. Details of such drills shall be recorded, and such records shall be made available on request.

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The Contractor shall be responsible for ensuring that his emergency plan is reviewed annually, and after every incident which caused the emergency plan to be activated. Any changes made shall be briefed to all persons affected and the information provided to the Contracts Manager.

Note: The Contractor shall be responsible to familiarise himself with local municipal disaster management portfolios.

3.20.2 Fire safety

The Principal Contractor shall develop fire safety and evacuation procedures for any area under his control prior to the commencement of work. The procedure shall take into consideration the size of the area, types of work being done (e.g. cutting, welding, grinding, etc.), number of combustible materials present etc. It shall take account of any hot work permit arrangements and all other applicable fire and evacuation procedures. All Contractor's Personnel entering and working on the Project Site, and other places, if any, as may be specified under the Contract as forming part of the Site, shall be trained in fire safety and emergency evacuation and any other duties they are required to perform e.g. Fire Warden.

Existing fire management systems in buildings shall be maintained during construction whenever possible. Any changes shall be approved by the Engineer before implementation.

The contractor shall be at all-times available for any meetings and interventions that are arranged by the Engineer in the sake of fire and emergency safety.

3.20.3 Fire Safety Plan

The Contractor shall prepare a Fire Safety Plan which shall include:

- The designation and organisation of Contractors' Personnel to carry out fire safety duties, including fire watch service, if applicable.
- Emergency procedures to be used in the case of fire, including:
    - method of sounding the fire alarm.
    - notifying the fire department.
    - instructions to Contractor's Personnel.
    - firefighting procedures.
    - evacuation routes.
    - location of assembly points.
    - Integration with existing emergency procedures.

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- The control of fire hazards in and around buildings.
- Maintenance of firefighting facilities.
- Display in strategic places a site plan that shall illustrate the assembly points, locations of means of raising the alarm and extinguisher media. A plan shall be drawn up for each area under the Contractors control and shall, where appropriate, include office and welfare facilities.

3.20.4 Fire Alarm Shutdown

The Contractor shall inform the Contracts Manager of all fire alarm shut-down requests in writing 7 days prior to any part of a fire alarm system being shut down. When this is required, the Contractors shall develop alternative procedures, as approved by the Contracts Manager, to follow during a fire alarm shutdown.

3.21 Fire Equipment and maintenance

All firefighting equipment's that have been provided shall:

- Be clearly labelled
- Conspicuously numbered
- Entered in a register
- Inspected monthly by a competent person
- Tested and serviced at recommended intervals by an accredited service provider
- Results entered in the register and signed by competent person.

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

3.22 SHE Training

The principal contractor, when making a bid for this project shall provide a breakdown list of the SHE is training requirements and the costing of such requirements. Similarly, appointed contractor shall 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, shall be that the principal contractor and appointed

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contractors shall have the appropriate qualifications, certificates and employees shall 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 shall be set aside for training (induction and other) of all employees. Records of all training and qualifications of all contractor employees shall be kept on the SHE File.

The contractor shall ensure that the training providers are accredited and registered with SETA according to the relevant unit standards. The contractor shall have proof of this on site for verification.

3.22.1 Induction training

On annual basis or as when required, the Client shall provide Principal Contractors with Site Induction which the Principal Contractor shall ensure communication to his employees and visitors as well as contractor employees/visitors.

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. Attendance registers shall be completed of any induction training given, which shall indicate that they have received and understood the induction training.

Prior to attending the induction training, all employees shall undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness shall 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.

3.22.2 Site specific induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo their company (site specific) induction regarding the approved project SHE Plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training shall also include identification of sensitive features such as wetlands areas, red data species, graves, etc.

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Proof of induction signed by Inductor and trainee shall be submitted to the Safety department before an access permit shall be issued. The employer shall provide to each employee a proof of induction, which he/she shall carry and produce when required.

The Contractor shall maintain comprehensive records of all employees under his control (including all employees of the contractor) attending induction training. Acknowledgement of Life Saving Rules, receiving and understanding the induction shall be signed by all persons receiving the induction respectively.

3.22.3 Visitors to site induction

Visitors to the site shall be required to undergo and comply with the principal contractor's site-specific safety induction prior to being allowed access to site. All visitors shall remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work onsite, of any nature.

Visitors who have completed site induction shall be provided with a record of proof of Induction training.

3.22.4 General training

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

3.23 Access and Security Control

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

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

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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.

3.24 Contractor Site Establishment

Principal contractor's site facilities shall be always managed.

Prior to establishing a project site, site establishment and associated risk assessment which amongst others include a site plan showing position of all buildings, amenities, storage and stacking areas shall be submitted to Eskom for review and acceptance. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.

When compiling the site plan, cognisance shall be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.

3.24.1 Contractor's Site Facilities

Site facilities shall be established and maintained by the contractor or be maintained as agreed with the Contracts Manager and/or in accordance with the contractual agreement. The facilities include, but are not limited to the following (refer to OHS Act Construction Regulation 30):

- Temporary Facility Layout Plan.
- Sheltered eating facilities.
- Change rooms.
- Ablution facilities, sanitary waste bins shall be provided and serviced.
- Site Sheds, Offices and Amenities.
- Lay down and Storage Areas.
- Temporary Site Services.

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- Waste Storage Facilities & Receptacles.
- Designated smoking areas.

The Principal Contractor shall develop their site establishment procedure and method statements in line with the construction EMP, RoD, environmental authorisations and other permits and licenses.

Reasonable and suitable living accommodation may be provided for employees who are far removed from their homes and where adequate transportation between the site and their homes, or other suitable living accommodation.

3.24.2 Site roads

When planning, sufficient areas shall be allocated for parking of construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.

Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.24.3 Construction site

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

- The contractor shall develop a fire safety procedure for the construction site prior to commencing work. The procedure shall take into consideration the size of the site/s, the type of work performed and number of combustible materials. Cognisance of OHS Act CR 29 shall be made.
- It shall be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform.
- A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
- Appropriate portable extinguishers shall be available on the construction site and in cases of hot work, be readily available at the location.
- Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.

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- Site Smoking Restrictions shall be enforced. No open flames are permissible and where hot work is performed, the work areas shall be cleared of any combustibles prior to commencement of work.

3.25 Public Safety

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

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

3.26 Hazard Identification and Risk Assessment (HIRA)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to continuously carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is handled, stored, transported.

The Contractor shall prepare and provide to the Client a Baseline Risk Assessment as well as activity- based Risk Assessments for an intended work.

A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, considering whatever precautions are already being taken.

It is essentially a three-stage process:

- Identification of all hazards.
- Evaluation of the risks.
- Measures to control the risks.

Risk assessments shall be maintained. This means that significant changes to a process or activity, or any new process or activity shall be subjected to a risk assessment and that if new hazards come to light during the work process, then these shall also be subjected to risk assessments. Risk assessments for long term processes shall be periodically reviewed and updated. Baseline risk assessment shall be reviewed at least every six months, or as when required (i.e. changes to scope, incidents occurring, legislation etc.).

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Risk assessment shall be developed by the cross-functional team. The following role players shall be involved when compiling the risk assessment as minimum:

- Project manager.
- Supervisors.
- Specialists.
- Safety and Environmental officers.
- SHE Reps.
- Employees with experience of the task.
- Union representative if available.

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

3.27 Site and Operational Hazards/Risks

The construction work is currently happening within the operational space where the electricity generating units are completed, commissioned and the power station is generating electricity. There is on-going outage, and maintenance works by different contractors in different areas of the plant.

Contractor to ensure work is planned and executed in a safe manner taking into consideration the below hazards/risks:

- Operational and live systems around the site
- Electricity (live cable, powerlines, and connections)
- Operational underground services (electric cables, water pipes, sewer lines, network/fibre cables, etc...)
- Fly ash dust
- Noise
- Work interface with other contractors (additional risks from another contractor)
- Maintenance works
- Commission works
- Moving construction machine and mobile plant (hauling of ash and coal, Interface with people/employees)

3.28 High Risk Activities

When the Principal Contractor and/or his contractors are working in an area where a high health and safety hazard exists, the Principal Contractor shall:

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- Ensure that a risk assessment is conducted for all high-risk activities.
- Ensure that safe working procedure is communicated to all employees and safe work practices are enforced.
- Ensure that permanent and adequate onsite supervision is available for the duration of the work that is being conducted.
- Ensure the use of safety standbys in areas of high-risk activities, and activities that fall within the scope of the permit to work system.
- Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner.
- Maintain, always, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry.
- Provide any temporary protective shielding required for protecting nearby operations from the construction activities.
- Height restriction barriers/crossbars shall be erected on both sides of the overhead power lines, communication lines or other overhead obstructions. Establish the permitted safe clearances in consultation with the owner of the line.

3.29 Pre-Task Risk assessment/Daily Safe Task Instruction (DSTI)

The Contractor shall daily and for every task to be performed, conduct a pre-task risk assessment with all employees involved with the task(s). The pre-task risk assessment shall form the basis of the daily pre-job brief/toolbox talks prior to the start of work. The pre-task or on the job risk assessments shall be conducted at the place where work is to be performed/ conducted to allow supervisors and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. This Pre-task risk assessment shall always be available where the work is performed. This shall highlight critical steps from the safe work procedure to ensure that work is performed in a safe manner.

Proof of communication as well as confirmation that it was received and understood by all shall be noted on a standard form, which shall be kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Principal Contractor’s safety file.

Daily or issue based or. For example, if a job / task is extended over a day or halted due to inclement weather.

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

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- Each activity is listed.
- Specific hazards are identified and listed against each activity.
- The magnitude of each risk is rated as Low, Medium or High.
- All known documentary and supervisory controls are listed, for instance: what safe work procedures exist for ladders.
- The relevance, effectiveness and sufficiency of these controls are assessed.
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up.
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned.
- Persons responsible for monitoring the task and carrying out the planned job observation shall be nominated.
- Completed risk assessment shall be handed to the Eskom project manager representative for comment and approval.

The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

3.30 Safe work procedures / method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure shall be written when:

a. Designing a new job or task.
b. Changing jobs or task.
c. Introducing new equipment or substances.

The safe working procedure shall identify:

d. The supervisor for the task or job and the employees who shall undertake the task.
e. The tasks that are to be undertaken that pose risks.
f. The equipment and substances that are used in these tasks.

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g. The control measures that have been built into these tasks.
h. Any training or qualification needed to undertake the task.
i. The personal protective equipment to be worn.
j. Actions to be undertaken to address safety issues that may arise while undertaking the task.

The Principal Contractor shall compile project / site specific method statements and safe work procedures for all the tasks as identified in the risk assessment and scope of work, which shall be accepted by the Engineer or Client.

Note: The acceptance shall be qualified with the statement: “Acceptance does not relieve the contractor of his responsibility for ensuring safe working procedures in terms of the Construction Regulations. No work shall be carried out without a Principal Contractor’s approved method statement, safe work procedure and task specific risk assessment.

Commencement of any work activity does not take place unless a method statement and risk assessment has been produced and submitted to the Project Manager’s Site Safety Officer, five working days in advance of any proposed specific activity starting.

There shall be approved method statements and written safe work procedures for all the high-risk activities as identified in the risk assessment. No work shall be carried out without an approved method statement and written safe work procedure.

The supervisor / team leader shall ensure that all employees are trained on all applicable safe work procedures. Approved method statements and safe work procedures together with records of training/ awareness shall be kept on site at all times where work is conducted.

Safe work procedures shall be compiled and documented for applicable activities (arising out of the Job Safety Analysis (JSA) and Hazard Identification & Risk Assessment (HIRA).

3.31 Planned Task Observation

The Principal Contractor shall provide the planned task observation procedure or process covering but not limited to the following:

- Persons responsible for monitoring the task and carrying out the Planned Job Observation shall be the supervisor.
- Planned job observations shall be conducted in such a way that the employee is observed against the actual steps (of the written safe work procedure) to be followed when performing a task and be marked against compliance with each step. This shall assist in determining employee competence and compliance. Record shall be kept at all times.

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- The supervisor who conducts the PTO shall have a copy of the PTO to ensure that the employee is following the steps.
- Where the employee did not comply or did not follow the required steps, this shall be indicated on the report and actions be taken to correct the deviation.

3.32 Personal Protective Equipment Requirements

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

Contractor's employees on site, including visitors, shall use SANS approved risk-based PPE, as a minimum:

- Head protection hard hat (with chin straps).
- Steel toe capped safety boots.
- Eye protection. Wearing of impact Safety Spectacles with side shields. Prescription glasses shall comply with the same standard or cover impact safety spectacles shall be worn over them.
- Long sleeved and long pants protective clothing.
- High visibility vests.
- Dust mask and/or Cloth masks where dust mask is not compulsory.
- Refer to General Safety Regulation 2 of the OHS Act.

The Contractor shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly. Training shall be provided to employees on the use, care, replacement, and limitation of the provided PPE. Records of training to be kept and made available to the Client or inspector upon request.

Strict non-compliance measures shall be administered to any employee not complying with the use of PPE and that employee shall be removed from the Site.

Note: Certain areas shall be subjected to specific/extra PPE requirement.

3.32.1 Issue, Replacement and Control of PPE

The Principal Contractor shall provide a detailed procedure with a matrix on the issuing, maintenance, and replacement of PPE for all his employees and contractors on site.

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The Principal Contractor is required to keep an updated register of all PPE issued, including that of his employees and contractors. PPE inspector shall be appointed in writing.

Contractors to take note of the following:

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

3.33 Traffic Management Plan

The Principal Contractor shall develop and implement an adequate traffic management plan, considering the safe access and egress of all anticipated traffic, plant movement, pedestrians and vehicles to all working areas of the site including the core construction area, the lay down areas and site offices. Such traffic safety measures shall include the separation of vehicle and pedestrian traffic to prevent injuries. All vehicles shall be operated by competent and authorized personnel.

The Principal Contractor shall enforce the principles of road safety both on and off the site. This shall include the control of vehicles on site, road worthiness, vehicle/plant maintenance programmes, signage, speed limits, flagmen (when driving on construction site), warning lights and high-level flags if required.

Where access roads pass underneath overhead power lines, the Principal Contractor shall provide suitable height limitation barriers (goalposts) as agreed upon with the Client.

Key issues in dealing with traffic management on site shall include but not limited to:

- Management of vehicle movement e.g., movement systems, speed limits, vehicle parking, markings, signalling, loading, and unloading procedures.
- Keeping pedestrians and vehicles apart as far as is reasonably practicable by means of demarcation, signage and dedicated vehicle / pedestrian routes or other suitable means.

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- Improving visibility of vehicles and pedestrians.
- Signs and instructions.
- Public interface.
- Project road maintenance.
- Operator and driver competency and medical fitness.
- Proper fatigue management plan.

The Principal Contractor shall enforce the principles of road safety both on and off the site. The Principal Contractor shall submit a Road Safety Method statement to the Employer within 28 days after the starting date and shall conduct road safety audits on a regular basis. This shall include the control of vehicles on site, road worthiness, vehicle maintenance programmes, signage, speed limits, flagmen, warning lights, high-level flags, and disciplinary procedures.

Detailed traffic management risk assessment should accompany the traffic management plan, and continuous assessments should be done on on-going basis.

3.33.1 Construction vehicle and Private Vehicle safety

All construction vehicles shall meet the legislative requirements pertaining to the OHS Act No. 85 of 1993, Construction Regulations 23, the National Road Traffic Act, National Environmental Act and Eskom Vehicle and Driver Safety Management Procedure 240-62946386. In case of transportation of flammable substances, requirements stipulated in the Waterberg Emergency Services By-Laws (local emergency bylaws) must be complied with.

The following requirements are applicable to the use and operation of construction vehicles:

- The Principal Contractor shall ensure that all construction vehicles are operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles.
- Designated drivers shall be in possession of an appropriate valid driver's licence, valid for the class of vehicle and authorised in writing to operate the Construction vehicles. The driver's license shall be kept on the person and shall be produced on request.
- Appointed driver/operator shall be authorised in writing by their supervisor and the appointment letter signed by both the supervisor and the driver/operator. Such authorization shall detail their duties, responsibilities, limitations and areas of operation.
- All construction vehicle operators are to wear illuminated reflector vests at identified high-risk sites and construction projects.
- Drivers or operators and construction vehicles at identified high-risk sites and construction projects shall have a permit system for operating in that area.

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- All drivers of construction vehicles shall have medical certificates of fitness to operate those construction vehicle and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- All drivers and operators to have a file with appointment letter, medical fitness certificate and proof of competency always in the plant or vehicle; and
- No drivers or operator may text, talk on cell phones or two-way radios whilst driving under any circumstances. This includes the use of hands-free kits. Cell phone calls by drivers shall only be made when the vehicle is stationary, in a place of safety, and with the engine switched off.

It is the responsibility of the driver to ensure that:

- He/she and their passengers wear seat belts whilst the vehicle is in motion.
- He/she comply with all traffic road rules, safety, direction and speed signs.
- Vehicles are not overloaded and are within their safe working load limit.

The Principal Contractor shall ensure that his employees and those of his service providers do not:

- Ride on back of bakkie, crane or other mobile plant equipment.
- Leave vehicles unattended with the engine running. Ignition keys shall be removed in all cases when the vehicle is left unattended.
- Park vehicles in unauthorised zones/areas or where parking shall obscure other vehicle or pedestrian visibility.

Pre-Use Inspection of Construction Vehicles

The Principal Contractor shall take reasonably practicable measures to ensure that construction vehicles are inspected prior to use, which measures shall include:

- That the driver/operator of the construction vehicle physically inspects and ensures that the brakes, lights and any other defined safety features and devices are functioning as intended prior to setting such construction vehicle in motion.
- Pre-use checklists are completed by all drivers/operators of construction vehicle at the beginning of their shift. Such checklists shall clearly identify all the components, features and functionalities to be inspected by the driver/operator. For each component, feature or functionality, the checklist shall clearly indicate the pre-established criteria under which the mobile machinery may or may not be put in motion.

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  - Inspection logbooks or checklists are always kept in the vehicle. In case where there is no logbook and a checklist is used, then the checklists shall be kept in a file and always available in the vehicle. The logbook or checklist shall as a minimum include the following details on the top: Company name, Project/site name, Date, driver/operator name, vehicle registration number. Space for remarks shall be available to allow the driver/operator to record deviations, and the signature space at the bottom for both the driver/operator and the supervisor.

- Vehicles shall be provided with fixed & firmly secured seats and seat belts - adequate for the number of passengers being transported. Passengers in vehicles shall only be transported according to the number of seat belts present.
- All buses including minibus taxis used to transport personnel shall be fitted with a siren/hooter alarm that sounds when the vehicle is reversing. This includes vehicles working both inside and outside of the construction area.
- All buses and minibuses shall carry warning triangles, fire extinguishers and first aid box always. Buses/Minibuses shall have appropriate number of emergency exits. All steps shall have anti slip treads installed.
- Drivers of all vehicles shall allow appropriate travel distance between vehicles travelling in front of them and at no time shall “tailgating” be permitted.
- The Principal Contractor shall submit a detail list of all vehicles that shall require site access to the Contracts/Project Manager.
- Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- The Principal Contractor shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises.
- The Principal Contractor shall maintain his vehicles in roadworthy condition and hold a valid vehicle license (DISC). These vehicles shall be subject to inspection by the Client representative on random basis. Vehicles which are not roadworthy shall not be allowed onto the Project site.
- In the event where the Principal Contractor do not own the equipment, the Principal Contractor is still responsible for ensuring all conditions are complied with by all his service providers or hire companies.
- Ensure that all construction vehicles are maintained according to the manufacture’s specifications. All servicing and repairs shall be carried out by the Contractor in a designated area.

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- Records of maintenance shall be kept on site.
- All waste from servicing shall be disposed of in accordance with the environmental legislation.

The use of amber, rotating or flashing lights on construction vehicles:

- The use of amber, rotating or flashing lights shall only be used in accordance with the requirements of the National Road Traffic Act ,1996 (Act no 93 of 1996).
- No construction vehicle is allowed to use the amber light whilst driving on a public road.
- The construction vehicles fitted with amber rotating lights shall have a manual operated switch. The amber rotating lights shall be switched off when the construction vehicle enters a public road.

3.33.2 Private Vehicles and on-site driving Rules

All vehicles required to enter on site shall only be allowed on site once a permit application has been made and approved.

- Privately owned vehicles shall be limited on site.
- Drive professionally.
- Keep to the speed limits (taking weather conditions into consideration).
- Reverse parking is mandatory.
- Drive with your head lights switched on.
- Obey road signs and all safety signs.
- Always wear your seatbelt.
- Drive 10 km/h in all parking areas.
- Refrain from talking on cell phones or two-way radios whilst driving.
- Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- The following speed limits are applicable on site: 10km/h at the parking areas and speed limit as per posted signage shall apply at all other roads on site. A speed of 40km/h shall apply in all other roads where there is no posted speed limit sign.

Ensure that all drivers and passengers wear seatbelts, while travelling in a motor vehicle. Vehicles not fitted with seatbelts shall be retrofitted according to the vehicle manufacturer’s specifications.

Ensure that no employees, including Principal Contractor employees, when performing work for Eskom, shall be transported in the back of open vehicles. This applies both on and off-site.

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Proposals to refuelling area on site shall have the written approval from the Eskom HSE team/ Contracts/Project Manager.

3.34 Housekeeping and Order

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

The Client requires the Contractor to conduct housekeeping daily and perform 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.

Housekeeping shall be done before and after every shift. After completion of every task, each contractor shall conduct a proper housekeeping and keep evidence of housekeeping in that area.

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

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

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.

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 because of such a stoppage. Failure to comply with this requirement shall result into site cleaning by another cleaning contractor company at the cost of the principal contractor.

Emphasis on housekeeping and general safeguarding on construction site CR 27 and stacking and storage on construction site CR 28 is mandatory and shall be always complied with.

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3.34.1 Stacking and Storage

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

Adequate care shall be taken by the contractor to ensure that storage and stacking is carried out correctly and safely. Correct shelve stacking shall be carried out, heavy and bulky on the bottom, light and small on top.

3.35 Workplace Signage

Symbolic safety signage shall be displayed where it is required by legislation. All symbolic safety signage that the Contractor is to use/display shall conform to the requirements of SANS 1186. Signs shall be positioned to be seen from most positions within the work sites / areas. All signage shall be clear at all times and be replaced timeously when worn out.

The display of the following signs is mandatory:

- For Site Establishment: The Contractor's Company Name Sign shall be posted at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider(s); Health and Safety Representative and Evacuation arrangements.
- "Radio-Active Material" symbolic signs for radioactive material storage areas.
- The location of every First Aid Box; Fire Extinguisher and Emergency Exit is to be clearly indicated by means of appropriate signage.
- When in use, an explosive Power Tool shall have signage warning of its operation.
- Other specific signage for high-risk activities shall be displayed e.g. Use of Explosives.
- Contractor(s) shall post Company Name Sign on all fuel storage containers.

The Contractor shall provide the signage where work is carried out, where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

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

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

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3.36 Hazardous Materials/Chemicals/Agents Management

HCA shall be managed in accordance with all applicable legislative requirements this amongst others include HCA Regulations of the OHS Act 85 OF 1993 and Waterberg Emergency Services Bylaws.

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

- Safety Data Sheets (SDS) in accordance with the requirements of the OHS Act and regulations.
- Proposed arrangements for safe storage.
- Proposed methods for handling/usage.
- Proposed method of disposal.
- Hazard communication / training plan.

The information is to be provided at least two (2) working days prior to the expected delivery on site. The client representative shall approve the use of any hazardous substance after receiving the above information. No HCA are to be brought onto the site until the client representative approval is received.

When purchasing hazardous materials and/or chemicals, buying departments can fulfil the legislative requirements by ensuring that purchases are made only from service providers and manufacturers that comply with the requirements of section 10 (General duties of manufacturers and others regarding articles and substances for use at work) and section 22 (Sale of certain articles prohibited) of the OHS Act.

Any hazardous materials and chemicals, including gases, shall be stored in compliance with the legislative requirements, local municipal by-laws and SANS building standards.

3.37 Flammable and Combustible Liquids

- Proposals to store fuel on site shall have written approval from the Eskom HSE team/Contracts/Project Manager. The volumes of fuel allowed to be stored shall depend on site conditions and Statutory Regulations.
- Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed, and maintained.
- All fuel storage areas shall comply with the following requirements: -
    - Storage shall be well clear of buildings.

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- Storage areas shall be kept free from all combustible materials.
- All Safety signs shall be prominently displayed i.e.
  - Flammable Liquid.
  - No Smoking.
  - No open flames.
- Adequate firefighting equipment shall be available.

- Diesel tanks are to be installed in a bunded area; bunded area shall be able to contain 110% of tank capacity.
- Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
- Bunded area shall have a drain valve.
- No other material/equipment shall be stored in the bunded area.

3.38 Refuelling at the construction site

Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays shall be used to prevent spillage at the filling nozzle.

3.39 Compressed Gas Cylinder

General Safety Regulation 9 and SABS 1548 shall apply. Storage areas shall be a minimum of 30 meters from all buildings. Storage areas shall be securely fenced in an open mesh cage, in a shaded area, on stable and solid surfaces. For security and ventilation purposes, a wire mesh fence shall surround the storage area. The enclosure shall be kept locked.

Hazard and danger warning signs shall be prominently displayed at storage area, e.g.

- No Smoking
- No Naked Flames
- Contractor Identification and Emergency Contact information

Adequate ventilation shall be provided. Cylinder cages shall be maintained in the open air. Storage areas shall be kept free from all combustible materials; no other materials shall be stored in cylinder enclosure.

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Full cylinders shall be kept apart from empty cylinders in a clearly designated area so that it shall not be necessary to open valves to check whether cylinders are empty or full.

Cylinders shall always be chained separately in an upright position in appropriate cylinder stands. Cylinders shall be stored in rows with aisle in-between for ease of access and removal in the event of a fire or emergency. Adequate firefighting equipment provided by the Contractor shall be readily available. Cylinders for reactive gasses (e.g., oxygen and acetylene) shall be stored separately.

Flammable and oxidising gasses shall not be stored together. Greases and oils shall never be allowed to come in contact with Oxygen. Cylinders shall only be allowed on site in an approved trolley, properly secured and with a chain.

3.40 Machinery, Tools, and Equipment

This is the list of rules for all users of machinery, tools, and equipment.

- The Contractor shall ensure that all machinery, tools and equipment are identified, safe to be used and are maintained in a good condition.
- All machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded. A machine is guarded when persons cannot gain inadvertent access to the moving parts.
- The Principal Contractor shall ensure that all machinery, tools and equipment shall be listed on an inventory list and handed to security with a copy kept on site.
- All machinery, tools and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment shall be numbered or tagged so that it can be properly monitored and inspected.
- All machinery, tools and equipment shall have the necessary approved test or calibration documentation where applicable prior to being brought onto the premises and the records shall form part of the SHE plans.
- All fuel driven equipment shall be properly maintained in accordance with the manufacturer’s recommendations and legal requirements.

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- The Client reserves the right to inspect items of plant or equipment brought to site by the Contractor for use on this Contract. Shall the Client find that any item is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Client/Agent shall advise the Principal Contractor in writing and the Principal Contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the Principal Contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by the Client's instructions.
- The Principal Contractor/contractor shall ensure that he has all the necessary registers to record all tools and equipment and.
- All employees operating or using machines and tools shall:
    - Be competent
    - Have a valid certificate and
    - Have proof of any form of task related training.

3.41 Machine Guarding

An assessment shall be conducted in writing to ensure that all machines and tools are fitted with a guard and the assessment shall be kept in the safety file.

All guards shall be inspected by a competent person monthly as well as by users prior to use. These inspections and proof of corrective action taken shall be recorded and kept on site.

- **Record keeping:**
    - A register shall be used which indicates the name, number of the machine or tool and the number of guards and
    - The register shall be kept in a safe place for record purposes.

3.42 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 at least monthly or as required by legislation and risk assessments. The equipment shall be numbered or tagged so that it can be properly monitored and inspected.

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Where applicable, tools and equipment shall 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.

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

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

Shall 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.

3.42.1 Hand tools and Pneumatic Tools

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

All pneumatic tools shall be numbered, recorded, and inspected at least monthly as well as by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications. The Contractor shall ensure that any user of a pneumatic or electric breaker shall have their hands protected when operating near adjacent objects that could cause injury if the bit snags.

The Equipment shall be numbered or tagged, and colour coded so that it can be properly monitored and inspected.

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All hand tools shall be fitted with lanyards when performing work at heights. Hand tools inspectors shall be appointed in writing. Proper storage of all tools shall be maintained during execution of task and tools be taken back to the storeroom at the end of the task or shift. No tools shall be allowed scattered on the floor where work is carried out or when employees go for lunch break.

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

All files and similar tools shall be fitted with handles.

No makeshift tools are permissible on the project.

All cold chisels used on site shall be fitted with a hand guard to prevent hand injuries in case of a miss with the hammer.

Compressed air shall never be used for any purpose other than that for which it is provided. Compressed air shall never be used to remove dust from clothing. Hoses shall be orderly and safely routed in order to prevent tripping hazards. All compressed air hoses used for powering construction tools shall be made from reinforced hoses and the connections shall be crimped.

All contractors shall have a user policy for use of craft knives. Knives shall not be carried in clothing pockets with an open blade. The Contractor shall ensure that the appropriate cut resistant PPE is worn by the user. Cut resistant material coverage shall include the forearm of the non-knife holding hand unless other safety measures are taken.

Records

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

3.42.2 Portable Electric Tools

All powered tools shall be examined before use to ensure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination. All equipment shall be inspected and documented monthly by an appointed inspector as well as by users prior to use, and colour coded to designate such inspection. Contractors are expected to follow the Project colour code programme unless approved by the Contracts Manager.

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The Contractor shall ensure that where there is a risk of user injury, the Contractor selects electric drills fitted with safety devices which disengage power shall the drill bit snag.

Electrical tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.

All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

Electrical tools shall not be used where there is a hazard of flammable vapours, gases, or dusts.

All electrical tools and cord sets shall be protected by earth leak protection devices. This includes sets powered by small portable generators.

Where reasonably practicable, the Contractor shall ensure that tools or processes that produce dust shall be fitted with dust extraction equipment. Contractors shall avoid dry sweeping of hard surfaces and use a light water spray to minimise dust generation.

3.43 Inspection Colour Codes

The below table shall be used for colour coding on site for monthly and quarterly inspections on tools and equipment. Material to be used on colour coding shall be cable ties. The colour coding shall be implemented as soon as on the first day of the respective month. Previous month colour coding shall be removed and replaced with new ones for the present month. Wrong colour coding on tools and equipment shall be deemed as proof that inspection was not conducted for the month on that item. Colour coding does not replace the need of daily inspection checklist being conducted daily and kept in the file on site.

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Monthly Inspection Colour code			Quarterly Inspection Colour Code	
January	Blue	Blue	January	Green
February		White	February	
March		Black	March	
April	Grey	Grey	April	Red
May		White	May	
June		Black	June	
July	Pink	Pink	July	Blue
August		White	August	
September		Black	September	
October	Brown	Brown	October	Yellow
November		White	November	
December		Black	December	

3.44 Working at Elevated Positions

- The Principal Contractor shall ensure that all work performed in a fall risk position shall conform to the requirements of the OHS Act, the relevant SANS standards, and Eskom Procedure 32-418 (Working at Height Procedure).
- All employees working in a fall risk position shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.
- Whenever there is any potential of falling either from or into, a fall protection plan and risk assessment (which includes fall prevention) shall be compiled, implemented, and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards. The fall protection plan developer shall be competent and have a fall protection developer training (with relevant unit standard).

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- A fall protection Plan shall be compiled, implemented, reviewed, communicated to all employees working at heights and shall include but not limited to the following:
  - Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted
  - A site and task specific risk assessment covering all work at elevated heights shall be carried out and appropriate mitigation measures to be put in place and communicated to all relevant employees.
  - Appropriate training (as determined by the risk assessment) for all employees working at heights has been provided and records thereof
  - Legal appointments (All appointments for the fall protection plan developer and implementer are in place)
  - Individuals are medically fit to work at height, and records of this are kept.
  - Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
  - Appropriate height safety equipment and personal protective equipment have been issued to the individual. Up-to-date inspection records shall be in place at all times
  - The procedure addressing the inspection, testing and maintenance of all fall protection equipment, the withdrawal process of damaged PPE and up to date inspection records.
  - A fall rescue plan, along with necessary equipment and trained rescuers, is in place to affect a rescue of a person in the event of a fall
  - Emergency drills on all developed rescue plans shall be held at least once a year, under the supervision of a competent person.
  - Emergency preparedness procedures.
- The *Principal Contractor* shall review their risk assessment and fall protection plan when changes are made to the design or construction that result in a change on the risk profile or when an incident occurs.
- The *Contractors* shall stop all persons working in elevated positions during periods of inclement weather.
- Working in elevated positions shall only be carried out under the supervision of a competent person in accordance with the appropriate unit standards for working at heights.
- Fall arrest/protection plan and equipment shall be implemented where fall prevention is not possible.

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- Please refer to Eskom Fall arrester checklist (240-43921084), *Contractor* shall use it as a minimum guideline.
- All fall protection equipment shall comply with SANS Standards, other recognised international standards, and Eskom Procedure 240-100979499 (Personal Protective Equipment for work at Heights specification).
- Safety belts are not allowed to be used in Eskom. An appropriate full body safety harness shall be worn when working at an elevated position, refer to SANS 50361 and Eskom Procedure 240-100979499 (Personal Protective Equipment for work at Heights specification).
- The *Principal Contractor* and/or his *Contractor* shall compile a fall protection equipment, inspection, testing and maintenance procedure (Refer to SANS 50365 and manufactures requirements for safe use and for inspections).

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

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

Every employer shall ensure that work at height is:

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

Note: Employer to assess as far as reasonably practicable whether the activity can be done on the ground, only then can the fall protection plan be implemented.

Provision shall be made to prevent objects and or material from falling from elevated areas and the protection of persons working below. A drop zone shall be established with barricading and necessary signs.

3.45 Ladders

All ladders shall have an identification tag, logged in a ladder register, and inspected monthly by a competent person and by the user prior to use.

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Damaged ladders shall be marked as “DAMAGED” and removed from the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) and replaced with ones in good condition.

All ladders used for access shall be secured.

Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.

The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.

The ladder wheels, brakes and platform shall be in good condition. All metal parts to be in good condition, no cracks. Non-slip devices shall be in good condition and no paint to be on wooden ladders.

Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment shall indicate the use of climbing irons. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons. When using climbing irons, the appropriate rope grab fall prevention system shall be used.

A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists shall be filed in the site SHE Files.

3.46 Scaffolding

- All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085 and SANS 51004 (Aluminium and tower scaffold).
- Scaffolding erectors: Training is specified in SANS 10085.
- All complicated scaffolding and scaffolding higher than 3 meters shall be built by a scaffold service provider.
- All scaffolding shall be inspected by a competent person weekly before use and also following weather conditions that could have made the scaffold unsafe e.g. which could make ground conditions unstable, after a storm, mishaps, before dismantling and after alterations. The inspection check lists shall be filed in the site SHE Files.
- Users of scaffolding shall carry out a visual inspection daily before use. If unsafe conditions are found or suspected, the scaffold shall be isolated until a thorough inspection has been made.

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- The footing or anchorage points for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- Scaffolds that provide access to areas where personnel can fall into a hazard shall install a gate at the access point of the hazard that is affixed with a warning sign stating that 100% tie off required past this point.
- The *Contractor* shall give preference to using scaffold stairs instead of ladders for all scaffolds. These scaffolds shall be fitted with a kick place at the bottom of each stair section. The kick plate shall be able to prevent a member of *Contractors*' personnel slipping down the staircase and sliding between the floor and the mid-rail.
- An appropriate scaffolding tagging system shall be used to confirm the status of scaffolding for use or not to be used, the inspectors name and surname, signature, date and telephone number shall be written on the tag
- Scaffolding access stairs shall be fitted with toe boards at all landings to prevent a person slipping through.
- When employees are working on a scaffold provided with trap doors it shall be always closed to prevent a person from falling.
- A **design and calculations** shall be done for all scaffolding more than 2 meter by an Engineer.
- A Team leader shall be appointed in writing for the erecting and dismantling of all scaffolding.
- Only use steel boards on scaffolding when working in the open.
- Scaffolding shall be erected and inspected by the competent personnel.
- The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
- The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds.

3.47 Barricading (Guarding of Excavations, Trenches, and Floor Openings)

In areas where the restriction or prevention of unauthorised persons/members of public/passers- by is required, barricading requirements shall be adhered to.

Requirements for Barricading (if risk assessments require more stringent mitigation measures, then those stringent measures shall apply):

- Name and contact detail of person and Contractor Company that is responsible for the barricading shall be posted on the actual barricading.

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- All barricading shall be of the rigid type.
- All openings and edges shall be barricaded with solid barricading to withstand an impact of at least 200 kg.
- Only solid (scaffolding or stand-alone) barricading with Orange “Snow Netting” (which needs to be maintained and only as a temporary solution) shall be allowed.
- Ballard’s (containers filled with liquid) can be used as solid barricading (exempted for use inside power plant units).
- Physical barriers to prevent persons falling into openings in floors, stairwells, staircases, open-sided buildings and any structure during erection, where dangerous openings exist.
- Contractors shall pre-plan the delivery of floor grating, stair treads, landings, and handrails to ensure safe access and protection for persons working on structures.

No danger tapes are allowed for barricading purposes.

The contractors barricading standard shall accompany the SHE plans.

3.48 Electrical Installations and Machinery on Construction sites

The Principal Contractor shall ensure that electrical installations and machinery on construction sites conform to the requirements of the OHS Act and the relevant SANS standards.

Before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of, and guard against, danger to workers from any electrical cable or apparatus which is under, over or on the site.

The Principal Contractor shall ensure that all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites.

The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose.

All temporary electrical installations used by the contractor are inspected at least once a week. This shall be done by a competent person and the inspection findings shall be recorded in a register that is kept on the construction site; and a Certificate of Compliance (CoC) shall be issued by a competent person for each installation.

All electrical machinery is inspected by the authorised operator or user daily.

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The person inspecting the electrical machinery shall use the relevant checklist when conducting the inspection. He shall also record the findings and keep the register on the construction site.

3.49 Permit to Work

Contractors shall adhere to the approved Eskom Permit to Work System to control identified high risk activities. There shall be only one Permit to Work system (Eskom) on the construction site.

If the type of work requires a permit, then contractors shall be trained, competence assessed and authorised in writing to perform the duties of an authorised or responsible person as contemplated in the applicable Eskom regulations e.g.

- Operating Regulations for High Voltage Systems.
- Plant Safety Regulations.
- Pulverised Fuel firing regulations.
- Hot work.
- Radiation and Trench & excavation.
- Confined space work.

Note: Once any plant is safety cleared a permit to work is required to do any work activities on the plant.

Principal Contractors and contractors shall send employees (Supervisors) on responsible person course to enable them to take out permit to work.

The Client is to provide more details on the permit to work system for the specific work to be conducted by the Principal Contractor.

3.50 Working near Public Roads

- The Principal Contractor, his employees and Contractors required to work on, or nearby roadways shall wear high visibility vests as a minimum at all times, and be protected by red cones or flags during daylight and by red or amber flashing lamps at night.
- Work areas shall be adequately barricaded to prevent unauthorised access.
- Road works e.g., excavations, barricaded areas, shall be protected by red cones or flags during daylight and by red or amber flashing lamps at night.
- Road traffic warning signs shall be placed well ahead of the work area alerting of road workers ahead.

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- The Contractor shall ensure that operations follow the requirements of the National Road Traffic Act (Act no 93 of 1996).

3.51 Work Co-ordination Process

Work coordination process is designed for monitoring and coordination of activities for Contractors working within the same area. It allows work to proceed without risk to the health and safety of Contractor personnel, visitors, and client personnel.

The responsible manager shall ensure that work interfacing is avoided during the planning stage of activities. If work interface cannot be avoided, both Contractors shall conduct a joint risk assessment and shall be accepted by Eskom representative before work commences. All emerging hazards and risk shall be identified on the DSTI/risk assessment and communicated by both contractors working in the same area.

The following shall be taken into consideration:

- Whenever there is more than one contractor working in one area, there shall be a documented interface process.
- Where there are agreements between different contractors, those agreements shall be written and signed off by the client and site/plant owner.
- It is crucial that there is link between the risk assessment required for the permit to work in terms of PSR and the task risk assessment, as these risk assessments identifies critical controls required to execute the work.

3.52 Incident Management

The Contractor shall report all incidents/accidents as required in terms of the legislation.

All incidents/accidents including near miss incidents, first aid, medical treatment, lost time incidents (disabling injuries & fatalities); OH&S Act Section 24 and 25 incidents; electrical contact; and major equipment damage Incidents shall be reported to the Contracts/Project Manager within 24 hours of them occurring or, before the end of the work shift. The contractor shall ensure that all incident reporting classifications, recording, and investigation requirements are done according to the requirements set out in the Eskom document 32-95 (Occupational Health and Safety Incident Management Procedure - latest revision). This may include investigation format or documentation requirements.

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The objective of incident investigation shall not only be a legal requirement but shall establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

For any Lost-Time Incident (LTI), section 24 or major environmental incident, Principal contractor Chief Executive Officer (CEO) shall be asked to do a presentation to Eskom project director on site. Note, this is not for site manager to present, CEO of Principal Contractor shall also on behalf of his contractor do presentations. All Incidents shall be presented to Eskom Management within seven days (counting from the day incident occurred).

If it is found that the Contractor or their contractors are not reporting incidents, steps (which may include disciplinary action) shall be taken against the line management of the Contractor and /or Subcontractors.

The Contractor shall ensure that all accidents / incidents are investigated by a competent person and are discussed at the relevant SHE committee meeting. The Employer reserves the right to participate in any accident / incident investigation if the accident / incident is directly linked to any activity related to the Works.

Investigations shall begin as soon as practicable after the incident / accident has occurred. Where applicable and with appropriate authorisation (when required), photographs shall be taken of the scene of the incident as well as any equipment involved. Interviews with witnesses shall be conducted as soon as possible after the incident occurred whilst it is still fresh in their memory and if necessary, followed up later to determine if further information was recalled.

The Employer reserves the right to conduct an independent investigation of any accident/incident reported by the Contractor or Subcontractors over and above their own investigations. The Contractor and Subcontractors shall co-operate fully with the investigation and implement any additional improvement measures.

The Contractor shall investigate all incidents immediately and supply to the Contracts/Project manager, which shall include:

- Date, time and place of incident.
- Description of incident.
- Root causes of incident/accident.

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- Type of injury and/or (if any).
- Medical treatment provided (if any).
- Persons involved.
- Loss or damage sustained (if any).
- Names and contact details of witness/s.
- Description of corrective action to prevent a recurrence (with clear deadlines and persons identified for taking remedial action).
- All corrective actions shall be closed out within 14 days of the date of the incident, unless otherwise agreed by the Project Manager.

3.53 Environmental Management

The Contractor shall comply with the Projects' Environmental Approvals this amongst others include Construction Environmental Management Plan Rev 2, 2010 (SPO No. 348–681011), Record of Decision (SPO No. 348-631731), Water Use Licence (SPO No. 348-31313) and Atmospheric Emission Licence (SPO No. 348-629765). Refer to the Register of EA RoD License Permits Certificates and Servitudes for Medupi PS (348-687483) for full list Environmental Approvals for Medupi Power Station Project.

Medupi Power Station Project is ISO 14001:2015 certified, and Contractor is expected to conform requirements applicable to their scope of works. The Medupi Power Station Project's Environmental Management System is governed by several procedures/protocols (for full details refer to Register of EMS Procedures Records Master List (SPO No. 348-646829) which shall be made available to the Contractor for implementation.

Minimum requirements for compliance by contractors:

- Ensure that the Method Statements are submitted to the TM/ECO for approval before any work is undertaken. Any lack of adherence to this shall be considered as non-compliance to the specifications.
- Ensure that any instructions issued by the Contract Manager, on the advice of the ECO, are adhered to.
- Contractor shall maintain the environmental legal register.

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- Ensure that there shall be communication tabled in the form of a report at each site meeting, which shall document all incidents that have occurred during the period before the site meeting.
- Ensure that a register is kept at the site office, which lists all the environmental transgressions recorded/issued internally and by external parties e.g. ECO.
- Ensure that a register of all public complaints is maintained.
- Ensure that all employees, including those of sub-contractors receive training before the commencement of construction in order that they can constructively contribute towards the successful implementation of the environmental requirements of the Contract.
- Ensure compliance with the environmental requirements, relating to the provision of adequate resources for the implementation and monitoring of the requisite environmental controls.
- Compile an Environmental monitoring plan outlining all the construction activities, associated environmental impacts and how they shall be mitigated.
- Ensure that the project pricing makes provision for environmental costs.
- Contractor shall attach a company waste management plan including the typical waste inventory and templates used for keeping waste records.
- Include environmental considerations as an item on the agenda of the monthly site meetings.
- Compile and implement the necessary Method Statements; and undertake environmental awareness training of all site staff during the commencement of each Contract, with regular refreshers for the duration of the Contract.
- Appropriate measures shall be undertaken to minimise the generation of dust from work activities
- The work area is kept clean, tidy, and free of waster/rubbish. Waste shall be placed inside clearly labelled designated bins with locking mechanism.
- Adherence to current and amended Water Use License and Regulation 704 of the National Water Act (Act 36 of 1998).
- Plant and machinery shall be equipped with drip trays. Oil refills for plant and machinery shall take place in designated areas.

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Ensure that the environmental authorizations required in terms of applicable legislations are sought prior to storage of flammable substances/dangerous goods, including petrol, diesel, liquid petroleum gas or paraffin onsite.

3.53.1 Spillage of Hazardous Chemical Agents/Substances

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

3.53.2 Herbicide/Pesticides usage

Only registered pest control operators shall apply herbicides /pesticides on a commercial basis. All staff applying herbicides shall be trained in the application thereof and shall be provided with suitable PPE.

The application of herbicides shall be in accordance with the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act No. 36 of 1947. Only approved and tested herbicides with a low environmental risk shall be used. Banned substances are not allowed at Medupi Power Station Project.

Herbicide/pesticides register for usage shall be compiled and maintained, and a copy handed to the project leader / environmental advisor on completion of the project/contract.

3.53.3 Fire hazard

The Contractor shall develop emergency protocols for dealing with fires, which may include a Fire Management Plan in accordance with the National Veld and Forest Fire Act (No 101 of 1998) and

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ensure that all staff is educated in fire prevention and shall be held responsible to avoid the risk of fire. Firebreaks shall be created to prevent fires from spreading. No open fires are allowed on site. The contractor shall ensure that operations always comply with statutory requirements. The Contractor Environmental Officer shall ensure that in areas with a high fire danger rating, staff are made aware thereof. Smoking shall be restricted to designated areas or shall not be allowed, particularly in areas that have a high fire danger rating.

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

3.53.4 Waste

All waste generated shall be disposed of at a licensed facility. A waste inventory of all waste streams generated or handled shall be developed and kept. A waste management plan shall be compiled before commencement of work. Records of waste disposal shall be submitted to TM as required in terms of Medupi Waste Management Work Instruction (SPO No. 348-22367). No waste, be it biodegradable or not, shall be left on site once work has ended.

Industrial general waste and hazardous waste generated shall not be burned, buried, or disposed of on Eskom or Landowner property, but instead be controlled and removed to a licensed waste site on a regular basis. The Principal Contractor and contractor working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the construction period. These materials shall be stored in a bund/secondary containment with adequate containment for potential spills and leaks.

Waste shall be collected by the registered service provider or alternatively taken by the Contractor to a registered landfill site. Of most important legal requirements pertaining to transportation of waste shall be adhered to e.g. waste manifest.

Contractor to provide sanitary bins within the sanitary facilities and ensure serving thereof.

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 and associated National Norms and Standards, Regulations and Guidelines.

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

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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 as required in the Medupi Spill Prevention, Control and Countermeasures Management Plan (348-880696).

3.53.5 Material requirement

The use of any material or property belonging to any landowner shall not be permitted prior to arrangements with the relevant landowner. Written proof of such agreement shall be handed to project leader / co-coordinator for record keeping.

3.53.6 Dust and Noise

The Contractor shall monitor dust and noise caused by mobile equipment, generators, and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced.

To ensure that noise does not constitute a disturbance during construction activities, all construction works shall occur between specific working hours. Mitigation measures to be implemented as required/agreed upon with the project leader/environmental advisor.

In case Contractor conduct any activity or cause or permit dust emissions to occur, and if they are harmful to public health or wellbeing, or are likely to cause a nuisance, you are required to adopt the best practical environmental option to prevent and abate dust emissions into the atmosphere and/or environment.

Dust suppression measures shall be in place to reduce the dust caused by the movement of heavy vehicles and other contractor activities.

3.53.7 Environmental Incidents

All environmental incidents such as pollution (air, water, land, noise, etc.), bird kills, and animals killed, plants destroyed, public complaints etc. shall be reported to TM and/or ECO before the end of the shift.

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All environmental incidents occurring on site shall be recorded according to current Eskom Environmental Incident Management Procedure (SPO No. 348–693723) detailing how each incident was dealt with. Proof thereof shall be kept in an incident register.

The Contractor shall be held liable for any infringement of any environmental statutory requirements.

3.53.8 Water

Always implement the current project Water Use Licence

No construction shall be allowed within the 1:100-year flood lines. Shall any pollution of the watercourse occur, the Department of Water and Sanitation shall be notified immediately.

Water usage on site shall be verified with the substations/power stations responsible person, the project leader / environmental advisor to ensure compliance with legislation. Borehole water shall be verified as suitable for human consumption. All incidents related to water contamination shall be reported as per the requirements stipulated under Eskom Environmental Incident Management Procedure (SPO No. 348–693723). Records of water quantities abstracted shall be kept and submitted on the 25th of every month as part of the Contract Environmental Compliance Report.

Chemical toilets shall not be within proximity of the drainage lines / ways and shall be serviced on regular basis. Service records shall be submitted on the 25th of every month as part of the Contract Environmental Compliance Report ensure all requirements set on the Monthly Contractors Environmental Compliance Report Template (348-237861) are covered.

3.53.9 Environmental file

Environmental file including the following but not limited to shall be approved by the client. Contractor to ensure that all requirements stipulated on the Environmental File for Contractors Template (SPO No. 348-10082055) are covered and the file is reviewed and updated regularly. The requirements amongst others include:

- Comprehensive aspect and Impact register specific to the scope of works.
- SHE policy recently signed.
- Objectives and Targets covering environmental aspects signed by management.
- Environmental management plan that addresses all the potential environmental risks as per aspect and impact register.
- Environmental Legal Register.

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- Declaration Letter of Compliance to Eskom Environmental Requirements.
- Environmental procedures or plans which include Waste Management Plan, Hazardous Chemical Substances Management Plan, Water Management Plan, Non-Conformance and Incident Management Plans and Internal Auditing Procedure etc.
- Method statements that include environmental impact and mitigations measures. Include all activities in sequence as per the project scope and aspect and impact register.
- Training and Awareness procedure & Training matrix.
- Alien Invasive Plant Species eradication plan and program.

3.53.10 Environmental legislations and other requirements

Ensure compliance to all relevant environmental legislations and other requirements.

Ensure compliance to the project available licences, authorisations and permits.

Ensure that the environmental legal register is updated continuously and maintained.

3.54 Contractor's, SHE Plan

The Principal Contractor shall prepare a suitable and sufficient site specific SHE plans in accordance with the SHE Specification requirements, submitted with tender documents that shall indicate to the Employer the level of compliance to the SHE Requirements. The *Principal Contractor*'s SHE Plan shall be assessed for compliance to confirm compliance to the requirements in the *Client* SHE specification. The *Contractor* shall ensure that the site specific SHE Plan is submitted at least one-month prior site establishment, for the works permit application. Once compliance is confirmed and works permit obtained, only then shall the *Contractors* be allowed site access to start with site establishment.

The Contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this Specification and other contract documents requirements. The SHE plans shall identify each construction activity to be undertaken by the *Contractor*, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the works proceeds safely and without risks to health or adjacent operations.

Upon discussions with the *Principal Contractor*, a final accepted SHE plan shall be signed and approved. The *Principal Contractor* is thereafter required to do the same when procuring other

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Contractors. The *Principal Contractor* shall not be allowed to commence work on site until the SHE plan has been approved.

When a *Principal Contractor* intends appointing a *Contractor*, the *Principal Contractor* shall ensure that his SHE Plan is based on the Eskom SHE Specification that was issued for the project and he shall furthermore ensure that the activities of the *Contractor* are included in the SHE Plan to be submitted for approval.

The SHE Plan shall further demonstrate the Contractor's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:

a. Compliance to this Specification.
b. The Contractor SHE Policy. (OH&S Act section 7).
c. Indication of Competent Supervision (CV's to be included). (Construction Regulation 8(7)).
d. Documented proof of assessment of competencies of appointed persons (e.g.: scaffold erectors, riggers etc.).
e. Duties and safety responsibilities of all appointed persons.
f. Selection, placement and training procedures, including induction and ongoing training in 'Basic Safe Work' and Occupational Health & Safety training for newly hired or promoted supervisors. (OH&S Act section 8(2)(i)).
g. Occupational Health & Safety communications and meetings, including daily safe task instructions and project SHE meetings.
h. Assessment and management procedure for their contractors, including audit requirements for SHE Plans.
i. Safety awareness promotions.
j. Occupational Health and Safety Workplace Environment controls, including provision for monitoring employee exposures to noise, dust, etc. (Hazardous Chemical Agents Regulation 5 – 'Assessment of Exposures').
k. Personal Protective Equipment procedure and rules. (OH&S Act section 8, General Safety Regulation 2).
l. Control of dangerous and hazardous substances. (Hazardous Chemical Agents Regulations 2021, Section 43 of OH&S Act, 1993).

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m. System of hazard identification and risk control, such as Risk Assessments, Daily Safe Task Instructions and Communications. (OH&S Act section 8, Construction Regulation 9).
n. Inspection and maintenance of plant, tools and equipment prior to introduction to the Project Site (and to other places, if any, as may be specified under the Contract as forming part of the Site) and regularly thereafter. (Construction Regulation 23).
o. Accident and incident reporting, recording, investigation and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators. (General Administrative Regulations 8 & 9).
p. Evacuation and emergency planning arrangements; (Construction Regulation 29) Environmental Regulations for Workplaces 9).
q. Substance abuse policy and procedure and programme. (General Safety Regulation 2A).
r. Worker's welfare facilities. (Construction Regulation (30).
s. Daily site safety inspections and audits processes.
t. Letter of good standing with a compensation insurer.
u. Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.

The Contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the Engineer) to ensure that it fully addresses all the issues and complies with requirements of the SHE Specifications and contract.

3.55 SHE File

A SHE File means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.

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 construction sites and shall be available on request for audit and inspection purposes.

The SHE File shall consist of the requirements in terms of the project's safety specification, the contractor's safety, health and environmental plans. The sequence of filing the documentation shall

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be kept in the same sequence as listed in this SHE specification and the SHE plan. Each record shall be separated by partitions to afford easy identification and access. Each partition shall be labelled.

On completion of the construction work/project, the principal contractor shall hand over a consolidated health and safety file to the Contracts/Project manager. The principal contractor shall also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of contractors, the agreement, and the type of work completed.

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

The Principal Contractor shall also record on the file:

- Information about removal or dismantling of installed plant and equipment.
- Information about equipment needing cleaning and maintenance, for future purposes.
- Nature, location and markings of services.
- As-built drawings.

3.56 Auditing

3.56.1 Approval and compliance of principal contractor SHE Plan

The Contractor's SHE Plan shall be audited against compliance checklist to verify compliance to the requirements of the Eskom SHE specifications. Once there is compliance only then shall the principal contractors, SHE plan be approved by the Contracts/Project manager or Client safety representative. The implementation of the SHE Plan shall be assessed/audited by Eskom personnel on a regular basis. This shall include physical conditions evaluation.

3.56.2 Eskom, SHE audits

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

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

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There shall 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 and the contractor's safety/environmental team. Non-compliance raised during these audits shall be closed by the Contractor within 30 days. Audit shall be conducted on specific audit criteria and sampling of different site areas. The Safety Manager and Safety Officer/Environmental Officer shall always be available when these audits are conducted.

Ad hoc audits shall be conducted when a need arises and the Contractor's safety manager and safety officer to avail themselves for such audits.

If there are any findings / non-compliance identified as serious in these audits, an activity shall be stopped for that specific Principal Contractor and appointed contractor. Refer to section on "Work Stoppage" in this SHE Specification and requirements stipulated under section 2.4.1 of the Medupi PS Construction Environmental Management Plan, Rev 2, 2010 (SPO. No. 348-651011).

3.56.3 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 and/or Environmental Management Plan monthly 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.

3.56.4 Third Party Legal Compliance Verification Audits

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

3.57 Non-Conformance and Compliance

Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.

Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions.

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The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors shall implement a non-conformance procedure.

The procedure for the issuing and closing off non-conformance reports shall be strictly adhered to.

Contractor project management shall monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.

Action plan with proposed corrective actions, target dates and a responsible person for the action shall be submitted for all non-conformance raised.

Shall the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE shall be viewed as a transgression of the legislative and Eskom requirements.

3.58 Reporting and SHE Governance

Principal Contractor/s and their appointed contractors shall develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they shall employ and how they shall measure the effectiveness of there SHE communication. Below is a brief on how communication shall 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 always available on site. Minutes of meeting shall 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. The terms of reference shall be established for each governance structure on the project.

3.58.1 OHS Performance Status Reports

The Contractor shall provide OHS statistical and non-statistical reports, dashboards, presentations as per the Client requirements on weekly and monthly basis.

3.58.2 Environmental Weekly Inspection

Principal contractors conduct weekly inspections and submit the report on Friday’s before 12H00pm.

Weekly reports, waste report, proof of awareness/training shall form part of the monthly reports.

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3.58.3 Environmental Monthly Reporting

Contractors Environmental Management Report to be submitted on the 25th of every month to TM Environmental Department and ECO's. The report shall also be submitted contractually. Eskom project team shall define and provide a reporting template.

3.58.4 Emergency Coordinators Meeting

The Project Emergency coordinators meet on an agreed basis to discuss emergency activities, changes on the acts and bylaws and any other feedback from activities conducted by the Employer on various Contractors as well as lessons learnt.

3.58.5 SHE Managers (Eskom and contractors) Meeting

The Project Site Management shall host monthly a SHE Managers meeting in which all Contractors shall attend. The meeting discusses SHE performance, progress, and improvement initiatives etc.

3.58.6 Contractors Environmental Meetings

Contractors Environmental/SHE Meetings are held at intervals as determined by project Environmental Department, such meetings are chaired by the project HSE Manager/Environmental Practitioner and attended by the ECO, project Environmental Practitioners as well as designated environmental resources of all contractors.

Attendance registers shall be kept for all the health and safety meetings.

3.58.7 Statutory Health and Safety Committees

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

The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, audit findings action plans and other relevant SHE issues. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.

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SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act). The number of persons nominated by employer shall not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act).

A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.

The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson shall be competent to chair meetings and be able to make informed decisions.

Minutes and record of action items shall be kept of all health and safety committee meetings. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting. The original copy of the minutes and record of the action items shall be signed by the chairperson.

Listed below is a preferred agenda (The following serves as the guideline for the SHE Committee meeting agenda):

- Matters arising from previous minutes.
- Matters arising from Contractor's SHE meetings.
- Audit results and feedback (corrective actions with target dates).
- Review Health and Safety Representative Inspection Reports.
- Review
    - Incident investigation reports.
    - Non-Conformances.
    - Announcements (near miss/injury/damage).
    - Follow up on recommendations made by the employer in incident investigation reports.
- Accident Prevention – Safety Promotion
    - Planned Job Observations.
    - SHE Training.
    - Protective clothing and equipment.
    - Incident Announcements / Recall.
- Forthcoming High hazard activities

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

3.58.8 Toolbox talks/Daily team talks/pre job meetings

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

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

3.59 Contractor OHS Performance Evaluation

Eskom shall evaluate Contractor's OHS performance on an on-going basis against the Eskom requirements.

A post-contract review evaluation shall be conducted and shall be supported by the objective evidence documented during the term of the contract.

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

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

3.60 Employee's right of refusal to work in an unsafe situation

Employees have a duty to take reasonable care of their own as well as other person's health and safety at work and to cooperate with the employer, carry out lawful orders, including reporting unsafe situations and incidents.

Refer to Eskom Procedure 240-43848327- Employees' right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment is created that promotes zero harm by empowering employees and Contractors to take responsibility for their own safety and that of others.

3.61 Work Stoppage

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

The Client 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

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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.

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

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

The process to be followed is:

- The relevant activity shall be stopped.
- The Eskom responsible Manager and/or Principal Contractor and his contractors shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area that competent to make the area safe.
- The Principal Contractor and his contractors shall ensure that no other work is being performed during this time. Shall the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area shall be barricaded, and a sign placed with the wording “Unsafe Area – Authorized Access Only”.
- The Eskom responsible Manager shall review the affected parts/sections of the SHE specification with the purpose of providing sufficient SHE information to the Principal Contractor.
- The Principal Contractor shall then revise the relevant sections in the SHE plans to accommodate the changes.
- The Eskom responsible manager shall ensure that the revised provisions in the SHE plan are adequate and shall approve it before the work activity commences.
- Before the workforce is allowed back in the area, Principal Contractor and his contractors shall ensure:
    - The area is re-inspected by Contractor Safety Practitioner and supervisor and note corrective actions taken; and

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- Declare the area safe for work by signing off on the "work stoppage" notice issued by the Eskom responsible Manager.

NOTE: *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.*

Further note that Eskom do have two compulsory work stoppages per annum. Safety discussions shall be held on those days and no financial compensation claim lodged against Eskom. This is in line to support our safety culture of Zero Harm.

3.62 Hours of Work

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

3.62.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors shall notify their Eskom Supervisor or contracts/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 shall include proof of application, for overtime, to the Department of Labour and/or the letter of approval from the Department of Labour.

3.62.2 Night work

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

If work is continuing from day light into night, at dusk, a toolbox talk shall be held where all employees shall 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.

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3.62.3 Overtime

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

3.63 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 to assist the Contractor in adequately addressing the health and safety management of persons on site.

Shall Eskom not have addressed all SHE aspects pertaining to the work that is tendered for, the Contractor needs to include it in the SHE plans and inform Eskom of such issues when submitting the tender. The Contractor needs to ensure that all applicable SHE requirements are identified and included in their management system.

3.64 Project Close-out/Contract Sign-Off

On completion of the project, all appointed contractors shall close out their project documentation, SHE Files and site demobilisation plan 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 Contracts/Project manager. All required documentation shall be submitted and handed overusing relevant medium (hard copy files as well as soft copies in hard drives/USB) as per Project procedure (Project Closeout and H&S documentation (SPO No. 348-9942695), Rehabilitation Strategy and Implementation Plan for Medupi Power Station Project (SPO No. 348-77837), Contractors Environmental Close-out Requirements (SPO No. 348-10081756) and De-establishment and Rehabilitation Inspection Checklist (SPO No. 348-682304). A checklist shall accompany the submission to verify that all documents are submitted/or handed in to the client. The ECO shall sign off the contractor documents and site handover from the environmental side.

No project shall be signed off before Business Unit or Department has given assurance that no environmental liabilities exist. The responsible person, project leader or environmental advisor shall carry out a physical inspection before acceptance of work done.
No invoice shall be processed before work done is accepted.

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4. Process for Monitoring

4.1 Key Performance Areas and Indicators

The following Key Performance Areas / Indicators (KPAs / KPIs) shall be measured, analysed and reported. The Process Owner shall be accountable and assign the responsibility at the frequency as indicated below, documented as part of the QMS measurement, analysis and improvement initiative.

Table 1: KPAs/KPIs

Key Performance Area	Key Performance Indicator	Target	Measure Frequency	Responsible	Record
Acceptance of Tenderer's SHE File	Tenderer's SHE File compliance Eskom's SHE Requirements	14 days post receival SHE File	As per Tenderer response timelines	OHS/Environmental Officer	Signed Tender Evaluation Report.
Acceptance of the Contractors SHE File	SHE File complying with Eskom's SHE Requirements	14 days post receival SHE File	After Tender award	OHS/Environmental Officer	Approved Contractor's SHE File

4.2 Document Review and Self-Assessment

4.2.1 Document Self-Assessment

The "Process Owner" identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a "self-check" review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

a) the process / procedure operational integrity

b) process efficiency

c) the level of stakeholder knowledge and implementation.

Participants and results of the "self-check" review shall be documented by the Process Owner in the "Self-Assessment Checklist" ***(Template No. 348-655890)*** included as an Appendix to this document which shall be submitted via SharePoint to Medupi Documentation Department Help Desk by the Process Owner once completed.

Process Owner shall proceed with any revision requirements in line with Medupi Procedures, **348-653867** "Development and Change of Medupi QMS Documents" and **348-883808** "Document and Record Management".

4.2.2 Review Period

All QMS documents shall undergo a 3-yearly compulsory review.

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4.3 Training Requirements

No project specific training required to implement the process documented in this document beyond normal job function.

5. Acceptance

This document has been seen and accepted by:

Name	Designation
Ernie Basson	Contracts Manager
Louis Ndlovu	Project Quality Manager
Zandi Shange	General Manager

6. Revisions

Date	Rev.	Compiler	Remarks
April 2025	1	Tshifhiwa Munyai	First draft SHE specification for new scope of work.

7. Development Team

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

- Ntahli Khuzwayo
- Tshifhiwa Munyai
- Sakutanya Mamabolo

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Appendix A: Eskom Document Hierarchy

Annexure A: SHEQ Policy  Eskom's (SHEQ) Policy poster (32-727	**Annexure B: Acknowledgement form for Eskom SHE Rules**  Annexure B - Acknowledgement of	**Annexure C: Contract & Contractor OHS Management**  32-726 Contract & Contractor OHS Mana
Annexure D: Life Saving Rules Standard  240-62196227 - Life-Saving Rules Star	**Annexure E: OHS Incident Management Procedure**  32-95 OHS Incident Management Procedur	**Annexure F: Eskom PPE Standard**  Eskom Personal Protective Equipment
Annexure G: Smoking Policy  32-1126_Smoking_Policy.pdf	**Annexure H: Substance Abuse Procedure**  32-37 Management of Substance Abuse p	**Annexure I: Employee's Right of refusal to work**  Employees' Rights of Refusal to Work in an
Annexure J: OHS Risk Assessment Procedure  32-520 OHS Risk assessment procedure		

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Appendix B: MEDUPI DOCUMENT HIERARCHY

Annexure K: Project Closeout and HS Documentation	**Annexure L: Contractor Weekly Report template**	**Annexure M: Handling of H&S Non-conformities and Corrective and Preventative Action Work Instruction**
 348-9942695 - Project Closeout and I	 348-9990544 Contractors Weekly R	 348-880771 Handling of H&S Non

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Appendix C – Process Self-Assessment Checklist

Discipline:	Applicable Document No.: 348-10112303	Self-Assessment Date: **DD / MM /YYYY**

Item No	Ref Section	Self-Assessment Question	Compliant			Comment
			Yes	Part	No	
1	2.5.1.2 & 2.5.1.4	Was the SHE Specification issued with the enquiry for the project?				
2	2.5.4	Is the Principal Contractor appointed in terms of CR 5(1)(k)?				
3	3.3	Is the 37(2)-agreement entered & signed between Eskom and the Contractor?				
4	3.6	Did the Principal Contractor notify the relevant Provincial Director of employment and labour of the intention to carry out construction works?				
5	3.7	Does the Contractor have a valid letter of Good Standing?				
6	3.28	Did the Contractor prepare and provide a Baseline Risk Assessment?				
7	3.63	Did the Contractor prepare and submit a SHE plans, and is the plan approved?				

Comments:

Self-Assessment by:	Name:	Position:	Revision Required? (Yes / No)	Planned Revision Date:

Attendees:

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