Project Name: Pest control services required for Eskom Rotek Industries (ERI) at Rosherville

Project Address: Eskom Rotek Industries (ERI) Rosherville

Scope of the project: Provision of Pest control services required for Eskom Rotek Industries (ERI) at Rosherville for a period of five (5) years (as and when required)

Eskom Contract's Manager

Name: Voli Sompa

Eskom's Health and Safety Manager

Name: Ntokozo Ngubane

Eskom's Procurement Manager

Name: Nelisile Ngwenya

Public

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

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

CONTENTS

1. INTRODUCTION

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

This SHE specification is ERIs minimum requirements which are required to be met for the Pest control services contract and for the duration of the contract (5 years) period by contractors and where required, the delivery organisation.
The contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.

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

This SHE specification reflects minimum requirements and should not be construed as all encompassing.
Note 1: All the requirements listed hereunder are in relation to the contract and do not supersede or replace any organizational SHE requirements.
Although there are requirements listed in this specification that do not pertain directly to air charter, the requirements are expect of an air charter contractor business to conform to. These requirements are in line with Eskom's Zero Harm value.

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

2. SUPPORTING CLAUSES

2.1 SCOPE

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

2.1.1 Purpose

This document aims to provide to articulate the SHE specifications and SHE requirements that potential contractors have to comply with during the tendering and execution of the Pest control contract at ERI Rosherville.

Public

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

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

2.1.2 Applicability

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

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

[1] Basic Conditions of Employment Act No 75 of 1997.
[2] Occupational Health and Safety Act and Regulations No 85 of 1993.
[3] National Environmental Management Act 107 of 1998.
[4] National Road Traffic Act 93 of 1996.
[5] 32-37 Eskom Substance Abuse Procedure.
[6] .
[7] Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
[8] Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 36 of 1947.
[9] Hazardous Chemical Agents Regulations, 2021.
[10] National Environmental Management Act, 107 of 1998.
[11] National Environmental Management: Waste Act, 59 of 2008.
[12] National Road Traffic Act and dangerous-goods transport requirements, where applicable.

2.2.2 Informative

[13] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
[14] 240-62196227 Eskom Life Saving Rules
[15] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
[16] SANS 1186 Symbolic Safety Signs
[17] Constitution of the Republic of South Africa No 108 of 1996
[18] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management : Conducting EH&S Incident Management,

Public

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

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

2.3 Definitions

Public

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

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

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advice
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Eskom requirements	a) Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
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
Safety, Health and environmental file	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work

Public

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

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

Definition	Explanation
Medical certificate of fitness	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 Abbreviations

Abbreviation	*Description*
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations

Public

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

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

Abbreviation	*Description*
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Agents
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement (to be completed by the contract responsible manager).

3. Specification

3.1 Scope of work

The Pest control services required for Eskom Rotek Industries (ERI) at Rosherville for a period of five (5) years

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

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

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

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

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

Public

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

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

3.2.2 Hazardous Work by Children (Child Labour)

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

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that

i. are inappropriate for a person of that child's age; or
ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

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

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

3.2.3 OHS Act

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

3.2.4 Legislative Compliance

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injures and Diseases Act.

3.3 Eskom requirements

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

3.3.1 Contractor SHE file

The contractor is required to develop, issue and maintain as SHE file which needs to be accepted by the client prior commencement of work.

The SHE file shall be maintained and furnished with current documentation.

The SHE file shall include the following minimum requirements:

No.	Required document / record
1	Contractor SHE policy and contract-specific SHE plan

Public

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

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

2	Scope of work and project/contract organogram
3	Legal register and compliance evaluation
4	COIDA Letter of Good Standing
5	PCO registrations and relevant registration categories
6	Appointments and responsibility letters
7	Baseline and task risk assessments
8	Approved method statements
9	Employee induction, training and competency records
10	tness and surveillance records
11	SDSs, labels, product registration evidence and chemical inventory
12	PPE issue, inspection and respirator fit-test records
13	Vehicle, equipment and spill-kit inspection records
14	Emergency response and spill management arrangements
15	Incident reporting and investigation procedure
16	Waste management plan and disposal records
17	Inspection, audit and corrective-action records
18	Service reports, site maps and bait-station register
19	Monthly SHE and pest trend reports

3.3.2 Appointment of a Contractor

The principal contractor will be appointed by Eskom on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

3.3.3 Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

Note: Copies of contractor appointments must be kept in the respective SHE file.

Public

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

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

3.3.4 SHE Policy

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

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

3.3.5 COID

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

3.3.6 Eskom Life-saving Rules

- Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
- Six Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
- If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.
- Life Saving Rules Evaluation Report as per 240-94026805 in conjunction with 24094026879 must be completed monthly and forwarded to the Product Group/SHEQ Department for consolidation before close of business on the second day of every month.
- The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	**OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH** (That is plant, any plant operating above 1000 V)
Rule 2	**HOOK UP AT HEIGHTS**

Public

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

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

	Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	**BUCKLE UP** No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	**BE SOBER** No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	**PERMIT TO WORK** Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	**ENSURE SAFE LIVE WORKING** Ensure all live work basic principles are adhered to, as outlines (for the method being used) in High Voltage Working Standard for respective division.

- Eskom will take a stance of zero tolerance on these rules.
- Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.
- This is to ensure that every person who works on or visits an Eskom returns home safely to his or her family.

3.3.7 Substance Abuse

- Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. ERI is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering ERI premises.
- 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 in to account that this is an Eskom Life-saving Rule number 4: BE SOBER"), this means anyone entering the ERI will be subjected to alcohol testing and could lead to dismissal to an employee who is confirmed to be intoxicated at work.

Public

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

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

- Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
- Test records must be treated as “Confidential” and filed in the employees’ personal file.

3.3.8 Housekeeping

- All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
- Prompt disposal of waste materials, scrap and rubbish is essential.
- 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.
- 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 ERI project/site manager in the second instance.
- The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

3.3.9 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 should be numbered or tagged so that it can be properly monitored and inspected.
- Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer’s requirements.
- All fuel driven equipment must be properly maintained in accordance with the manufacturer’s recommendations and legal requirements.
- ERI reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- Should ERI 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 ERI 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.

Public

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

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

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

3.4 PERSONNEL HEALTH / HYGIENE FACILITIES

3.4.1 Dining areas

Contractor employees are required to consume food and refreshments at premises identified or allocated as dinning areas either provided by the client or they can bring their own dining facilities. Where provided by contractor dining areas shall have suitable and sufficient tables and chairs for seating whilst eating. Dining and kitchen areas shall be kept in a clean, tidy and hygienic manner.

3.4.2 Ablution facilities

The contractor shall use client provided ablutions facilities but should make provision for sufficient portable ablution facilities for the employees if the client facilities are not sufficient. Such facilities must be serviced regularly

3.4.3 Drinking Water

All contractors shall provide suitable drinking water for all their employees I (free of charge) whilst working in the field. Every effort must be made to keep the water as cold as possible. The client does provide drinkable water taps. Contractor to ensure that they drink water from taps identified as safe to drink.

3.4.4 Changing areas and Lockers

All contractors shall provide suitable changing facilities for employees or utilise ERI provided facilities should there be an agreement, irrespective if they change at the premises or at the workplace. Once again, cognisance must be taken of the dignity of fellow workers and members of the public. Contractors shall make sure that contaminated clothing is changed as soon as possible to prevent cross contamination.

3.4.5 Camp / Office Welfare

Should ERI not provide facilities the contractor must provide the following welfare facilities must be provided for in a clean and suitable condition, unless agreement with the Client/Agent's representative has been confirmed regarding the use of existing facilities:

a. Shower facilities.
b. Sanitary facilities.

Public

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

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

c. Changing facilities.
d. Eating areas.
e. Drinking water at strategic locations on site.

1. Water for drinking/consumption purposes shall be drawn only from taps in dining areas and ablution blocks and at points on Site marked “drinking water”.
2. No equipment or system shall be connected onto the drinking water system without prior approval of the Client/Agent’s representative.
3. All contractors must supply a sufficient amount of (cool) potable water on each worksite and in vehicles
4. The Contractor will be required to provide their own accommodation for the workers.

3.5 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION,

All contractors are required to develop an Occupational Health, Hygiene and Rehabilitation program that aims to manage exposure to occupational health/hygiene hazards such as hazardous chemical agents, hazardous biological agents, etc, as per the requirements of the Occupational Health and Safety Act and its regulations. The program is intended to ensure that the risks to health are identified and controlled.

3.5.1 Medicals

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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.
4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.5.2 Smoking

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

Public

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

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

3.6 CHEMICAL AND PESTICIDE MANAGEMENT

- Use only products legally registered for the target pest and intended use.
- Follow the approved label, SDS, dosage, application method, re-entry period and disposal instructions.
- Keep products in original, legibly labelled containers. Unlabelled or decanted chemicals are prohibited unless legally permitted and fully controlled.
- Maintain an up-to-date chemical inventory and usage register.
- Store chemicals in a secure, ventilated, bunded area, segregated from food, incompatible chemicals and ignition sources.
- Transport chemicals upright, secured and segregated from passengers, food and personal items.
- Service vehicles shall carry current SDSs, a suitable spill kit, fire extinguisher, first-aid supplies and emergency contacts.
- Mixing shall occur only in an authorised area with secondary containment. Never pour residues into drains, soil or watercourses.

3.7 ENVIRONMENTAL AND WASTE CONTROLS

- Prevent contamination of soil, stormwater, drains, groundwater and surface water.
- Protect indigenous vegetation, birds, wildlife, pets, livestock, pollinators and other non-target organisms.
- Use the minimum effective quantity and avoid broad-area application where targeted treatment is practicable.
- Place baits to prevent access by children, unauthorised persons and non-target species.
- Immediately retrieve poisoned pests and carcasses to prevent secondary poisoning.
- Segregate contaminated absorbents, disposable PPE, pesticide residues and containers as hazardous waste where applicable.
- Do not reuse pesticide containers. Triple-rinse only where permitted by the label and approved disposal arrangements.
- Use appropriately authorised waste service providers and retain waste manifests or disposal certificates.

3.8 APPOINTMENTS

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and 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 statutory appointments should include but not limited to:

Public

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

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

- Fire Fighter
- Evacuation warden,
- First Aider,
- 16(2) appointment
- Hazardous Chemical Agents Controller
- PPE inspector
- Risk assessor

3.9 ROLES AND RESPONSIBILITIES

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

3.10 RISK ASSESSMENTS

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

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

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated.

3.10.1 Task specific risk assessments

Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. In particular, if a job / task is extended over a day or halted due to inclement weather. All employees need to be trained or informed on the contents of the risk assessment and ensure that they work according to the approved risk assessment.

3.11 METHOD STATEMENTS /SAFE WORK PROCEDURES

Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. The contractor is required to develop method statements or safe operating procedures for all their critical activities and ensure that employees work according to these.

Public

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

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

3.12 INDUCTION TRAINING

- The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the ERI Rosherville induction training prior to commencing work on site.
- Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- Prior to attending the induction training, all employees must undergo a preemployment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.
- All employees and visitors on site shall carry the proof of induction training.
- The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan, general hazards prevalent on the site, risk assessment, rules and regulations, and other related aspects.

3.13 INCIDENT INVESTIGATION

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

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

3.14 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 supplier must develop their own emergency response for t their work activities and ensure compliance with Rosherville Emergency Preparedness plan.

Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

The contractor is required to develop and emergency preparedness plan for their activities and have emergency equipment such as spill kits, first aid box, etc. to effectively manage emergencies.

The contractor shall keep emergency contact details in file including ERI ambulance services contact details.

The contractor shall maintain site-compatible emergency arrangements and ensure workers know alarm signals, assembly points, first-aid arrangements and escalation contacts.

- Stop work, isolate the area and prevent further exposure or environmental release.

Public

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

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

- Provide first aid in accordance with the SDS and obtain medical assistance where required.
- For spills, protect drains, contain the material, recover waste and decontaminate using the approved method.
- Notify the Eskom representative immediately of injuries, exposures, spills, fires, vehicle incidents, property damage, public complaints and near misses.
- Preserve the scene where legally required and participate in investigations.
- Submit preliminary notification within the contract/site timeframe and a formal investigation with corrective actions as required.

3.15 FIRST AID AND EQUIPMENT

- The requirements of the OHS Act GSR 3 must be observed.
- First aid appointments must be made to meet the requirements; this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work sites, cognisance must be considered the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
- Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
- Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, considering the type of work performed and the distance between teams.
- More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
- 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.
- A content check list must be available with all boxes and boxes shall be checked on a monthly basis by the trained and appointed First Aider, kept clean and dust free.

3.16 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

- The contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
- All contractors shall comply with the requirements of GSR 2 of the OHS Act.

Public

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

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

- The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out.
- 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 must comply with the relevant SANS standards.
- Where deemed as a requirement, then high visibility vests shall be worn.

3.16.1 Non-Conformance and Compliance

- Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
- Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
- The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or implemented.
- Where non-conformances are issued by Eskom, then one of the close-out steps of the procedure will be for the offender to be called on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.
- Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

3.16.2 SHE Deliverables and Acceptance Criteria

Deliverable	Timing	Acceptance criterion
Approved SHE file	Before mobilisation	Complete, current and contract-specific.
Task risk assessment and method statement	Before each activity	Relevant to location, product and exposure scenario.

Public

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

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

Service/treatment report	After each visit	Signed, traceable and records product/quantity/location.
Chemical usage and inventory register	Monthly	Reconciled, current and supported by labels/SDSs.
Pest trend analysis	Monthly	Identifies hotspots, causes, controls and follow-up.
Incident notification	Immediate	Escalated through the agreed ERI channel.
Investigation and corrective actions	As required	Root cause addressed and evidence of closure supplied.
Waste records	As generated	Traceable to an appropriate disposal route.
Close-out pack	Contract completion	Outstanding actions closed and records handed over.

4. DEVELOPMNENT

Developed by

Ntokozo Ngubane

Support Service SHEQ Business Partner

Public

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

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