Eskom	**ESKOM MEGA WATT PARK REFURBISHMENT OF ELECTRICAL SYSTEMS** **SHE SPECIFICATION**	**Template Identifier**	**240-73418055**	**Rev**	**2**
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Project Name: Eskom Mega Watt Park Refurbishment of Electrical Systems

Project Address: 2 Maxwell Dr, Sunninghill, Sandton, 2157

Scope of the project: This electrical scope includes Mv Switchgear , Transformers , Main Low Voltage Switchgear, Diesel Generators, Power Cables And Cable Racks.

NAME:	LUNGILE MLOYI
DESIGNATION:	SHEQ OFFICER
DATE:	2026/08/25
SIGNATURE:	

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1. *Eskom Contracts Manager:*

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

2. Eskom Safety, Health, Environmental Officer: SHEQ

The responsibility of the Health and Safety Manager/Practitioner is to provide assurance, as well as advice, assist and support to the **Project /Site 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 will also be responsible for assisting in the development of site and project specific SHE Specifications and ensuring that SHE specification are issued with enquiry documents and that the Contractors SHE plans are submitted; evaluated and approved. She/he will be responsible for auditing and ensuring compliance to legal requirements.

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1. Introduction

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

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

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

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

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

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

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

2. Supporting Clauses

2.1 Scope

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

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2.1.1 Purpose

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

2.1.2 Applicability

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

2.2 Normative/Informative References

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

2.2.1 Normative

[1] Basic Conditions of Employment Act No 75 of 1997.

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

[3] National Environmental Management Act 107 of 1998.

[4] National Road Traffic Act 93 of 1996.

[5] 32-37 Eskom Substance Abuse Procedure.

[6] 32-136 Contractor Health and Safety Requirements

[7] 240-62196227 Life- saving Rules

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

[9] 32-727 SHEQ Policy

[10] 32- 418 Working at Heights Procedure

[11] 240-62946386 Vehicle and Driver Safety Management Procedure

[12] 32-520 Risk Assessment procedure

[13] Plant Safety Regulations.

[14] 32-407 Behavioural Based Observation

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2.2.2 Informative

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

[2] SANS 1186 Symbolic Safety Signs

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

[4] Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.

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2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors

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Definition	Explanation
Construction work	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being

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Definition	Explanation
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferable form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner

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Definition	Explanation
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supervisor	professionals who oversee the day-to-day operations of an organization by smoothly implementing management decisions in their unit by focusing on a few key points.

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

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
ERE	Eskom Real Estate

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Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
GAR	General Administrative Regulations
GSR	General Safety Regulations
GFD	Group Finance Division
FM	Facilities Manager
FMS	Facilities Management Services
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
MSDS	Material 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

2.6 Roles and Responsibilities

2.6.1 Commitment

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

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2.6.2 Client Duties: Eskom Real Estate:

The Client must:

- Prepare a site and scope specific SHE baseline risk assessment.
- Prepare a suitable, sufficiently documented and coherent site-specific health and safety specification for the intended work activities;
- Include the SHE specification and all supporting documents in the tender documents;
- Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
- Monitor all activities executed by the principal contractor ensuring that all safety processes are adhered to.
- Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out all the expected activities safely;
- Ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
- Appoint the Principal Contractor in writing. The Principal Contractor will be appointed by Eskom Facilities 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.
- Contractors shall not commence with work until such times as he/she has been appointed in writing in terms of the OHS Act and any applicable legal and other requirements, by Eskom Representative for the contract.
- Stop any contractor from executing any activity which poses a threat to the environment, health and safety (HSE) of persons which is not in accordance with the client's health, safety and environmental specifications and the principal contractor's HSE plan for the site;

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2.6.3 Principal contractors and appointed contractors

The Principal Contractor carries primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act. None of the additional safety requirements specified by the Client reduces the Principal Contractor's accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

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

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

Note 1: ***Most of the roles and responsibilities listed apply to both principal contractors and any appointed contractors.***

The Contractors shall:

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

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- Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
- Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
- The principal contractor must hand over a consolidated (to include any appointed contractors' files) health and safety file to the Eskom project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
- Contractors must hand over a consolidated (to include any appointed contractors' files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
- The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.
- Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
- Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
- Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- Co-ordinate the activities of all the appointed contractors in the interests of safety and health;

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- Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
- Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- Take reasonable steps to ensure cooperation between all their appointed contractors.
- Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
- **Note 2:** No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.
- Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
- **Note 3**: In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.
- Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
- Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a work site against all risks that may arise from such operations.
- Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

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- Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
- Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
- Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
- Ensure, prior to the commencement work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
- Ensure, prior to the commencement of work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
- Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
- **Note 5:** should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
- Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
- Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.
- **Note 6**: Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.
- Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
- Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- Be involved in all of their appointed contractor's investigations.

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- Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
- Chair their own health and safety committee meetings and record such meetings.
- Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
- When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

2.6.3 Construction Managers/ Contract Managers

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

- Not supervise work on any work site other than the site they have been appointed to supervise;
- Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
- Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
- Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
- Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
- Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- Inspect such PPE on a regular basis and record the inspections;
- Ensure that all incidents are reported to the client and are investigated.
- Be involved in all investigations that occur within their area of responsibility.
- Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
- Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;

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- Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented;
- Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
- Hold toolbox talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
- Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a work site against all risks that may arise from such site.
- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;
- Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
- Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
- Not victimise their employees by virtue of their employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
- Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
- Stop any employee or contractor from performing work which is not in accordance with the principal contractor's and or appointed contractors' health and safety plan which poses a threat to the health and safety of persons.

2.6.4 Contractor site supervisor or Contract Supervisor

Must:

- Be competent to perform the required supervisory tasks;
- Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;

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- Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
- Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- Monitor contractors for adhere to statutory requirements and safety standards.
- Monitor contractors overall SHE performance on site in order to achieve excellent results
- Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
- Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
- Ensuring that quality records are maintained in accordance with legislative and Eskom requirements;
- Continual liaison between the principal contractor, appointed contractors and employees.
- Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
- Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- Submit the observation reports to the relevant management.
- Have meaningful participation in the project statutory health and safety committee meetings.
- Participate in all appointed contractor incident investigations.
- Participate in the principal contractor's emergency preparedness planning.
- Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
- Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
- Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

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2.6.5 Employees

Must:

- Be responsible for their own safety and health and that of their co-workers;
- Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
- Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
  - familiarising themselves with their workplaces and safety and health procedures;
  - working in a manner that does not endanger them or cause harm to others;
  - ensuring that the work area is kept tidy;
  - reporting all incidents and near misses;
  - protecting fellow workers against injury by performing job observations;
  - reporting unsafe acts and unsafe conditions;
  - reporting any situation that may become dangerous; and
  - carrying out lawful orders and obeying safety and health rules;
- Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
- Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
- Obey any safety signs and adhere to any site demarcation at all times.
- When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
- Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
- Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
- Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
- Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.

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- Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
- Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
- Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
- Maintain the surrounding area of the work site in a neat and tidy condition.
- Have meaningful participation in regular health and safety meetings.
- Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
- When given instructions, understand the instructions and be permitted to clarify those instructions.

2.6.6 Contractor Health and Safety officer

- Be available full time for the duration of the project.
- Promote a SHE culture within the organisations involved in the project / contract.
- The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- Be involved in the developing the project SHE plan and SHE policy.
- Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
- Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
- Conduct audits and inspections of all work sites for the duration of the project.
- Be involved in the organisations incident investigations when required.
- Participate in the organisation's statutory and non-statutory health and safety committee meetings.
- Conduct organisational, site and visitor induction training.
- Stop any employee or contractor from performing work which is not in accordance with the principal contractor's and or appointed contractors' health and safety plan which poses a threat to the health and safety of persons.

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- Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
- Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
- Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

2.5 Related/Supporting Documents

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

3. Specification

3.1 Scope of work

Please refer to the Technical Specification for detailed scope of work.

3.1.1 Section 37(2) Agreements

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

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

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

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3.1.2 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:

- being protected from exploitative labour practices;
- 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.

3.1.3 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.

3.1.4 Legislative compliance

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

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).

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- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injures and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

3.2 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.

3.3 Notification of Construction Work

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

3.4 SHE Policy

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

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

3.5 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 (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

3.6 Costing for SHE within the Project

- SHE costs must be separately identified and itemised according to the full project scope, duration, and risk profile.
- The costing must include, where applicable:
- Contractors must ensure that adequate funding is available to implement all required SHE controls.
- SHE requirements are mandatory project costs and must comply with applicable legislation, the SHE specification, risk assessments, and project requirements

3.7 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and 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.

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3.8 Eskom Life-saving Rules

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

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	**OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH** (That is plant, any plant operating above 1000 V)
Rule 2	**HOOK UP AT HEIGHTS** Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	**BUCKLE UP** No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	**BE SOBER** No person is allowed to be under the influence of intoxicating liquor or drugs while on duty

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Rule 5	**PERMIT TO WORK** Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	**ENSURE SAFE LIVE WORKING** if work must be carried out on *live* equipment (energized electrical systems), it must only be done under strict conditions to protect workers from hazards such as electric shock, burns, and arc flash.

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

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

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

3.9 Substance Abuse

- personal file.

3.10 Contractor organisational Structure

- Alcohol and substance abuse can create a serious safety risk in the workplace, especially when working with industrial equipment or driving vehicles. Eskom is therefore entitled to take reasonable steps to identify persons who may be under the influence and prevent them from entering Eskom premises.
- **General Safety Regulation 2A** sets out the legal requirements regarding persons who are under the influence of alcohol or drugs at work.
- The **permitted alcohol and drug level is 0%**. Employees and contractors must therefore not be under the influence of alcohol or drugs while working or entering Eskom premises.
- All contractors must comply with **Eskom Procedure 32-37 – Substance Abuse Procedure**. This requirement also supports **Eskom Life-saving Rule No. 4: "Be Sober."**

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- In line with these requirements, **any person entering Eskom premises may be subjected to ad hoc alcohol testing**.
- Contractors are encouraged to develop and implement their own substance-abuse procedures and to conduct regular alcohol testing of their employees. The applicable alcohol level is **zero**.
- All alcohol and substance-abuse test records must be treated as **confidential** and securely filed in the relevant employee's personnel records.

3.10.1 Principal Contractor Organogram

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

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

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

3.10.2 Appointed Contractor/s Organogram

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

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

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

3.11 Risk assessment (refer to 32-520)

In accordance with Section 8(2)(d) of the Occupational Health and Safety Act (OHS Act), the employer must carry out suitable risk assessments to identify hazards and assess risks to the health and safety of persons arising from work activities, equipment, articles, substances, and materials that are handled, stored, transported, or used.

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A risk assessment is the process of identifying hazards associated with an activity, determining the level of risk, and establishing appropriate measures to eliminate or control those risks.

For an electrical refurbishment project, risk assessments must consider the specific activities, equipment, materials, existing electrical installations, work environment, and interfaces with other contractors and operational activities. Particular attention must be given to the risks associated with working on or near energised and potentially energised electrical systems.

Typical electrical refurbishment project risks may include, but are not limited to:

- Electrical shock, electrocution, burns, and arc-flash/arc-blast incidents during inspection, repair, replacement, testing, or commissioning.
- Unauthorised or inadvertent energisation of electrical equipment or circuits.
- Failure to correctly isolate, lock out, tag out, and prove dead before work starts.
- Working on or near live electrical equipment, where permitted, and the associated risks.
- Incorrect identification of electrical circuits, cables, switchgear, or equipment during refurbishment.
- Stored electrical or mechanical energy in equipment, capacitors, batteries, UPS systems, transformers, or other installations.
- Working at height when accessing cable trays, distribution boards, switchgear, lighting, overhead services, or other electrical equipment.
- Falls from ladders, scaffolds, mobile elevated work platforms, or other access equipment.
- Manual handling and lifting of cables, switchgear, transformers, distribution boards, electrical panels, batteries, tools, and other equipment.

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- Mechanical lifting operations involving cranes, hoists, forklifts, and other lifting equipment.
- Damage to or contact with existing concealed or buried electrical services during refurbishment, drilling, coring, excavation, or installation activities.
- Fire and explosion risks associated with electrical faults, short circuits, overloaded circuits, batteries, flammable materials, or hot work.
- Hot work such as welding, cutting, grinding, or soldering, including fire, burns, fumes, and ignition hazards.
- Use of power tools, hand tools, electrical test instruments, drilling equipment, grinders, and cutting equipment.
- Defective, damaged, incorrectly rated, or improperly maintained electrical tools, extension leads, temporary electrical installations, and equipment.
- Cuts, crush injuries, pinch points, and struck-by hazards during the removal, installation, and positioning of electrical equipment.
- Falling tools, equipment, cables, and materials, particularly during overhead electrical work.
- Exposure to dust, fumes, chemicals, battery electrolytes, oils, insulation materials, and other hazardous substances, where applicable.
- Noise and vibration generated by power tools, generators, and other equipment.
- Work in confined or restricted spaces, electrical rooms, cable trenches, ducts, shafts, or other enclosed areas, where applicable.
- Heat stress, poor ventilation, inadequate lighting, weather conditions, and other environmental factors affecting safe electrical work.
- Slips, trips, and falls caused by cables, temporary leads, tools, removed equipment, packaging, and construction materials.

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- Interaction with other contractors, plant, vehicles, pedestrians, and ongoing operations within the project area.
- Vehicle and pedestrian movement during the delivery, removal, transportation, and installation of electrical equipment and materials.
- Risks associated with demolition and removal of existing electrical installations, including unexpected energisation, damaged components, sharp edges, asbestos-containing materials, and unidentified services, where applicable.
- Temporary electrical supplies and installations, including inadequate earthing, protection, cable routing, distribution boards, and protection against mechanical damage and weather.
- Incorrect earthing, bonding, polarity, phase identification, cable termination, or electrical connections during installation and refurbishment.
- Risks associated with testing, inspection, energisation, commissioning, and functional testing of refurbished electrical systems.
- Failure of protective devices, circuit breakers, fuses, earth-leakage protection, or other safety systems during testing or commissioning.
- Risks associated with back-feeding, induced voltage, residual voltage, or multiple electrical supply sources.
- Inadequate segregation and control of electrical work areas, including unauthorised access to switch rooms, substations, panels, and other restricted areas.
- Emergency situations, including electrical shock, arc flash, fire, explosion, equipment failure, burns, falls from height, and serious injury.
- Inadequate or ineffective emergency rescue arrangements, particularly for electrical shock and work-at-height incidents.
- Environmental and housekeeping risks arising from removed cables, electrical components, batteries, oils, scrap metal, packaging, and other refurbishment waste.

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All identified risks must be assessed and controlled in accordance with the applicable OHS requirements, Eskom requirements, approved risk assessments, method statements, electrical safety procedures, and project-specific requirements. Work must only proceed once the required isolation, access controls, PPE, competent supervision, permits, and other control measures have been implemented.

Risk Assessment Process

- Risk assessment is essentially a three-stage process:
- Identify the hazards associated with each activity.
- Assess and rate the risks associated with the identified hazards.
- Implement measures to eliminate or control the risks to an acceptable level.

Risk assessments must be treated as living documents and maintained throughout the project. Where there is a significant change to a process, activity, equipment, material, work area, or method of work, the relevant risk assessment must be reviewed and updated.

If a new hazard is identified during the work, the activity must be stopped where necessary, the risk must be assessed, and suitable controls must be implemented before work continues.

For activities that continue over an extended period, risk assessments must be reviewed periodically to ensure that they remain relevant and effective.

Task-Specific and Daily Risk Assessments

In addition to the initial project risk assessment, daily, task-specific, issue-based, or on-the-job risk assessments must be conducted at the location where the work will take place. These assessments allow supervisors and workers to identify hazards that may not have been identified during the initial assessment or that may have changed due to site conditions.

A new assessment or review must be considered where, for example:

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- The scope or sequence of work changes.
- The work area changes.
- New equipment, materials, or tools are introduced.
- Other contractors begin working in the same area.
- Weather or environmental conditions change.
- Work is stopped and later resumed.
- The task extends over several days.
- An incident, near miss, or new hazard occurs.
- The existing control measures are found to be ineffective.
- Requirements for Task-Specific Risk Assessments

The following steps must be followed when preparing a job or task-specific risk assessment:

- List each activity or step involved in the task.
- Identify the specific hazards associated with each activity.
- Assess the risk and rate it as Low, Medium, or High, or in accordance with the project's approved risk-rating methodology.
- Identify and document all existing controls, including applicable legislation, standards, method statements, safe work procedures, permits, and supervision requirements.
- Assess whether the existing controls are relevant, effective, and sufficient.
- Where controls are inadequate, identify additional control measures and implement them before the work proceeds.
- Develop or update safe work procedures or method statements where required.
- Identify the persons responsible for carrying out and supervising the work.
- Identify the persons responsible for monitoring the task and conducting planned job observations.
- Ensure that all workers involved in the task are competent, appropriately trained, and authorised to perform the work.
- Submit the completed risk assessment to the Eskom Project Manager's Representative for review, comment, and approval, where required.
- Communication and Pre-Job Briefing

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The applicable section of the approved risk assessment must be issued to the nominated supervisor responsible for the task, together with the relevant Transmittal Note.

- All workers involved in the activity must be briefed on:
- The scope and sequence of the work.
- The hazards associated with the task.
- The required control measures.
- Emergency procedures.
- Their individual responsibilities.
- The applicable method statement, safe work procedure, and risk assessment.
- The names of all workers who have received the briefing must be recorded, and their understanding and competence must be confirmed.
- Where workers do not understand the language used during the briefing, an interpreter must be used to ensure that the information is clearly understood. The briefing must be recorded on the Pre-Job Brief / Daily Safe Task Instruction, with reference to the applicable risk assessment and method statement.
- No Electrical activity may commence until the relevant risk assessment, method statement, permits, competencies, and required control measures have been confirmed and communicated to the persons performing the work.

3.12 Safe work procedures / method statements

Method statements and written safe work procedures are important **risk-control measures** used to prevent incidents, injuries, and damage during the execution of project activities. They provide clear instructions on **how a task must be planned, prepared, and performed safely**.

For Electrical projects, method statements and safe work procedures must be developed for activities that present significant risks and must be aligned with the applicable risk assessments, legal requirements, Eskom requirements, project specifications, and approved work methods.

A method statement or safe work procedure must be prepared or reviewed when:

- A new job, activity, or task is introduced**;**

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- An existing job, activity, or task is changed, including changes to the work method, sequence, equipment, materials, or site conditions;
- New equipment, tools, machinery, or substances are introduced;
- A new hazard is identified or an existing risk changes;
- An incident, near miss, or unsafe condition indicates that the existing procedure or controls require improvement; or
- The risk assessment identifies the need for a documented safe work procedure.

Minimum Requirements

- Each method statement or safe work procedure must clearly identify and address, as applicable:
- The responsible supervisor and the employees or contractors who will perform the task;
- The scope of work and the activities or task steps that may create health and safety risks;
- The equipment, tools, machinery, materials, and substances required to perform the work;
- The hazards associated with each activity and the **control measures** required to eliminate or reduce the risks;
- The required training, competency, licences, permits, or qualifications for persons performing the task;
- The personal protective equipment (PPE**)** required for the activity;
- Requirements for inspection, testing, maintenance, and safe use of equipment, where applicable;
- Any **required** isolation, lockout/tagout, permit-to-work, or other energy-control measures**;**
- The required emergency procedures, including actions to be taken in the event of an injury, fire, equipment failure, refrigerant leak, chemical exposure, or other emergency;
- The actions to be taken **when** unsafe conditions, changes in site conditions**, or** unforeseen hazards arise during the task;
- The requirements **for** communication, supervision, and monitoring of the work; and
- The applicable risk assessment and other supporting documents that must be available at the workplace.

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Implementation and Review

- The approved method statement or safe work procedure must be communicated to all persons involved in the work before the task starts. Workers must understand the requirements and must be competent to perform the task safely.
- The supervisor is responsible for ensuring that the work is performed in accordance with the approved method statement and safe work procedure.
- Where site conditions, equipment, materials, work methods, or risks change, the work must be reassessed and the method statement or safe work procedure must be reviewed and updated before continuing, where necessary.

No work may commence or continue where the applicable method statement, safe work procedure, risk assessment, or required control measures are not available, understood, and implemented

3.13 Roof work

Where work is required to be performed on or near a roof, a task-specific risk assessment must be completed before any person accesses or climbs onto the roof. The assessment must identify the hazards associated with the work and confirm that the roof and access arrangements are safe and suitable for the intended activities.

The risk assessment must, as a minimum, consider:

- The structural stability, condition, strength, and load-bearing capacity of the roof;
- The type and condition of the roof covering, including **fragile or brittle materials**;
- Safe access and egress to and from the roof;
- The risk of falls from the roof edge, openings, skylights, fragile surfaces, and other unprotected areas;
- Weather and environmental conditions, including wind, rain, heat, and poor visibility;
- The location and use of ladders, scaffolds, mobile elevated work platforms, or other access equipment;

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- Falling objects and materials that may affect persons below;
- Electrical hazards, including overhead power lines and electrical installations;
- Manual handling and lifting requirements;
- Emergency and rescue arrangements in the event of a fall or other incident; and
- The competence, training, supervision, and PPE requirements for persons performing the work.

Appropriate fall-prevention and fall-protection measures must be implemented before work begins. These may include suitable edge protection, guardrails, safe access systems, fall-arrest systems, lifelines, safety nets, or other approved control measures, depending on the nature and risk of the work.

Where there is any doubt regarding the structural integrity or suitability of the roof, access must not be permitted until the roof has been assessed by a competent person and declared safe for the intended work.

The approved risk assessment and relevant method statement/safe work procedure must be communicated to all persons involved before the work starts. A pre-job briefing must be conducted, and work must be stopped and reassessed if conditions change or an additional hazard is identified.

3.14 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 supplier
- Results entered in the register and signed by competent person.

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3.14.1 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 work 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 taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- 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, taking into account 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.

3.15 SHE Communication Systems

The Principal Contractor and all appointed contractors must establish and implement a SHE (Safety, Health and Environmental) communication strategy for the project. The strategy must define how SHE information, requirements, hazards, incidents, changes, and corrective actions will be communicated to employees and other affected persons.

The communication strategy must, as a minimum, specify:

- The SHE information that must be communicated;

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- The persons or groups who must receive the information;
- The communication methods and mediums to be used, such as inductions, toolbox talks, pre-job briefings, safety meetings, notice boards, written instructions, and electronic communication where applicable;
- The frequency and timing of SHE communications;
- The persons responsible for delivering and managing SHE communications; and
- The method used to monitor and measure the effectiveness of SHE communication, including confirmation that employees understand the information provided.

All SHE communication must be provided in a manner and language that is understood by the persons receiving the information. Interpreters must be used where necessary.

Project and SHE Meetings

Project meetings must be conducted at appropriate intervals throughout the project. SHE must be included as a standing agenda item at all relevant project meetings.

SHE matters discussed must include, where applicable:

- Health and safety performance;
- Identified hazards and significant risks;
- Incidents, near misses, and lessons learned;
- Corrective and preventative actions;
- Changes to the scope, work methods, or site conditions;
- Upcoming high-risk activities;
- SHE inspections and audit findings;
- Emergency preparedness;
- Environmental matters; and
- Outstanding SHE actions and responsibilities.

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Minutes of all project and SHE meetings must be accurately recorded, approved, and maintained in the relevant project SHE files. The minutes must clearly identify decisions made, actions required, responsible persons, and target completion dates.

Current meeting minutes and relevant SHE information must be readily available on site and accessible to employees and other authorised persons who require the information.

An attendance register must be maintained for all formal health, safety, and SHE meetings. The register must record the names, company/department, and signatures of attendees and must be retained as part of the project's SHE records.

Where employees are unable to attend a meeting, relevant SHE information and decisions must be communicated to them through appropriate means, such as toolbox talks or pre-job briefings, and the communication must be recorded.

The Principal Contractor must monitor compliance with the communication strategy and ensure that SHE information is communicated effectively throughout the project and that employees have an opportunity to raise health, safety, and environmental concerns.

3.15.1 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.

2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee

3.15.2 Agenda

1. The following serves as the guideline for the SHE Committee meeting agenda.

- List of agenda items:
- Matters arising from previous minutes
- Matters arising from Contractor’s SHE meetings.
- Audit results and feedback
- Review Health and Safety Representative Inspection Reports
- Review

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- Incident investigation reports
- Non-Conformances
- Announcements (near miss/injury/damage)
- Follow up on recommendations made by the employer in incident investigation reports

- Accident Prevention – Safety Promotion
  - Planned Job Observations
  - SHE Training
  - Protective clothing and equipment
  - Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- 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

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- Statistics report
- Closure

3.15.3 Non–statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.

- All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.
- The original copy of the minutes and record of the action items must be signed by the chairperson.

3.15.4 The relevant project manager and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors' chairperson within 14 calendar days of the meeting.

3.15.5 Toolbox talks / Daily team talks / pre job meetings

A pre-job briefing must be conducted before the start of each day's work with all relevant personnel involved in the planned work activity in attendance.

The pre-job briefing must cover, as applicable:

- The scope and sequence of the day's work;
- The applicable method statement or safe work procedure;
- The hazards and risks associated with the task;
- The task-specific risk assessment and required control measures;
- Required PPE and safety equipment;
- Permit, isolation, or access requirements;
- Changes in site conditions or work activities;
- Emergency procedures and relevant rescue arrangements; and
- Any SHE issues, incidents, lessons learned, or other relevant safety information.

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Each employee attending the pre-job briefing must sign the Pre-Job Brief / Daily Safe Task Instruction attendance register to confirm that the work requirements, hazards, risks, and control measures have been explained and understood.

Where necessary, the briefing must be conducted in a language and manner understood by all employees. An interpreter must be used where required.

Toolbox Talks

Where practicable, toolbox talks may be incorporated into the daily pre-job briefing. Where a toolbox talk is not included in the pre-job briefing, a toolbox talk must be conducted at least weekly, or more frequently where the risk or nature of the work requires it.

Toolbox talk topics must be relevant to the SHE risks, activities, and conditions present on the project site. Topics should also address recent incidents, near misses, unsafe conditions, lessons learned, changes to work activities, and other relevant SHE matters.

The content of each toolbox talk must be documented in writing and must be appropriate to the work being performed.

An attendance register must be maintained for each toolbox talk, clearly indicating:

- The date and location;
- The toolbox talk topic;
- The name of the presenter;
- The names and signatures of employees attending; and
- Any relevant actions or issues raised during the discussion.

All pre-job briefing and toolbox talk records must be properly maintained and filed in the project SHE file and must be made available for inspection when required.

3.16 SHE Training

The Principal Contractor must identify all **SHE (Safety, Health and Environmental) training requirements** applicable to the project when submitting its tender. A detailed

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breakdown of the required training, together with the associated costs, must be included in the tender submission.

All appointed contractors must similarly identify and cost the SHE training requirements applicable to their scope of work when submitting their tender or quotation to the Principal Contractor.

Training Requirements

Training must be based on the **nature and risks of the work**, applicable legislation, the project SHE requirements, Eskom requirements, risk assessments, method statements, and relevant safe work procedures.

Training must include, but is not limited to:

- Project and site-specific **SHE induction**;
- Task-specific health and safety training;
- Training required by applicable legislation and regulations;
- Training on relevant risk assessments, method statements, and safe work procedures;
- Emergency preparedness and response training;
- Use of PPE and safety equipment;
- Training required for the safe use of tools, equipment, machinery, and hazardous substances; and
- Any additional competency training required for specific Electrical activities or identified project risks.

All employees must have the appropriate competency, qualifications, certificates, licences, and authorisations required for the work they perform. Employees must be adequately supervised by a **competent person**, particularly when performing high-risk or specialised activities.

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Statutory and Designated Appointments

Where statutory, legislative, project, or Eskom-required appointments are made, the appointed persons must receive the required training and demonstrate the necessary competence before accepting or performing the duties associated with the appointment.

The Principal Contractor and appointed contractors must ensure that appointed persons remain competent and that any required refresher or additional training is completed within the applicable validity periods.

Changes and Refresher Training

Where there are amendments to applicable Acts, regulations, Eskom SHE requirements, the SHE Specification, SHE Plan, risk assessments, work procedures, or other requirements that affect employees' duties or safety, all affected personnel must receive appropriate refresher or additional training before the changed requirements are implemented.

Additional training must also be provided where:

- New equipment, materials, substances, or work methods are introduced;
- An employee is transferred to a new task or work area;
- A new hazard or significant change in risk is identified;
- An incident or near miss indicates a training deficiency; or
- Competency assessments indicate that further training is required.

Training Time and Records

Adequate time must be allocated for SHE induction, training, competency assessments, refresher training, and other required training. Employees must not be expected to perform work for which they have not received the required training or instruction.

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The Principal Contractor and appointed contractors must maintain **accurate and current training and competency records** for all employees. Records must include, where applicable:

- Employee name and identification details;
- Training course or competency achieved;
- Date of training;
- Training provider;
- Certificate or qualification number;
- Expiry or renewal date, where applicable;
- Assessment results, where applicable; and
- Details of refresher training.

Copies of relevant training records, certificates, qualifications, licences, and competency evidence must be maintained in the project **SHE file** and made available for inspection or audit when required.

Construction Supervisor & Assistant Construction Supervisor Required Competency:

- General Health and Safety course
- OH&S Act and Regulations or Mine Health and Safety Act and Regulations course, as applicable (latest version of the Act and Regulations)
- Incident Investigation and Root Cause Analysis Technique Training
- Hazard Identification and Risk Assessment Training
- Job Observations Training
- Attended an accredited supervisor's safety course

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3.16.1 Induction training

- 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 must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.
- All employees and visitors on site shall carry the proof of induction training.

3.16.2 Site specific induction training

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

3.16.3 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 must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
- Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.16.4 General training

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

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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: Fire Fighter and Evacuation warden, First Aider, 16(2) appointments.

3.17 Vehicle safety

All drivers and vehicle operators working on the project are responsible for operating vehicles safely and in accordance with applicable legislation, road traffic requirements, project rules, and site-specific safety requirements.

The driver/operator must ensure that:

a. All passengers wear seat belts at all times while the vehicle is moving.

b. All applicable traffic laws, road rules, safety requirements, directional signs, speed limits, and warning signs are obeyed.

c. All loads are properly secured and stable before the vehicle is moved.

d. The vehicle is not overloaded and that the load is within the vehicle manufacturers and legal load limits.

e. The vehicle is operated in a safe and responsible manner, considering road, weather, traffic, site, and environmental conditions.

Mobile Phone and Communication Devices

- Drivers and operators must not text, read messages, make or receive calls, or use mobile phones while driving or operating a vehicle.
- Two-way radios and other communication devices must not be used in a manner that distracts the driver/operator from safely controlling the vehicle.
- Where communication is necessary, a properly installed hands-free system may be used, subject to applicable legislation and project requirements. The driver must still maintain full control of the vehicle and avoid any communication that creates a distraction.

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- Where necessary, the vehicle must be safely stopped in a suitable location before using a handheld communication device.

Driver Fitness and Competency

- All drivers and operators must hold a valid driver's licence or appropriate operating licence for the vehicle or equipment being operated.
- Drivers must have a valid medical fitness certificate, where required by the applicable legislation, risk assessment, or project requirements.
- Drivers and operators must be suitably trained, competent, authorised, and familiar with the vehicle or equipment they operate.

Vehicle Roadworthiness and Licensing

- The Contractor must ensure that all project vehicles are maintained in a safe and roadworthy condition at all times.
- All required vehicle licences, permits, inspection certificates, and other statutory documentation must remain valid.
- Vehicles must undergo the required inspections and maintenance in accordance with legal, manufacturer, and project requirements.
- The Client/Agent's representative may inspect Contractor vehicles at any time. Any vehicle found to be unsafe, defective, or not roadworthy must be removed from service and will not be permitted to operate on the project until the defects have been satisfactorily rectified.

Site Vehicle Access and Parking

- Each enclosed project site must have an established vehicle access and traffic-management system to control the entry, movement, parking, and exit of vehicles.
- Drivers must comply with all site-specific traffic-management requirements, designated routes, speed limits, access controls, and parking restrictions.
- Drivers of light vehicles must avoid stopping or parking close to mobile plant, heavy machinery, or operating equipment.

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- Where practicable, a minimum separation distance of 30 metres must be maintained between light vehicles and operating machinery unless a site-specific traffic-management plan or risk assessment provides for a different controlled arrangement.
- Vehicles must only be parked in designated and approved areas and must not obstruct emergency routes, access ways, plant operating areas, or pedestrian routes.
- Vehicles are to adhere to site requirements for reverse parking.

Transportation and Securing of Loads

Drivers and operators are responsible for ensuring that all loads transported by them are safe, stable, properly positioned, and adequately secured throughout the journey.

Before moving the vehicle, the driver/operator must:

- Check that the load is within the legal and manufacturer's specified limits;
- Ensure that the load is properly distributed and does not affect vehicle stability;
- Secure the load using suitable restraints and securing equipment;
- Ensure that no part of the load can fall, shift, or become detached during transportation; and
- Check the load and securing arrangements again after travelling a reasonable distance and whenever conditions require.

Where a load projects beyond the vehicle, it must be properly secured and clearly marked in accordance with applicable road traffic legislation. Appropriate warning flags, lights, reflectors, or other prescribed markings must be fitted to projecting loads, as required for daytime and nighttime transportation.

No vehicle may be driven or operated where the driver/operator is unable to confirm that the vehicle and its load are safe, roadworthy, legally compliant, and suitable for the intended journey.

3.18 Housekeeping and Order

- Contractors must maintain good housekeeping in all work areas, storage areas, facilities, and vehicles throughout the project.

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- Waste, scrap, rubbish, and packaging must be removed promptly and disposed of correctly.
- Walkways, access routes, work areas, and emergency exits must remain clean, clear, and free from hazards.
- Materials, tools, and equipment at height must be properly secured to prevent falling objects.
- Protruding nails must be removed or bent over to prevent injuries.
- Materials and equipment must be stored safely and must not create slip, trip, fire, or access hazards.
- Contractors must clean their work areas during and after completion of the work and remove all waste, scrap, temporary structures, and unused materials.
- Poor housekeeping or unsafe conditions must be reported and corrected immediately.
- The Eskom Project/Site Manager may stop work where poor housekeeping creates a safety risk. The Contractor will not be entitled to additional costs or time resulting from such a stoppage.
- The Principal Contractor must conduct at least weekly housekeeping/SHE inspections, document findings and corrective actions, and maintain the records in the SHE file.

3.19 Workplace Signage and Colour Coding

- Display safety signage wherever required by legislation, risk assessments, or project requirements.
- All symbolic safety signs must comply with SANS 1186.
- Signs must be clearly visible, legible, correctly positioned, and maintained. Damaged or faded signs must be replaced.
- Clearly identify first-aid boxes, fire extinguishers, emergency exits, assembly points, restricted areas, and hazards.
- Contractors must display site-office signage with the contact details of key SHE and emergency personnel.
- Warning signage must be displayed when using explosive power tools and where unauthorised access or specific hazards exist.
- The meaning of safety signs must be explained during inductions and toolbox talks.
- Where practicable, workplaces should display explanations of the meaning of symbolic safety signs.

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3.20 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.
- Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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

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

3.20.1 Hand tools

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

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- Tools with sharp points in toolboxes must be protected with a cover.
- All files and similar tools must be fitted with handles.
- No makeshift tools are permissible on the project.

3.21 Ladders

- 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 must be in good condition.
- All metal parts to be in good condition, no cracks.
- Non-slip devices must 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 must 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.
- The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
- The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

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3.22 Approval and Compliance of principal contractor SHE plan

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

3.23 Eskom SHE audits

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

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

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

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

3.23.1 Contractor audits

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

3.24 Smoking

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

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3.25 Cellular Phones

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

3.26 Occupational Health, Hygiene and Rehabilitation

- All contractors must develop and implement an Occupational Health, Hygiene and Rehabilitation Programme appropriate to their work activities and risks.
- The programme must identify, assess, monitor, and control occupational health and hygiene hazards.
- Relevant risks may include noise, dust, fumes, chemicals, hazardous substances, vibration, heat, ergonomic hazards, and biological hazards.
- Appropriate medical surveillance and occupational hygiene monitoring must be conducted where required.
- Employees must receive suitable health and safety information, training, and PPE.
- Occupational illnesses and health-related incidents must be reported, investigated, and managed.
- Appropriate rehabilitation and return-to-work measures must be provided where required.
- Health information must be kept confidential and managed in accordance with applicable legislation.
- The programme must be regularly reviewed and updated, with relevant records maintained in the project SHE file.

3.26.1 Medicals

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

- 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.
- 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.

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- 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.
- 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.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3. 27 Working at Heights

3.27.1 General Requirements

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position. Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

- All appointments for the fall protection plan developer and implementer are in place.
- 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.
- Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
- A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
- Appropriate training, as determined by the risk assessment, has been provided.
- Appropriate height safety equipment and personal protective equipment have been issued to the individual.
- There are equipment inspection procedures and up-to-date inspection records.

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- Individuals are medically fit to work at height, and records of this are kept.
- A site-specific risk assessment is performed.

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

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

Every employer shall ensure that work at height is:

- 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.

.28 Personal Protective Equipment Requirements

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

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.29 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.

.30 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must familiarise and align themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

.31 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 non-conformance reports shall be strictly adhered to.
- Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.

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- Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

.32 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 the project work and all information relating to the post-project phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
- 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 work 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 and health plans.
- The sequence of filing the documentation must 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 must be labelled.
- On completion of the work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
- In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

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.33 Work Stoppage

- Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
- Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
- Where stoppages are carried out, the required non-conformance report shall be raised.
- All work stoppages ideally should be investigated and documented by contract custodians.

.34 Hours of Work

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

.35 Waste Management

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

Domestic and hazardous waste generated shall not be burned, buried, or disposed of on Eskom or Landowner property, but will be controlled and removed to a registered waste site on a regular basis (Daily / Weekly). The Principal Contractor and contractor working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the project period. These materials shall be stored in a bunded area with adequate containment for potential spills and leaks.

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Waste may be collected by the relevant Municipality or alternatively taken by the Contractor to a registered landfill site. Where the Municipality does not have a weighbridge, the Contractor is responsible for obtaining a formal notification to this effect.

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

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

Equipment maintenance and storage:

- Ensure that all plant is in good working order;
- Undertake maintenance within specified area (workshop); and use drip trays for all stationary or parked plant and when servicing equipment away from designated areas

.36 Waste Management Plan

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

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

- The amount of waste that will be generated (Register)
- Measures to prevent pollution or ecological degradation (Procedure/ Method statement)
- Targets for waste minimisation through waste reduction, re-use, recycling and recovery
- Measures or programmes to minimise the generation of waste and the final disposal of waste
- Measures or actions to be taken to prevent the use of specified substances (persistent organic pollutants, Polychlorinated Biphenyls (PCB), Ozone Depletion substances (ODS) and Asbestos

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- Opportunities for the reduction of waste generation through changes to packaging, product design or production processes
- Mechanisms for informing the public of the impact of waste generating products or packaging on the environment
- The extent on any financial contribution to be made to support consumer-based waste reduction programmes
- The period that is required to implement the waste management plan
- Methods for monitoring and reporting
- The waste class and rating to determinate correct disposal method for the waste and any other best practice that may be necessary to give effect to the requirements of National Environmental Management: Waste Act and regulations passed thereunder.
- Approved/licensed waste disposal sites to be used
- Audited Records of waste quantities disposed (Template)
- Compliance obligations

.37 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 to adequately provide for the health and safety of employees on site.

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

3.38 Contract Sign-Off

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

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- **Revisions**

Date	Rev.	Compiler	Remarks
August 2027	1	Lungile Mloyi	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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