Eskom	SPECIFICATION	GROOTVLEI POWER STATION

Title: **Low Risk Specification for Coal Station**

Supply and delivery of twenty (20) GE Multiline SR350 Protection Relays for Low voltage switchgear protection at Grootvlei Power Station.

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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 (SHEQ) Policy and applicable legislative obligations. This OHS specification is Eskom Generation's minimum requirements which are required to be met for the duration of the contract period by contractors/suppliers and, where required, the delivery organisation. The contractor is expected to develop an OHS plan that meets these requirements as well as all the relevant applicable legislation that they conform to. Eskom in no way assumes the contractor's legal responsibilities and liabilities. The contractor is and remains accountable for the quality and execution of their health and safety programme for their employees and appointed contractor employees. This OHS 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 OHS requirements.

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

2. SUPPORTING CLAUSES

2.1 Scope

This OHS specification lists the legislative and Eskom requirements and, where applicable, any requirements pertaining to local authorities, municipal by-laws, or environmental legislation that must be met by the contractor.

2.1.1 Purpose

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

2.1.2 Applicability

This OHS specification is applicable to any contracting organisation that intends to respond to Eskom Generation's tender/enquiry with the intention of entering into a 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] OHS Act "Regulations on Hazardous Work by Children in South Africa"
[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

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[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] ISO 45001
[15] Eskom Covid-19 policy
[16] National Disaster Management Act 57 of 2002
[17] 240-441751321 Eskom Personal Protective Equipment Specification

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] DmN 34-110 Operating A Vehicle Mounted Crane

2.3 DEFINITIONS

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Definition	Explanation
Appointed contractor	Means a contractor appointed by the Main 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)
Contract's Manager/End User	The person defined in a contract as the Eskom representative, for example, the project manager/contract custodian, that is, the person responsible for managing the contract and ensuring that the works or services are executed in terms of the contract.
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)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Occupational 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

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Definition	Explanation
Occupational 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.
Occupational 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
National Enquiries/contracts	sourcing of services providers/contractors at the divisional level and not at BU level thorough tendering, request for price etc
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
Main 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
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
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.

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2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
O&M	Operating and Maintenance
LoG	(COID) Letter of Good Standing
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 RELATED/SUPPORTING DOCUMENTS

Section 37(2) of the OHS Act requires Eskom to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to the project manager/end user who will facilitate the signing of the document by Eskom and contractor representatives.

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3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

Supply and delivery, as a once off purchase of 20 GE multilin SR350 protection relays for GE SA Plus Low Voltage switchgears installed at Grootvlei Power Station. The currently installed MIF II protection relays on the GE SA plus Low Voltage switchgears at Grootvlei Power Station are obsolete and some are faulty. There are no protection relay spares at storage area at Grootvlei power station leaving the plant at risk. The Engineering change was followed back in 2020 and was approved to go ahead with the replacement of the MIF II relays with the equivalent GE SR350 multilin protection relay. This document will serve as an input for the contract between the supplier/contractor and Eskom Grootvlei Power station for the Supply and delivery of twenty (20) GE Multilin SR350 Protection Relays for Low voltage switchgear protection.

3.1.1 ROLES AND RESPONSIBILITIES

This document shall be managed and maintained by electrical engineering, projects, outage and electrical maintenance at Grootvlei power station.

Roles and responsibilities are as follows:

System engineer is responsible for compiling the scope of work for the once off contract and provision for technical assurance of the relays.

The contractor/supplier is responsible for supply, delivery, of the protection relays as per specification outlined in the scope of work.

Procurement is responsible for coordinating and compliance to make sure the transaction is transparent, cost effective, and aligned with company policy.

Materials management is responsible for receipt and coordination of the inspection of the delivered relays at the designated warehouse or storage facility and verify against the purchase order, delivery note, and packing list.

3.1.2 PROCESS FOR MONITORING

The electrical engineering department and protection, telecontrol and measurements (ptm) shall be responsible for the quality control and technical acceptance of the relays after delivery. this means that they will inspect the relays and confirm technical specifications, provide technical acceptance.

3.1.3 RELATED/SUPPORTING DOCUMENT

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3.1.4 WORKS INFORMATION

3.1.4.1 BACKGROUND

The contract is for the once off supply and delivery of 20 GE multilin protection relays at Grootvlei power station.

3.1.4.2 Supplier should provide the following:

- **Twenty (20) ge multilin sr350 protection relays model/part number: lp1g1heecrsndh, the relays must be new, unused sourced from the original equipment manufacturer (oem) or an authorized distributor.**
- **Standard manufacturer's accessories, manuals, and installation instructions must be included.**
- **Delivery of the 20 ge multilin sr350 protection relays to grootvlei power station.**
- **OEM test certificates and quality assurance documents.**
- **The contractor shall always adhere to the delivery agreement period as per eskom standard (24-56361435).**

3.1.4.3 ELECTRICAL SPECIFICATION

Relay: type: protection; coil voltage: 240 v; contact arrangement: 1 nc; contact rating: 1 a; terminal: 54; mount: panel; enclosure rating: ip54; contact material: silver alloy; specification: ieee and iec; 3 phase multilin sr350 model/part no: lp1g1heecrsndh

3.1.4.4 ACCEPTANCE

- **Acceptance will be based on verification against the purchase order, inspection for damages, and confirmation of correct model and quantity. the contractor shall provide guarantees that the fuses and fuse carriers will be delivered in a month from the receival of an order.**

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- **Any defective or incorrect items shall be replaced at the supplier's cost.**

3.1.4.5 TENDER EVALUATION STRATEGY

3.1.4.5.1 TECHNICAL EVALUATION THRESHOLD

Mandatory technical evaluation criteria (gatekeepers) are 'must meet' criteria. these criteria shall not be weighted, or point scored but shall be assessed on a yes/no basis as to whether the criteria are met unless set otherwise. an assessment of 'no' against any criterion shall technically disqualify the tenderer and shall not be further evaluated against qualitative criteria.

Qualitative technical evaluation criteria are weighted evaluation criteria used to identify the highest technically ranked tenderer after determining that all the mandatory evaluation criteria have been met. the qualitative evaluation criteria are weighted to reflect the relevant importance of each criterion. the minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 80%.

Evaluation will be done according to tender engineering evaluation procedure *240-48929482* controlled disclosure appendix awhen downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. no part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom holdings soc ltd, © copyright Eskom holdings soc ltd, reg no 2002/015527/30

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3.1.4.5.2 WORKING HOURS

The official working hours at Grootvlei power station are as follow:

• Monday to Thursday: 07:15 - 16:30

• Friday: 07:15 – 12:15

3.1.4.5.2 NORMAL HOURS

- **The contractor shall adopt the working hours of the employer during the contract period.**

3.1.4.5.3 ACCESS TO FACILITIES AND SYSTEMS

- **The employer arranges an access permit to Grootvlei site for the contractor and his vehicle(s) for delivery of electrical cables.**

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- **While the employer provides the accesses mentioned, the contractor makes use of these facilities and systems within all procedures or other rules governing the similar use of these facilities by the employer's employees. these shall include the employer's safety, security, and ethics rules. the onus rests with the contractor to ensure compliance to the relevant rules.**

3.1.4.5.3.1 HEALTH AND SAFETY PLAN (CONSTRUCTION REGULATIONS)

Upon the award of the contract, successful contractor must submit a health and safety plan, filed in a health and safety file.

The safety officer employed by Grootvlei power station will audit these health and safety plan to ensure compliance with the provisions of the act. the approval of the health and safety plan can sometimes take 2 to 3 days to approve, and no work shall be conducted before the plan is approved. the contractor must consider this for their health and file costing.

- **The health and safety requirements to be met by contractors will be always complied with.**

The *lifesaving rules* will be always applied to: rule 1: open, isolate, test, earth, bond and/or insulate before touch

rule 2: Hook up at heights

rule 3: Buckle up.

rule 4: Be sober

rule 5: Ensure that you have a permit to work

3.1.4.5.3.2 Quality assurance requirements.

The contractor will be subject to periodic audits by the employer to ensure compliance with the system. any deviations will be corrected to the employer's satisfaction. controlled disclosure appendix awhen downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. no part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom holdings soc ltd, © copyright Eskom holdings soc ltd, reg no 2002/015527/30.

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the supply manager has the right to stop the contractor's work activities which, in the opinion of supply manager, does not meet the requirements of the system and will have a detrimental effect on plant performance.

3.9 environmental requirements

the contractor shall comply with all eskom grootvlei power station environmental requirements such as policies, standards and procedures (work instructions). non-conformance, incident reporting and investigations shall be done by the contractor. polluter pays principles shall apply to all contractors. it is the responsibility of the polluter to clean all spillages and for the rehabilitation of the polluted land and the cost associated with that.

eskom grootvlei power station shall issue non-conformances where there are deviations from grootvlei power station procedures and any other environmental requirements. adherence to the 'duty of care' as stipulated in section 28 of the national environmental management act 107 of 2008.

all incidents shall be managed according to eskom environmental incident management procedure-240-133087117; station waste management procedure and colour coding shall be always adhered to.

3.10 site services and facilities

3.10.1 roads

main access roads are surfaced and complete and may be used by the contractor with the necessary care. the employer maintains the site roads, described above, to a fair condition.

3.11 general

this contract and all information associated with its management is confidential and may not be divulged beyond the provisions stated within the contract. should the contractor violate this condition, the employer may terminate this contract forthwith and nullifying any outstanding or further claims by the contractor.

the contractor and the key persons are to declare any interest, pecuniary, material or otherwise, in any tender, offer or quotation to the contracts service manager for any other work, supply or service, to the employer's agent at the time when such tender, offer or quotation is submitted. the contracts service manager's interpretation of a situation shall apply where there is a conflict.

Note: The contractor who will be awarded this contract will be known as the **"Main contractor"** and any contractor appointed by the Main contractor will be known as the **"Appointed contractor"**

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main

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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 must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor's OHS file.

3.2.2 Hazardous Work by Children (Child Labour)

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

1. *being protected from exploitative labour practices.*
2. *not be required or permitted to perform work or provide services that*
3. *are inappropriate for a person of that child's age; or*
4. *This places 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 child's constitutional rights. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act "Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2: Purpose and Interpretation. Eskom does not condone the use of child labour and, therefore, all effort must be exercised, and child labour should not be used.

3.2.3 OHS Act

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

3.2.4 COID

The Main 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 OHS files.

3.2.5 Legislative Compliance

All contractors will comply with all the legislation pertaining to this contract being:
The Main 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).
- 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.

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3.3 ESKOM REQUIREMENTS

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom OHS documentation that is applicable to contract services.

3.3.1 Appointment of a Contractor

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

3.3.2 Appointment of sub-contractors

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

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

3.3.3 SHEQ Policy

SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS 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's OHS files and attached as an annexure to the OHS Plan.

3.3.4 Covid -19 policy

Due to the current pandemic the contractors are required to submit the Covid policy signed by the most senior person. The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS Plan.

3.3.5 Covid -19 requirements

Covid-19 costs are not for profit making purpose and Eskom reserves the right to accept and/or decline the list of PPE which will be listed in the detailed Covid-19 costs. Due to the current pandemic the contractors are required to provide Eskom with a Covid-19 risk assessment and a detailed plan on how to prevent the spread of the virus and what control measures will be put in place to protect Eskom employees and members of the public. The risk assessment must include the following but not limited to, adherence to Covid-19 protocols in designated smoking areas. Covid-19 costs are applicable for the duration of the pandemic and the Covid-19 costs will be ceased once the country has declared that Covid-19 is no more a pandemic. The contractors have an obligation to comply with the National Disaster Management Act including the appointment of the Compliance Officer.

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3.3.6 Eskom Life-saving Rules

1. Eskom places a high value on health and safety and urges every organization that undertakes work for Eskom to do the same.

2. Eskom has developed five life-saving guidelines that will apply to all Eskom employees, agents, consultants, and contractors. Any Eskom employee or employee of a Main Contractor or appointed contractor who fails to follow these rules would be deemed a serious violation. These rules are in place to protect any employee, labour broker, or contractor working from significant injury or death.

3. If any contractual work (including delivery of any product) is to be undertaken on Eskom premises, 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
Rule 5	**PERMIT TO WORK** Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	**ENSURE SAFE LIVE WORKING** Ensure all live work basic principles are adhered to, as outlined in the High Voltage Live Working standard.

Eskom will take a zero-tolerance approach to these rules.

Noncompliance to Life-saving rules is regarded serious misconduct and will result in serious disciplinary action, which may include dismissal.

This is to ensure that everyone who works on or visits an Eskom facility returns home to their families safely.

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3.3.7 Substance abuse

1. Alcohol and substance abuse are serious threats to any business, especially when it comes to workplace accidents and car driving. As a result, Eskom has the right to take reasonable procedures to identify and prohibit drunk people from entering the company.
2. General Safety Regulation 2A specifies the legal position on intoxication.
3. The allowable alcohol and drug level is 0%.
4. All contractors must follow Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: (BE SOBER"), and anyone entering the Eskom site will be subjected to ad hoc alcohol testing if the BU has self-alcohol testing equipment.
5. Contractors are invited to develop their own manual and test their own employees for alcohol on a regular basis.
6. Test results must be marked "Confidential" and kept in the employee's personal file.
7. Eskom's life-saving rules must be included in the induction process.
8. All employees involved in the scope of work must sign the Life-saving rule pledge before commencement of work.

3.4 CONTRACTOR ORGANISATIONAL STRUCTURE

3.4.1 Main Contractor Organogram

The Main 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 Main contractor must ensure that all appointed contractors comply with this requirement. The Main contractor is responsible for keeping copies of all the organograms' as well as submitting them with the OHS plan. All organograms shall be updated timeously when appointments are changed. This diagram must be signed off by the 16.1 or 16.2 and kept up to date and filed in the project OHS files.

3.4.2 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 signed off by the 16.1 or 16.2 and kept up to date, a copy of which must be given to the Main contractor and a copy filed in the relevant project OHS files.
3. This diagram must be kept up to date and filed in the project OHS files.

3.5 FIRST AID AND EQUIPMENT

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008. It is good practice for all employees to be trained to at least level 1.

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3. 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.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Main Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. 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.
7. 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.
8. 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.
9. The Main Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

Boxes and equipment

The following is a list of minimum contents of a first aid box:

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

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

3.6 OHS TRAINING

1. The Main contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the Main contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures.

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3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, OHS specification and OHS plan, all affected staff shall undergo the applicable in-house refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the OHS file.

3.6.1 Induction training

1. The Main contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom OHS induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. 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 OHS file on site for the duration of the contract.
4. All employees and visitors on site shall carry the proof of induction training in the form of access cards.
5. It is the contractor's responsibility to keep records of induction training.

3.6.2 Contractor induction training

The Main contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project OHS plan, hazards prevalent on the work site, scope specific risk assessment, rules and regulations, and other related aspects.

3.6.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the Eskom site-specific safety induction prior to being allowed access to site.
2. 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.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.7 HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their work area and vehicles for the duration of the contract.
2. Prompt disposal of waste materials, scrap and rubbish is essential and be stored temporarily in a designated waste area, awaiting disposal.
3. Materials/objects shall not be left unsecured in elevated areas – falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.

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6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap to the satisfaction of the client.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Main contractor in the first instance and the Eskom project/contract manager in the second instance.
8. The Eskom project/contract manager has the right to instruct the Main contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the Main contractor.
9. The Main contractor shall carry out regular safety/housekeeping inspections daily to ensure maintenance of satisfactory standards. The Main contractor shall document the results of each inspection and shall maintain records for viewing.

3.8 SMOKING

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

3.9 CELLULAR PHONES

The national requirements regarding the use of cellular phones must be observed, when driving.

3.10 OCCUPATIONAL HEALTH AND MEDICAL ASSESSMENTS

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

1. Main contractors must ensure that their employees and their appointed contractor employees have a valid medical fitness certificate.
2. In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. The Main Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
4. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
5. The Main contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
6. The contractor shall include in the OHS file the record of the employees exit medical fitness certificates as and when their employees leave the company.

3.11 ROLES AND RESPONSIBILITIES

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

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3.12 RISK ASSESSMENTS

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

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

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example, if a job / task is extended over a day or halted due to inclement weather.

3.13 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

1. The Main contractor shall provide PPE free of charge. The issued PPE must be risk based.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.

8. Monthly inspection records of PPE must be kept in the Safety file where contractors are onsite for three months or more.

9. The contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.

3.14 INCIDENT MANAGEMENT

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

Contractors shall use the Eskom Flash report to report incidents immediately or before end of shift. The standard General Administrative Regulation Annexure 1 "Recording of an Incident form" for all incident investigation reports. The objective of incident investigation should not only be a legal requirement but should establish why and how the incident occurred and find out the real root cause of the incident and to

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decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

3.15 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 possible. The contractor to familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of their plan. This must be recorded and provided on request.

3.16 NON-CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Eskom Procurement and Supply Chain Management Procedure.
2. Main 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.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. 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.
6. Should the contractor fail to provide adequate PPE (as per Eskom Personal Protective Equipment Specification) 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.

3.17 OHS FILES

1. OHS file means documents or records in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. All contractors are required to keep the OHS 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.
3. The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirements /specification and the OHS plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

3.18 WORK STOPPAGE

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment.

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2. Work stoppages that are initiated due to OHS concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where the work stoppage is initiated while the supplier is on Eskom premises, the supplier shall not claim any financial compensation against Eskom for time lost.

3.19 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.

3.19.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Employment and Labour and /or the letter of approval from the Department of Employment and Labour.

3.19.2 Night work

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

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

3.19.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the Main contractor of such action. The Main contractor shall inform the Eskom project manager of such function and provide proof of exemption from the Department of Employment and labour. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.20 NATIONAL CONTRACT

The OHS requirements outlined in this document are for tender phase to test the capability of the future contractor/suppliers to meet Eskom and legal requirements. Once the contract has been awarded the contractor/supplier shall meet with the OHS professionals from the respective Eskom Business Unit to discuss the site and scope specific Occupational Health and Safety (OHS) requirements and prepare and submit the Health and Safety file for evaluation within the time frame agreed upon by the contractor and Eskom Business Unit. No work may begin until the Health and Safety file has been approved by the individual Business Unit's OHS personnel. For the length of the contract, the contractor shall adhere to the respective Business Unit's OHS, legal, and other requirements, as amended.

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3.21 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

By drawing up this OHS specification Eskom has endeavoured to address the most critical aspects relating to OHS issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

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

3.22 CONTRACT SIGN OFF

On completion of the project, all Eskom team must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the contractor and Eskom contract manager, who must facilitate the closeout. Once the contractor has closed all findings the Eskom's team will verify and sign off prior to issuing a completion certificate and final payment.

3.23 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

The contractor/supplier shall at all times comply with Eskom's occupational health and safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the contractor shall comply with the requirements contained in the OHS Specification. Eskom reserves the right to terminate the contract in the event that the contractor has built up a history of poor performance or non-conformance in relation to matters of Eskom OHS and legal compliance. No work may commence until the health and safety file has been approved by Eskom OHS personnel.

4. AUTHORIZATION

N/A

5. REVISIONS

Date	Rev.	Compiler	Remarks
June 2025	1	F Pooe	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

6. DEVELOPMENT TEAM

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2. Elliot Nhlapo
3. Eric Ramadie
4. Gift Mamize
5. Mbazima Chabalala

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6. Sichaba Molefe
7. Tebogo Matlakala

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