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**Project Name**: Waste Management Services at National Transmission Company of South Africa (NTCSA) Gauteng Sites

**Project Address:** Eskom National Transmission Company of South Africa Simmerpan

Cnr Power and Refinery Road

Germiston

14001

**Scope of the project:** Provision of Waste Management Services at Simmerpan Complex, Apollo, Hume, VLI, Tower Testing, Bernina Houses and Zwavelpoort other sites in Gauteng area.

Eskom's SHEQ Officer

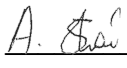
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Signature: 

Date: 09/04/2026

Eskom's SHEQ Snr Advisor

Name: Albert Shai

Signature: 

Date: 04 August 2026

Eskom's Facilities Manager

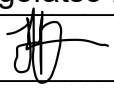
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Date: 04-08-2026

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Signature: 

Date: 04 August 2026

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## 1. Introduction

This SHE specification is NTCSA Real Estate's 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 relevant and other legal and other requirements applicable to the issued scope of work.

NTCSA Real Estate 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 NTCSA Real Estate requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

#### 2.1.1 Purpose

Ensure compliance to legal and other requirements pertaining to the issued scope of work.


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### 2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Simmerpan Complex, Apollo, Hume, VLI, Tower Testing, Bernina Houses and Zwavelpoort other sites in Gauteng area.

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 Environmental Management Waste Act 59 of 2008

[5] 32-37 Eskom Substance Abuse Procedure.

[6] 32-726 Contract and Occupational Health and Safety Contractor Management Standard

[7] 240-62196227 Life- saving Rules

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

[9] 240-131838225 Occupational Health and Safety Incident Management Definitions and Classifications Parameters

[10] 32-727 SHEQ Policy

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

[12] 32-520 Risk Assessment procedure

[13] ISO 9001: Quality management system

[14] ISO 45001:2018 Occupational Health and Safety Management System

[15] Eskom's Covid-19 Health and Safety Policy statement

[16] ISO 14001:15 Environmental Management System

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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] Department of Employment and Labour (DoEL) notice: 29 April 2022

[5] National Key Points Act 102 of 1980

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### 2.3 Definitions

| Definition | Explanation |
|---|---|
| **Appointed contractor** | Means the main contractor awarded the contract |
| **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 |
| **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 |
| **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) |
| **Hazard** | (OHS Act) means a source of, or exposure to, danger |

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| Definition | Explanation |
|---|---|
| **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. |
| **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 |
| **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 |
| **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. |

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### 2.4 Abbreviations

| Abbreviation | Description |
|---|---|
| **AIA** | Approved Inspection Authority |
| **BU** | Business Unit |
| **COID Act** | Compensation for Occupational Injuries and Diseases Act |
| **DEL** | Department of Employment and Labour |
| **EP** | Emergency Preparedness |
| **ERfW** | Environmental Regulations for Workplaces |
| **GAR** | General Administrative Regulations |
| **GHS** | Globally Harmonized System |
| **GSR** | General Safety Regulations |
| **LDV** | Light Delivery Vehicle |
| **LoG** | (COID) Letter of Good Standing |
| **NEMA** | National Environmental Management Act |
| **NEMWA** | National Environmental Management Waste Act |
| **OHS Act** | Occupational Health and Safety Act and Regulations, 85 of 1993 |
| **SDS** | Safety Data Sheet |
| **RE** | Real Estate |
| **NTCSA** | National Transmission Company of South Africa |

### 2.6 Roles and Responsibilities

#### 2.6.1 Appointed Principal Contractors and Contractors

**Note 1:** Most of the roles and responsibilities listed apply to both appointed contractors and any sub- contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.


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2. Carry accountability and responsibility for the safety and health of their employees and their sub- contractors within their working area, as contemplated by section 37(2) of the OHS Act;

3. Shall keep a record of all employees including the sub- contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the NTCSA Real Estate Project Manager.

4. 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.

5. Ensure that the minimum legislative, regulatory and NTCSA Real Estate SHE requirements are complied with on all work sites.

6. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.

7. The contractor must hand over a consolidated (to include any sub- contractor's files) health and safety file to the NTCSA Real Estate 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 sub-contractors, the agreement, and the type of work completed.

8. The appointed 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. The nature of business reflected on the issued Logs must be in line with the issued scope of work. Similarly, the appointed contractor must provide the NTCSA Real Estate project manager with all the valid letters of good standing from their sub- contractors.

9. 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.

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10. 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 sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.

11. Co-ordinate the activities of all the sub- contractors in the interests of safety and health;

12. 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.

13. Stop his /her employees and any contractors if project work is not in accordance with the safety health and environmental plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.

14. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.

15. 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 project manager or project supervisor during performance of the contracted work.

**Note 3**: In determining the number of competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

**Note 4**: If a sufficient number of competent employee(s) have been appointed to assist the works supervisor, the works supervisor may supervise more than one site.

16. Appoint a safety officer full time as per project risk.

17. 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;

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18. Follow a process of disciplinary action if any of their employees or their contractor employees has transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.

19. 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 construction site against all risks that may arise from such site.

20. 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.

21. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

22. Provide any contractor who is making a bid or is sub- to perform work on NTCSA Real Estate's behalf, with the relevant sections of the documented NTCSA Real Estate's SHE Specification.

23. Principal contractors are required to approve contractor's health and safety plans if they meet all the requirements.

24. 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.

25. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.

**Note 5:** should the appointed contractor or his/her contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

26. 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.

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27. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

28. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

**Note 6**: NTCSA Real Estate 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.

29. 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;

30. Ensure that all incidents are reported and investigated timeously by competent incident investigators.

31. Be involved in all of their sub- contractor's investigations.

32. Establish health and safety committees, hold such committee meetings on all sites, and ensure that contractors participate in their health and safety meetings.

33. Chair their own health and safety committee meetings and record such meetings.

34. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the contractors appoint health and safety representatives for their work sites.

35. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

36. Shall keep a record of all employees including the sub- contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the NTCSA Real Estate Project Manager.

### 2.6.3 Site Managers

1. Assist the contractor and/or the safety officer in conducting site induction training for new staff and site visitors;

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2. Site Manager/ Project Manager must be in possession of valid training in legal liability and Incident Investigation.
3. Communicate to 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;
4. Ensure that the minimum legislative and NTCSA Real Estate SHE requirements are complied with on all work sites;
5. 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;
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to the client and are investigated as stipulated in the Incident Management procure (32-95).
9. Be involved in all investigations that occur within their area of responsibility.
10. Be competent to perform incident investigation and have incident investigation and legal liability training
11. Carry out audits and or inspections on their sub- contractors on instructions of their contractor.
12. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
13. 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;
14. Hold tool box 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;

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15. 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 construction site against all risks that may arise from such site.
16. 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;
17. 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.
18. 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).
19. 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.
20. Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan which poses a threat to the health and safety of persons.

### 2.6.4 Principal Contractor Site Supervisor or Contractor Supervisor

Must:

1. Principal Contractor to provide a full- time Supervisor to perform the required supervisory tasks;
2. The Supervisor must have attended Supervisory, legal liability, Hazard Identification and Risk Assessment and Incident Investigation competency training and a 3 years supervision experience.

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3. Ensure their employees and all contractors comply with the required statutory and NTCSA Real Estate requirements;
4. Inspect all work done by the employees and all sub- Contractors to ensure adherence to NTCSA Real Estate's standards and specifications
5. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
6. 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.
7. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the NTCSA Real Estate project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
8. Ensuring that quality records are maintained in accordance with legislative and NTCSA Real Estate requirements;
9. Continual liaison between the appointed contractor, sub- contractors and employees.
10. Ensures that employees and sub- contractors are aware of latest standards, procedures, work instructions and safety regulations issued by NTCSA Real Estate:
11. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
12. Participate in all sub- contractor incident investigations.
13. Participate in the appointed contractor's emergency preparedness planning.
14. Ensure that their own employees and those of any sub- contractor are competent to perform the tasks assigned.
15. Issue site instructions on behalf of the appointed contractor where and when the sub-contractors deviate from safety requirements.
16. Assist the appointed contractor with the handing over process, in particular the SHE files and relevant documentation.

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### 2.6.5 Contractor Health, Safety and Environment Officer

1. The Health, Safety and Environment Officer must be suitably qualified with recognised safety qualification and relevant experience with minimum of 2 years' experience. The SHE Officer must have Environmental Law training.
2. Must be part-time on site as per project risk.
3. Promote a SHE Culture within the organisations involved in the project / contract.
4. The contractor's safety, health and environment officer shall assist in the control of all health and safety and environment related matters on the sites.
5. Be involved in the developing the project SHE Plan and SHE policy.
6. Be in constant liaison and cooperate with NTCSA Real Estate's SHE professionals responsible for providing them with a health and safety service.
7. Ensure that this SHE specification is adhered to by his/her appointed contractor and is submitted to any sub- contractors.
8. Conduct audits and inspections of all work sites for the duration of the project.
9. Be involved in the organisations incident investigations when required.
10. Participate in the organisation's statutory and non-statutory health and safety committees' meetings.
11. Conduct organisational, site and visitor induction training.
12. Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan and environmental management plan which poses a threat to the health and safety of persons or poses a threat to the environment.
13. Carry out audits and or inspections on their contractors at least monthly and any sub-contractors on instructions of their contractor;

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14. Carry out frequent behaviour observations of employees under their control at least monthly and any sub- contractors on instructions of their contractor.

## 3. Specification

### 3.1 Scope of work

The Contractor shall provide Waste Management Services on a frequency basis, and in exceptional circumstances as requested by the Employer on an adhoc basis, which include, but not limited to the following areas:

- Simmerpan Complex
- Victoria Lake Inn
- Apollo
- Hume
- Bernina Houses
- Tower Testing
- Zwavelpoort
- other sites in Gauteng area

Services of the contract as per the scope of work includes:

- Provision of waste disposal certificates where applicable
- Collection and disposal of solid waste (building rubble).
- Emptying and disposal of fat-trap waste.
- Composting of garden waste material.
- Collection and disposal of general waste.
- Collection and disposal of steel and metal waste.
- Collection and disposal of hazardous / chemical waste.
- Provide oil spillage clean up and rehabilitation of contaminated area
- Provide oil spillage kit
- Collection and disposal of contaminated soil
- Collection and disposal of aircons unit
- Collection and disposal of toxic water
- Collection and disposal of fluorescent tubes waste
- Collection and disposal of electronic waste.
- Collection and testing the samples for Asbestos confirmation material.

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- Collection and disposal of battery waste.
- Supply of color-coded recycling Wheelie Bins.
- Provide parking mounted bins with lids
- Supply of garden refuse bags.
- Supply of sorting racks / bags
- Supply of color-coding bins for recyclable and unrecyclable waste
- Labelling of recyclable bins and skips
- Provide compactable Skip bins with lids
- Provide non-compactable skip bins with lids
- Supply of normal refuse bags (black bags).
- Supply of office colour coding recycling bins. (suitable for inside the office)
- Supply and service (clean) the drums for the hazardous / chemical waste.
- Recycling paper waste boxes from Offices.
- Collection and recycling of shredded paper waste from the offices.
- Daily waste sorting / segregation at the waste area

A copy of the scope of work must be retained by the contractor.

**Note:** The contractor who will be awarded this contract will be known as the “appointed Principal Contractor” and any contractor who be working for the appointed contractor will be known as the “contractor”.

### 3.2 Legal Compliance

#### 3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between NTCSA Real Estate and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the appointed contractor and all their sub-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 appointed contractor’s SHE files.

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***Note**: The agreement must be signed by both parties i.e., NTCSA Real Estate Project Manager and the Appointed Contractor. The authorization shall not be issued to the appointed contractor without the signed 37(2) document.*

### 3.2.2 Site Access requirements

The Safety file and Environmental file package must be submitted to the SHE department electronically and hard copies, **4 weeks** before the agreed project commencement date.

Before the successful Contractor commences with any work, the NTCSA Real Estate Project Manager/Contract Manager shall ensure that;

- A copy of the SHE Specification document is in the possession of the principal contractor as well as the NTCSA Real Estate baseline risk assessment and environmental aspect and impact.
- The responsible person of the contracting company and the NTCSA Real Estate project manager/contract manager have signed the NTCSA Real Estate section 37 (2) agreement.
- The appointment of the appointed Contractor has been concluded and signed by the Contractor and Appointed Project Manager.
- The SHE Plan / and Environmental Management Plan has been discussed with the responsible person of the contracting company and approved in writing by the NTCSA Real Estate Contract Manager.
- A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment.
- A site-specific Environmental Aspect and Impact register must form part of the Environmental Management Plan. A monitoring and review plan must form part of the Environmental Management Plan.
- A copy of a site-specific Waste Management Plan must be part of the SHE File.
- Where a contractor(s) is appointed by the Appointed Principal Contractor, the Contractor supplies the applicable NTCSA Real Estate SHE specifications to the contractor(s).
- Where a contractor(s) is appointed by the Appointed Principal Contractor, the safety file for the contractor must also be submitted to safety department for approval

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- The OHS department shall assess and give written feedback to the contract manager.
- The safety file shall be approved by a form of a written letter, the letter shall authorise the appointed contractor to commence with site establishment.

### 3.2.3 Hazardous work by children (Child Labour)

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

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

i. are inappropriate for a person of that child’s age; or

ii. place at risk the child’s well-being, education, physical or mental health or spiritual, moral or social development; and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.

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

### 3.2.4 OHS Act

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

### 3.2.5 Legislative compliance

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

The appointed principal contractor and all contractors which may be appointed by the principal contractor will comply with all the legislation pertaining to the issued scope of work.

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### 3.3 Requirements specific to the issued scope of work

- The issued scope of work falls under a low-risk category under the list of services and commodities on the Supplier category list, as the supplier will be responsible for transportation and disposal of general and hazardous waste.
- In compliance with legal and other requirements, the following requirements must be complied with fully:
- Contractor employees should go through the vetting process and submit criminal clearance certificates with the safety file.
- Employees must be medical fit to perform the task and to work at height.
- Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates
- The contractor shall ensure where employees are exposed to biological agent establish a medical surveillance program to ensure employees are vaccinated and provide supporting document to the client.
- A detailed Risk Assessment to be submitted for review before the start of any activities.
- Submit a detailed SHE plan which must be suitable, practical, site specific, well-documented and a workable SHE documents, compiled to satisfy the requirements of the OSH Act 85 of 1993, the Sub-'s safety specifications and other relevant legislation. The SHE Plan must be aligned in terms of suitability and adequacy to the extent of the scope of work. The SHE Plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.
- The SHE Plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE Plan as well as include how deviations/non-conformances shall be managed.
- The SHE Plan must be approved by the NTCSA Real Estate project manager/contract manager in writing before it is submitted to OHS department.
- The contractor must identify suitable PPE required for the activities including the identification of appropriate tools as per the completed Risk Assessment.
- The contractor or sub-contractor must submit job descriptions supported by proof of competencies for all employees, including Work at height competencies.

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- The Contractor shall consider temperatures and other weather conditions as they change drastically from morning to afternoon. Check the weather for the day, and then plan accordingly.
- First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.
- Applicable legal appointments must form part of the safety file with competency certificates per appointment.
- All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.
- The principal contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- The Sorters must have at least waste sorter training or any applicable waste management training.

### 3.4 Safety, Health and Environmental File package requirements

**The following documentation must form part of the SHE File:**

- The appointment contractor and each sub-contractor shall each have a SHE Policy that shall be duly signed by an authorised signatory concerning the protection of the health and safety of contractor's personnel and others in and about the execution of the Works, including a description of his organisation and the arrangements for carrying out and reviewing such policy.

- A copy of the SHE Policy shall be provided as a tender returnable. Tenderers shall furthermore supply method statements containing sufficient detailed information to demonstrate compliance to this Schedule.

- Proof of communication of the SHE policy to employees must be attached with the submitted signed SHE policy.

- All contractors shall prominently display a copy of the policy in the workplace where the contractor's personnel normally report for service.

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- The contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this schedule and other contract documents requirements.
- These management processes shall identify each activity, the foreseeable internal and external hazards, the specific precautions, and controls that shall be necessary to ensure that the Works commence and continue safely and without risks to health or to adjacent operations.
- The SHE Plan shall further demonstrate the Contractor's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:
- Compliance to this SHE specification
- Relevant applicable legal and other requirements as per issued scope of work
- Roles and responsibilities
- Process for hazard identification and risk assessment including monitoring and review plans, a further identification of opportunities must be part of the process. Interested and affected parties must be clearly outlined.
- Process for change management
- Process for employee training, competency, communication, awareness and participation
- Process for incident management and investigation
- Process for setting objectives and programmes.
- Process in place to review the SHE Plan
- Process for performance management and monitoring
- Process for internal audits
- Process for document and records management

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- Planning of conduct of work activities including planning for changes and emergency work
- Personal Protective Equipment procedure and rules.
- Emergency planning and fire risk management
- Vehicle and driver behavior safety
- Competency, training, appointments
- Communication and awareness
- Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.
- Management commitment and visible felt leadershipThe sub- contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the client) to ensure that it fully addresses all the issues and complies with these requirements to the satisfaction of the client.

### 3.5 Costing for SHE within the Project

The SHE costing must be itemised and must take into consideration the scope of work. The appointed contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process. However, this does not replace the normal SHE requirements pertaining to the organisation in terms of the OHS Act, General Safety Regulations 2 and Section 8 (2)(e).

### 3.6 COID

The appointed contractor and all his/her sub- contractors shall be registered and in good standing with 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). 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.

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### 3.7 Legal and other Appointments

- For the duration of the contract, the appointed principal contractor and all contractors shall appoint competent employees who will meet the requirements of the OHS Act.
- Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment.
- The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments must reflect the extent of the scope of work issued.

### 3.8 Eskom Life-saving Rules

1. Six Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of an Appointed Contractor or sub- 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.
2. 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 AND CREATE AN EQUIPOTENTIAL ZONE BEFORE TOUCH**<br><br>With the aim to ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged. |


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| | |
|---|---|
| Rule 2 | **HOOK UP AT HEIGHTS**<br>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**<br>No person may drive any vehicle on Eskom business and/or on Eskom premises:<br>Unless the driver and all passengers are wearing seat belts. |
| Rule 4 | **BE SOBER**<br>No person is allowed to be under the influence of intoxicating liquor or drugs while on duty |
| Rule 5 | **PERMIT TO WORK**<br>Where an authorisation limitation exists, no person shall work without the required permit to work. |
| Rule 6 | **ENSURE SAFE LIVE WORKING**<br>To ensure safe live work, each live worker shall:<br>Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division. |

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.**

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### 3.9 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER"), this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

### 3.10 Principal Contractor organisational Structure

#### 3.10.1 Appointed Principal Contractor Organogram

The Appointed 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 organogram must be accompanied by CVs of the workforce as well as proof of competencies.

The Appointed contractor must ensure that all sub- contractors comply with this requirement. The appointed 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.

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### 3.10.2 Contractor/s Organogram

1. 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 appointed 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 sec 8 & 9 of the OHS Act)

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.

NTCSA Real Estate shall prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package.

The appointed contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act, in alignment to Eskom 32-520 procedure. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor.

### 3.11.1 High Risk Activities

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

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- Ensure that permanent and adequate on-site supervision is available for the entire duration of the work that is being conducted.
- Ensure correct PPE is worn for the task
- The appointed contractor shall on a daily basis and for every task to be performed, conduct an issue task base risk assessment with all contractors' personnel involved with the task(s). The issue task base risk assessment shall form the basis of the daily pre-job briefings / tool box talks prior to the start of work. Proof of communication that contractor employees were involved in the assessment will be noted on a standard form, which shall be kept at the job site during the job execution.
- The completed signed by a competent risk assessor pre-task risk assessment form shall be filed in the contractor's Health and Safety File.

### 3.12 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 requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
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. Appointed Principal contractor must ensure that his /her employees and 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.

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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 Appointed Principal Contractor and contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

### 3.13 SHE Communication Systems

- Appointed Principal Contractor/s and their contractors must develop a communication procedure outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of there SHE communication. Communications shall include:
  - ✓ The daily Tool box talks that shall be documented and accompanied by proof that employees were part of the talks.
  - ✓ Pre- job briefing before commencement of tasks and post- job briefing after the completion of the task.
  - ✓ Any shift handover must be documented where applicable

- Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

### 3.14 SHE Committees

1. The Appointed principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, contractors shall establish their own statutory health and safety committee.
2. All contractors shall be members of the appointed principal contractor's safety committee.
3. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).

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5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all sub-members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the appointed contractor and the project manager and the Inspector at DEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health, safety and environment committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected by the principal contractor. The chairperson must be competent to chair meetings and be able to make informed decisions.

### 3.15 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

### 3.16 SHE Training

1. The appointed principal contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, contractor must provide the same requirements when bidding with the appointed principal contractor.

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2. The scope of training includes but is not limited to the type of work being performed. Additional to the requirements, will be that the appointed principal contractor and contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and NTCSA Real Estate 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, SHE specification and SHE plan, all affected staff shall undergo the applicable 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 SHE File.

### 3.16.1 Induction training

The appointed principal contractor shall ensure that all his / her employees, contractors and their employees have undergone the NTCSA Real Estate Safety Contractor Management and contractor induction training prior to commencing work on site and shall be renewed annually.

Appropriate time must be set aside for training (induction and other) of all Contractors' Personnel including the annual Re-Induction Training.

1. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
2. 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 files on site for the duration of the project.
3. All employees and visitors on site shall carry the proof of induction training.

### 3.16.2 Site specific induction training

The appointed principal contractor shall ensure that all his / her employees and contractor employees undergo site specific work induction with regard to the approved project SHE Plan, general hazards prevalent on site, risk assessment, rules and regulations, and other related aspects. Records of site-specific induction must be kept in the safety file.

### 3.16.3 Visitors to site induction

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1. Visitors to the site shall be required to undergo and comply with the appointed contractor's 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.

### 3.17 Requirements for vehicles

1. The appointed principal contractor must have a system/ process to manage vehicle access to site.
2. The appointed principal contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
3. Contractor vehicles can be subject to inspections by the contract/project manager
4. Vehicles which are not roadworthy will not be permitted to be used on site.
5. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
6. All vehicles must be fitted with fire extinguisher and first aid kit

### 3.17.1 Requirements for Drivers

7. The driver must have a valid national licence for the type of vehicle used.
8. The driver must have level 1 first aid training and basic fire extinguisher training
9. It is the responsibility of the driver to ensure:

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a. Their passengers wear seat belts whilst the vehicle is in motion.

b. Comply with all traffic road rules, safety, direction and speed signs.

c. Ensure that vehicle loads are properly secured prior to moving off.

d. Ensure that vehicles are not overloaded.

10. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.

11. All drivers of such vehicles are to have valid medical fitness certificates.

12. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.

### 3.18 Housekeeping and Order

1. Prompt disposal of waste materials, scrap and rubbish is essential.
2. Cleaning materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
3. All packaging material including boxes, equipment, etc. to be removed from the work area immediately.
4. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, and building bases to the satisfaction of the client/agent.
5. 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 appointed contractor in the first instance and the NTCSA Real Estate Facilities manager in the second instance.
6. The NTCSA Real Estate Facilities manager has the right to instruct the appointed principal contractor and 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 appointed contractor.

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7. The sub- contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The appointed contractor shall document the results of each inspection and shall maintain records for viewing.
8. All contractors must comply to the TRE Barricading practice note

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

### 3.21.2 Eskom SHE audits

NTCSA Real Estate shall evaluate the principal contractor SHE performance on quarterly basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

These audits shall be attended by the contractor's site manager or the safety officer.

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

The Contractor must provide an action plan within 7 days after audit report is issued.

**Note:** NTCSA Real Estate reserves the right to conduct unannounced audits and inspections on contractors

### 3.19 Contractor audit

The appointed principal contractor is required to audit their contractors on the implementation of their SHE Plan on a quarterly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to NTCSA Real Estate OHS department within one week after completion of the audit and a copy of the audit report shall be submitted to the contractor within 7 days of the audit.

### 3.20 Smoking

The national smoking policy must be adhered to. At Eskom premises, smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

### 3.21 Cellular Phones

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

### 3.22 Medicals

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

1. Appointed principal contractors must ensure that their employees and their contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
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. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
4. The appointed principal contractor must ensure that his / her employees and contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

### 3.23 Personal Protective Equipment Requirements

1. The appointed principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. 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.
4. Additional PPE shall be identified from task risk assessments for specific areas and tasks.

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5. 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. Where deemed as a requirement, then high visibility vests shall be worn.

### 3.24 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 Employment and Labour.
- Contractor shall ensure section 24 and 25 incidents are investigated by most senior personnel and have attended incident investigation training and have been appointed in writing.
- Appointed contractor must develop their own incident management procedure that is in line with Eskom procedure 32-95.
- The appointed 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, 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 decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

### 3.25 Emergency Management

The appointed principal contractor must develop their own emergency management procedure detailing the possible emergencies that could arise due to the activities that they conduct at NTCSA Real Estate premises and how they will evacuate their laydown areas in case of any emergency. The contractor emergency management procedure must be in line with NTCSA Real Estate emergency response plan.

The appointed principal contractor must familiarise themselves with the NTCSA Real Estate 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.

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**Fire Safety**

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

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

### 3.26 Non-Conformance and Compliance

1. 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.
2. The appointed 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, 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 non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by NTCSA Real Estate 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 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 NTCSA Real Estate requirements.

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### 3.27 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.
2. 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.
3. 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 NTCSA Real Estate where the contractor has not met the requirements defined legally or contractually.
4. Where stoppages are carried out, the required non-conformance report shall be raised.
5. All work stoppages ideally should be investigated and documented by contract custodians.

### 3.28 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.

#### 3.28.1 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 NTCSA Real Estate 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 Labour and /or the letter of approval from the Department of Employment and Labour.

#### 3.28.2 Overtime

When overtime is required to be performed, the contractors shall inform the appointed principal contractor of such action. The appointed principal contractor shall inform the NTCSA Real Estate project manager of such function. 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.

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### 3.29 Omissions from Safety and Health Requirements Specification

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

Should NTCSA Real Estate 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 NTCSA Real Estate of such issues when signing the contract.

The principal contractor must submit their monthly safety statistics including man-power on the last day of the month at the OHS department.

### 3.30 Contract Sign-Off

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

### 3.31 Environmental Management Requirements

#### 3.31.1 National Environmental Management Act 107 of 1998 (NEMA) principles

a) Duty of care and remediation of environmental damage

Every person who causes, 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, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

b) Polluter Pays Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment

#### 3.31.2 Zero Liquid Effluent Discharge Policy (ZLED)

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All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

### 3.31.3 Waste Management

a) All waste generated during the execution of the scope of work shall be managed in accordance with NTCSA Waste Management Work Instruction (240-98818649) and in compliance with applicable environmental and waste management legislation and by-laws.

The contractor shall do the following:

Dispose the waste in authorised and permitted landfill sites.

Have the relevant authorisation and permits to transport waste.

Ensure that the landfill sites they utilise have the appropriate licenses and registrations.

Submit SHE compliance report (manifests, tonnage report, disposal certificates, manhours etc.) at the end of every month.

### 3.31.4 Other rules

- All spills/emergency incidents should be reported to Eskom Contract Supervisor and Environmental Officer(s) immediately on occurrence. Incidents should be investigated in the presence on to prevent reoccurrence.

- All contractors should be aware of Eskom SHEQ Policy.

- All contractors must take into account environmental consideration when carrying out Risk Assessments.

-All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated.

- Non-conformance, incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:

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- The cause of the non-conformance/incident;

- The proposed actions to correct and prevent recurrence.

-Eskom NTCSA Real Estate shall issue non-conformances where there are deviations from environmental requirements.

### 3.31.5 Records to be kept onsite For Environmental Management

The following minimum records shall be kept on sites:

a) Contractor site specific Environmental Management Plan and Environmental aspect and impact register;

   Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available

b) Waste Management Plan
c) Environmental Policy
d) Appointment for the Environmental Representative and Competency.
e) Environmental Incident registers and investigation reports;

   Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.

f) Non-conformance register;

   When non-conformances are closed, they should be investigated and close-out within the agreed timeframes.

g) Complaints register;

   Where complaints are raised, they should be reported to TRE Environmental management Department, be investigated and closed out.

h) Hazardous Chemical Agents registers and SDS where applicable;

   Where hazardous chemical agents are used, a register should be maintained and all SDS should be available and communicated to employees.

   Hazardous chemical agent used are stored in well- ventilated environment.

i) Records of audit reports and audit findings close-out, where applicable;

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Records of audit and how findings where closed should be maintained.

Waste manifesto and waste disposal certificate are submitted to TRE Environmental management department on the last day of each month.

j) Records of environmental inspections conducted.

Monthly environmental inspection should be conducted and records of inspections should be maintained.

### 3.31.6 Contract Award Documentation

The following documentation should be submitted upon awarding of the contract.

a) The Aspects/Impacts register and an environmental management plan;

b) Appointment letter of the contractor's environmental or SHE officer who will be responsible for the implementation of the environmental requirements for the contract;

c) Environmental Management System Certificate (if certified) if not, an environmental management system manual.

d) List of all hazardous chemical agent to be used and their safety data sheets;

e) Proof of training (certificates) of persons performing activities that could have significant impact on the environment;

f) Waste management plan

### 3.32 Quality requirements

It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system that complies with the requirements of ISO 9001 standard.

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This type of work falls under category 4 of the quality requirements.

The supplier shall submit the evidence of the developed and implemented QMS which complies with ISO 9001.

The following documented information needs to be submitted:

- Quality Method statement based on scope (Method Statement Template-Ref 240-126469599).
- Quality policy approved by the top management.
- Quality Objectives Approved by the top management.
- Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015).
- Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).
- Form A is completed and signed.
- Proof of similar and/ or previous work done as per the scope of work and/ or specification.

## 4. Acceptance

Nill

## 5. Revisions

| Date | Rev. | Compiler | Remarks |
|---|---|---|---|
| March 2026 | 1 | M. Magaoga | This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work |


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| Date | Rev. | Compiler | Remarks |
|---|---|---|---|
| | | | to be performed for Eskom NTCSA Real Estate. |

## 6. Development Team

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Tshegofatso Nnene

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