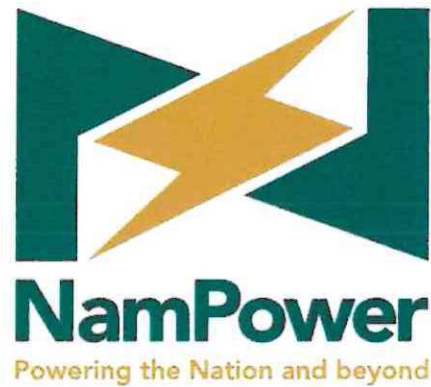




NAMPOWER CONTRACTOR SHEW MANAGEMENT PROCEDURES

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Section:	Safety, Health, Environment and Wellness
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RESPONSIBLE PERSON:

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Date Signed: 02/12/2025	Date Signed: 02/12/2025
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1. INTRODUCTION

- 1.1. The NamPower Board of Directors and Management recognise the importance of ensuring a safe and healthy environment for all contractors and their employees operating on NamPower premises and is committed to ensuring that all contractors operate within the scope of Namibian legislation and other requirements.

Furthermore, the NamPower Board of Directors and Management:

- 1.1.1. Acknowledge its responsibility in respect of the health and safety of persons other than its own employees.
- 1.1.2. Shall, as is reasonably and practicably possible, maintain a safe and risk-free environment with safe entry and exit to and from its sites, in respect to any work site under NamPower's control.
- 1.1.3. Believe that all injuries and occupational diseases are preventable.
- 1.1.4. Commit to prevent pollution and protect the environment in which NamPower operates.
- 1.1.5. Commit to engage interested and affected stakeholders.
- 1.1.6. Commit to address grievances affected stakeholders are resolved timeously and effectively.
- 1.2. NamPower in its employment of contractors recognises the need for an effective control system to ensure the health and safety of all persons affected by the work. NamPower will make efforts to ensure that contractors:
 - 1.2.1. Have an effective safety and environmental management system in place and in particular:
 - (i) Employ competent and adequately trained employees;
 - (ii) Use only equipment, tools and materials that are maintained, stored and operated in a safe manner;
 - (iii) Have health and safety responsibilities clearly defined and appropriate systems in place for communication on health and safety matters.
 - (iv) Undertake adequate supervision and monitoring of their own health and safety performance.
 - (v) Conduct regular risk assessments for each activity to be performed;
 - (vi) Identify Environmental aspects and impacts of their activities

- (vii) Implement control measures to avoid or minimise environmental impacts
 - (viii) Protect the environment and maintain the landscape in which they operate.
 - (ix) Obtain all required SHE permits and licenses.
 - (x) Conduct inspections and audits to assess contractor's compliance with all requirements.
- ~~4.2.2.~~ Submit SHE Plans addressing health, safety, and environmental aspects for all project phases and activities.
- 1.2.3. Maintain regular and effective communication between affected parties to properly address any issues or concerns pertaining to the project.
- 1.2.4. Monitor the performance in terms of health, safety and environment of sub-contractors in accordance with Namibian Legislation and any other applicable requirements.

2. SCOPE

This procedure is applicable to all contractors and sub-contractors and Internal Stakeholder working on any of NamPower's premises or contracted to execute work on behalf of NamPower. The work will be done as outlined by the requirements for the management of health, safety and environmental and must be read in conjunction with the Conditions of Contract for each project initiated by NamPower.

3. OBJECTIVES

The objective of this document is to ensure that all contracted work is performed in a manner that protects people, property, and the environment. To achieve this objective, NamPower shall ~~we have to~~ ensure that:

- 3.1. Contractors/ Internal Stakeholder perform their work in a safe manner and do not endanger the health of its employees, non-employee or visitors and to protect the natural environment in which the contractor operates.
- 3.2. A systematic approach to the management of contractors/ Internal Stakeholder so that the risk to the health and safety of contractors, sub-contractors, its employees and those entering the construction site, as well as the receiving environment are minimised.

4. REFERENCE DOCUMENTS

List of reference documents below, includes but is not limited to the following:

INTERNAL	EXTERNAL
(a) Business Continuity Management Policy	(a) Disaster Risk Management Act, 2012 (Act No. 10 of 2012)
(b) Business Resilience and Recovery Procedure	(b) Electricity Act, 2007 (Act No 4 of 2007)
(c) Communication, Consultation & Participation Procedure	(c) Environmental Management Act, 2007 (Act no. 7 of 2007)
(d) Corporate Strategy and Business Plan (2019-2023)	(d) Environmental Impact Assessment Regulations (GN 30 of 2012)
(e) Education, Training & Development Procedure	(e) Employees Compensation Act, 30 Of 1941
(f) Electronic Documents and Records Management Procedure	(f) International Organisation for Standardisation (ISO) 9001: 2015 Quality Management System
(g) Emergency Response and Preparedness Plan	(g) International Organisation for Standardisation (ISO) 14001: 2015, Environmental Management System
(h) Enterprise Risk Management Procedure	(h) International Organisation for Standardisation (ISO) 45001: 2015, Occupational Health and Safety Management
(i) Land Owner Permission form	(i) Labour Act, 2007 (Act No. 11 of 2007): Regulation 156, regulations relating to the Health and Safety of employees at work
(j) NamPower Safety, Health and Environmental Manual (Standards & Guidelines)	(j) Municipal Bylaws
(k) NP SHEQ Policy	(k) Namibia Qualifications Act, 1996 (Act No. 29 of 1996)
(l) NamPower Tender and Procurement Policy	(l) Namibian Electricity Safety Code (NESC)
(m) Operating Rules for High Voltage System (ORHVS)	(m) Petroleum Products and Energy Act and its Regulations, 2000
(n) Occupational Health & Safety Agreement signed – MUN	(n) Public Procurement Guidelines (issued in terms of Section 7(1)(h) of the Public Procurement Act No. 15 of 2015)
(o) Technical Business Unit Asset Management Policy	(o) Public Procurement Act, 2015 (Act No. 15 of 2015), as amended
(p) NamPower Waste Management Procedure	
(q) NamPower Hazardous Substances procedure	
(r) Environmental Management Plan	

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INTERNAL	EXTERNAL
	(p) Social Security Act, 1994 (Act No. 34 of 1994) (q) Water Act, 1956 (Act 54 of 1956) (r) Nature Conservation Ordinance 1975 (Ordinance 4 Of 1975) (s) Forest Act of 2001 (Act No. 12 of 2001) (t) National Heritage Act 27 of 2004 (u) Any other applicable law in Namibia

5. ABBREVIATIONS

HIRA	Hazard Identification and Risk Assessment
ISO	International Standards Organisation
MSDS	Material Safety Data Sheets
NamPower	Namibia Power Corporation (Pty) Ltd
PPE	Personal Protective Equipment
SANS	South Africa National Standards
SAMTRAC	Safety Management Training Course
SHEMTRAC	Safety, Health and Environmental Management Training Course
SHEW	Safety, Health, Environment and Wellness

6. DEFINITIONS

In this Procedure the following terms shall have the meanings assigned to them, unless the context indicates otherwise:

Term	Definition
6.1. Auditing	Means a system process of objectively obtaining and evaluating the performance of the contractor with regards to the Safety, Health and Environmental Plan submitted; Environmental

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Term	Definition
	Management Plan and the Namibian Legal Requirements.
6.2. Contract	Refers to agreement between NamPower and the Contractor evidenced in the letter of appointment.
6.3. Contractor	Refers to a person or a company contracted / legally appointed by NamPower to perform work or to provide service for NamPower on a NamPower site / premises; this includes the relevant Internal Stakeholder.
6.4. Environmental Control Officer (ECO)	Means an Official designated to and enforce compliance with environmental laws, regulations and other requirements.
6.5. Environmental Management Plan (EMP)	A site-specific, legally binding document that outlines the mitigation, monitoring, and management measures to be implemented during the construction, operation, and decommissioning phases of a project to ensure that adverse environmental impacts are avoided, minimized, or managed.
6.6. Internal Stakeholder	Refers to NamPower departments e.g. Asset Maintenance Division (AMD), Power System Construction (PSC), etc, contracted to perform activities as appointed by NamPower.
6.7. Project Manager	Means a NamPower employee or consultant responsible for leading a project from its inception to completion, managing the people and resources and scope to the project – its cost, time, and quality. The Project Manager has full responsibility and authority to complete the assigned project. The position may end with the completion of the assigned project, or it may be a semi-permanent position for a limited time or until a pre-determined point in the project's schedule or stage of completion.

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Term	Definition
6.8. Risk	Refers to the effect of uncertainty on objectives whether positive or negative.
6.9. Risk assessment	a) Means a process that is made up of three separate b) processes: risk identification, risk analysis, and risk evaluation. (a) Risk identification is a process that is used to find, recognize, and describe the risks that could affect the achievement of objectives. (b) Risk analysis is a process that is used to understand the nature, sources, and causes of the risks that you have identified and to estimate the level of risk. It is also used to study impacts and consequences and to examine the controls that exist. (c) Risk evaluation is a process that is used to compare risk analysis results with risk criteria in order to determine whether or not a specified level of risk is acceptable or tolerable.
6.10. SHE File	Refers to a safety File also known as a 'Contractor Health, Safety and Environmental File' is a record of information about the management of contractors and sub-contractors' health, and safety and environment on sites with a purpose of protecting the employer from criminal liability and proves compliance with SHE Labour Act and Regulations. legal requirements.
6.11. SHE Plan	Refers to a document submitted by the contractor, detailing his/her objectives, targets and procedures in terms of the specified Health, Safety and Environmental requirements.
6.12. Site Agent	Refer to an employee representing the project manager at construction site and will be responsible for the management of all activities of

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Term	Definition
	the construction site in order to achieve required project delivery to the customers' objectives, while maintaining standards of health and safety, quality, environmental impact and cost control.

7. ROLES AND RESPONSIBILITY

7.1 NamPower SHEW Section Shall:

- (a) Provide a list of requirements for Contractors SHE file.
- (b) Assist the Project Manager in ensuring that the Contractors and their Sub-contractors remain in compliance with its SHEW plan, Environmental Management Plan and legal requirements throughout the project.
- (c) Assist the Project Manager in ensuring that the Contractors adhere to the requirements of this document.
- (d) Assist Contractors with the relevant NamPower Safety, Health & Environmental standards, policies, procedures and checklists.
- (e) Provide Safety, Health & Environmental inductions prior to the commencement of any construction activities.
- (f) Submit a detailed inspection / audit report to the Project Manager on their findings for discussion at project site meetings.
- (g) Attend Contractors' SHE meeting(s) and project site meeting.

7.2 The Project Manager Shall Ensure That:

- (a) Each Contractor adheres to the requirements of this document.
- (b) The SHEW personnel are involved and informed of all applicable SHEW aspects of the project.
- (c) This procedure and all the other NamPower policies and procedures applicable to the project are enforced during project execution.
- (d) SHEW auditing of the Contractors on site performance, in consultation with the PM, takes place and that findings are discussed during project meetings.

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- (e) Contractors are in possession of a copy of the Regulations relating to the Health and Safety of Employees at Work. (Labour Act, Act 11 of 2007).
- (f) The SHEW Section has been notified immediately of any SHE related complaints, injuries or any SHE related incidents or accidents.

7.3 Responsibilities of the Contractor

See the details of responsibilities of the contractor at Section 11.

8. CATEGORIES OF CONTRACTORS

Different categories of contractors shall be recognised for the purpose of this document to ensure that procedural guidelines as detailed in this document are correctly assigned to parties as per the scope and nature of their work.

8.1 Civil Contractor

- (a) Civil contractors are any contractor employed by NamPower to carry out construction work of a civil nature including but not limited to:
 - Housing infrastructure
 - Power station infrastructure
 - Road infrastructure
 - Substation infrastructure
 - Office buildings
 - Storage facilities etc.
- (b) All procedures as specified in this document are applicable to such contractors irrespective of the fact that they are external or internal to the company.

8.2 Electrical Contractor

- (a) An electrical contractor is any contractor employed by NamPower to carry out any work related to electrical infrastructure and will include but is not limited to the construction and maintenance of:
 - Transmission substations
 - Transmission lines
 - Generation power stations
 - Distribution lines
 - Renewable energy facilities

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- (b) All procedures as specified in this document are applicable to such contractors irrespective of the fact that they are external or internal to the company.

8.3 General Maintenance

General maintenance contractors are any contractors employed for general maintenance activities at any NamPower facility excluding those mentioned in Section 8.1. and 8.2. Two levels of general maintenance contractors are recognised, namely:

8.3.1 High Risk Contractors

- (a) These contractors will be involved in activities related to:
- Distribution board installation and similar works.
 - Inspection and maintenance of lifts and similar work.
 - Working at heights or confined spaces or with hazardous material or any electrical installation with a voltage exceeding 110V.
 - Cleaning of windows higher than one story.
 - Any other activity identified by the NamPower SHEW Section as being of high risk at the time of tender.
- (b) These contractors will have to submit, at a minimum, a risk assessment for the activities to be carried out on site but will not need to submit or implement a full SHE plans unless otherwise stated prior to work starting on site.

8.3.2 Medium to Low-Risk Contractors

- (a) Any activity related to general maintenance of NamPower infrastructure not previously stated.
- (b) These contractors will have to comply with NamPower's SHEW requirements and will be absorbed in the NamPower SHEW program unless otherwise stated prior to work starting on site.

8.4 Other Contractor

Any other contractors including mechanical contractor that are employed by NamPower to carry out work at NamPower site/premises.

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9. CONTRACT

9.1 Appointment of Service Providers

The award of a Contract is conducted as per NamPower Procurement Policy and the Public Procurement Act.

9.2 Inception / Kick-Off Meeting

- (a) An inception /kick-off meeting is conducted with the Contractor, and where applicable, with the relevant stakeholders to put necessary project, administrative and contractual matters in place and agree on the SHE induction to be done.
- (b) The inception meeting covers the following as minimum:
 - (i) Clarifies the scope of work to be conducted;
 - (ii) Discuss any changes or variations and detail the procedures to be followed during the contract execution;
 - (iii) Project Organogram,
 - (iv) Invoking arrangements;
 - (v) Communication arrangements - Communication procedures during the project execution, including reporting by each stakeholder;
 - (vi) Site arrangements;
 - (vii) Define the roles and responsibilities of each party and discuss the project management plan;
 - (viii) Project schedule;
 - (ix) Project Risk Register;
 - (x) Review the capability of the Contractor or sub-contracted work (financial, equipment and manpower);
 - (xi) Quality plans;
 - (xii) SHE Plans (including Method Statement with Risk Assessment);
 - (xiii) Environmental Management Plan (if and when required); and
 - (xiv) Site establishment

9.3 Contract Related Information/Communication

- (a) NamPower ensures that the Contractor communicates all applicable NamPower procedures and specifications to his sub-contracted parties.
- (b) The Project Manager ensure that:
 - All documentation required to complete the contract and purchase order is in place; The purchase order is issued to the contractor and;

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- The contract is signed by the NamPower representative (Accounting Officer) as well as the Contractor.

9.4 Project Execution

Before the commencement of work on site the following activities are conducted:

9.4.1 Induction of the Contractor

- (a) Project Manager arranges with SHEW Section for induction of the Contractor.
- (b) Records of the SHEW Induction are maintained.
- (c) SHEW induction is conducted with the appointed Contractor.
- (d) Servitude and Substation Induction is conducted by Network Operations for Contractors doing power line construction or maintenance of power lines.

9.4.2 Site handover to Contractor

- (a) The site is handed over to the Contractor, and a site handover form is signed.
- (b) Where applicable a NamPower representative and the Contractor notifies the landowner on the commencement of the work on his/her property/land.
- (c) A landowner permission form where applicable is signed before and after completion of the work on the specific site. After completion of the project the Contractor hands over all landowner permission forms to the Project Manager for record keeping.

10. CONTRACTOR SHE PLAN

- 10.1. Contractors shall prepare a site specific SHE Plan according to the project scope of work. It should be noted that no work shall commence on site unless the SHE Plan has been reviewed and approved by NamPower. Based on that, SHE Plan should be submitted a month prior to commencement of work to give enough time for review, approval and induction. This will also give the contractor ample time to correct shortcomings as identified during the review process. SHE Plan shall include items listed in the SHE file index – Annexure 1. SHEW Section will review the SHE Plan and provide feedback within a month and before contractors access the site.
- 10.2. SHE Plan should be in line with the NamPower SHE specification and legal requirements. The SHE Plan shall identify each construction

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activity to be undertaken by the Contractor, the foreseeable internal and external hazards/aspects, the specific precautions and controls that shall be necessary to ensure that the work proceed safely, without risks and damage to environment is minimised. A final SHE Plan shall be signed and approved, and the Contractor shall not commence work on site until the SHE Plan has been approved by SHEW Section. When a Contractor intend to appoint a sub-contractor, the Contractor shall ensure that the activities of the subcontractor are included in the SHE Plan to be submitted for approval and is based on the NamPower SHE Specification.

11. RESPONSIBILITIES OF THE CONTRACTOR

The responsibilities detailed below shall only be applicable if it does not contravene any legal requirement applicable to a specific project as may be detailed in any document such as a project specific Environmental Management Plan etc.

11.1 Overall Responsibilities

The Contractor shall:

- (a) Indemnify NamPower against any claim as a result of the death of / or injury to the Contractor, its employees or third parties, in any manner whatsoever.
- (b) Acquaint him/herself with the requirements of the Namibian Labour Act, Act 11 of 2007, regulations related to the Health and Safety of the employees at work and other legal requirements.
- (c) Comply with the NamPower Safety, Health and Environmental policies and procedures as specified in the RFT Documents.
- (d) Ensure that all contractor his/her and sub-contractor employees are medically fit for the job and that medical examinations are performed as per the labour Act, Act No. 11 of 2007 and Regulations relating to the Health and Safety of employees at work and shall provide evidence of such upon request during audits and inspections.
- (e) Ensure that the relevant employees are certified (e.g. crane operators, riggers, etc. and that the certificates are submitted to the Project Manager for review and approval prior to commencing the specific works.
- (f) Submit all documentation as requested in the bidding documents.
- (g) Submit notification of construction work to Ministry of Labour as per regulations

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- (h) Where applicable obtain the following permit approvals for: removal of trees for development, National Park entry, Diamond area, Petroleum Product consumer installation, approval from Road Authority, TransNamib and NamWater when crossing their existing infrastructure.

11.2 Statutory Appointments and Competency

The Contractor shall:

- (a) Ensure that statutory appointments are done and all appointees are made aware of their accountabilities and responsibilities in terms of their appointment, and to advise and assist these appointees in the execution of their duties.
- (b) Appoint a competent person(s) (including safety officers and supervisors) as may be necessary to assist in enforcing the compliance with these regulations.
- (c) Appoint an Environmental Control Officer for the construction of new substation and powerline projects as per the EMP.

11.3 SHE Management

The Contractor shall:

- (a) Elect a SHE representative in accordance with legislative requirements for the duration of the project/works, to represent the workforce at the Contractor's SHE Committee Meetings. (A distinction shall be made between the duties of the SHE officer and SHE representative).
- (b) Chair monthly SHE meetings where representatives from the Contractor and NamPower are present (this is only applicable to projects longer than three months). The following, amongst other, will be discussed at such meetings:
 - (i) SHE Inspection Reports (SHE Representatives)
 - (ii) Accidents / Incidents / Injuries
 - (iii) SHE Non-conformances
 - (iv) Audit Report Findings
 - (v) Any other deviation reported
 - (vi) Grievances
- (c) Submit monthly progress reports including the monthly reporting requirements attached on annexure 2.

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11.4 Compliance and Approval of Contractor SHE Plan

The Contractor's SHE Plan will be audited to confirm compliance to the NamPower's SHE requirements before NamPower accept and approve the plan. The implementation of the SHE Plan shall be assessed by conducting a systems and physical conditions evaluation.

11.5 SHE Training Competence and Awareness

- (a) Ensure that all employees and/or those of its sub-contractors are suitably trained and competent to carry out their activities.
- (b) Ensure that employees attend all required inductions prior to the start of any work on site. Records of attendance shall be kept, and personnel shall be issued with a Project ID card.
- (c) Request the NamPower SHEW representative, via the Project Manager, to conduct an induction for his/her personnel at least two (2) weeks in advance of work starting on site.
- (d) Communicate all SHEW related requirements and instructions pertaining to the project in a language understood by his/her employees.
- (e) Ensure that all employees operating lifting- and other plant equipment including Scaffold installation are suitably trained, certified and authorised to operate such equipment. Proof of certification must be kept on site and provided upon request. No person shall operate any equipment without the necessary training and/or authorisation.
- (f) Ensure that all employees handling Hazardous Substances are suitably trained, certified and authorised to handle such hazardous substance.

11.6 Hazard/Environmental Aspect Identification and Risk/Impact Assessment (HIRA) and SHE Inspection

- (a) Conduct risk assessments and draft safe working procedures which shall be kept on site and be made available on request. These documents shall be updated when any significant changes occur, with regards to working conditions, on site occur.
- (b) Conduct an environmental aspect and impact identification to ensure that all site-specific aspects are identified, assessed and measures are put in place to avoid or minimise the impacts.

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- (c) Keep an updated Safety, Health & Environmental Record File with all their Safety, Health and Environmental correspondence, which shall be provided upon request.
- (d) Conduct regular inspections on site in conjunction with the Project Manager and the NamPower SHEW Section.
- (e) Report all identified non-conformances to the Project Manager and initiate the necessary corrective actions in order to ensure that the identified non-conformances are rectified within the specified time period.

11.7 Safety of Personnel on Site

11.7.1 Personal Protective Equipment (PPE)

The Contractor shall:

- (a) Issue employees with the necessary PPEs free of charge and in accordance with the risk assessment conducted. He / she shall ensure that the his/her sub-contractors also have adequate PPEs.
- (b) Ensure that Employees sign for the acceptance of the PPE as indicated on the list. This is for audits and record keeping purposes.
- (c) Ensure that Employees receive training on the correct use and maintenance of PPE.

11.7.2 First Aid Equipment

The Contractor shall:

Submit valid training certificates of its first aiders who will be present on site for the duration of the project and provide them with the necessary first aid kits (refer to the Health and Safety Regulations.)

11.7.3 Fire Fighting

The Contractor shall:

- (a) Provide basic firefighting training to all its employees in the safe handling of firefighting equipment. The valid certificates of trained employees should be provided to NamPower as part of the SHE file.
- (b) Provide firefighting equipment on site where no such equipment is present. This equipment shall be easily accessible.
- (c) Ensure that firefighting equipment is serviced on an annual basis.

- (d) Ensure that the site Emergency plan is available ~~for site~~ – Site assembly and evacuation points.
- (e) Put in place emergency teams and perform emergency drills, mainly for large projects.
- (f) Have sufficient firefighting equipment available on site. The equipment should have an up - to - date maintenance and inspection record.

11.7.4 Housekeeping

The contractor shall introduce a housekeeping programme and will always keep the site clean and neat.

11.7.5 Noise Control

If the operation of the a contractor activity will create excessive noise, the contractor shall implement noise prevention programme and display the necessary symbolic safety signs to warn its employees and visitors to the site.

11.7.6 Working at Heights

- (a) The contractor shall carry out a risk assessment for working at heights.
- (b) A fall protection plan (which includes fall prevention) shall be compiled, implemented and reviewed whenever persons are required to work in an elevated position.
- (c) Employees required to work in elevated positions shall be declared medically fit.
- (d) The Contractors shall stop all persons working in elevated positions during periods of severe ~~inclement~~ weather or if the possibility of lightning strikes is present.
- (e) Scaffolding shall be declared safe by a competent person / company appointed by the contractor with the necessary qualifications and experience. Scaffold inspections shall be held on a regular basis and inspection records must be maintained.
- (f) Persons appointed to conduct inspections must be adequately trained and competent to conduct inspections.

11.7.7 Symbolic Safety Signage

All symbolic safety signage, that the Contractor or sub-contractors are to use/display on site should conform to the requirements of SANS 1186 – 1:2008

11.7.8 *Excavations, Trenches and Floor Openings*

- (a) The Contractor may not commence the digging and excavation work without the authorisation from NamPower.
- (b) Utility owners shall be contacted and advised of the proposed work and to determine the location of all underground installations, i.e., sewer, telephone, water, fuel, electric, etc prior to commencing work on any excavation or trench.
- (c) Adequate precautions shall be taken by the Contractor to prevent slumping of excavations, as well as to prevent rocks and loose material falling onto workers.
- (d) All excavations done by the Contractor are to be clearly demarcated and barricaded to prevent accidental access.

11.7.9 *Permit to Work*

The Contractor shall have permit to work system in place to perform the high risks job identified in the HIRA.

11.8 **Injury on Duty Related Responsibilities**

The Contractor shall at his own cost take all the necessary preventative measures required by law for the protection of the wellbeing and lives of employees during the execution of the Contract or any part thereof. Furthermore, the Contractor shall:

- (a) Inform the Project Manager immediately but not later than 24 hours of any serious or fatal accident.
- (b) Inform the Ministry of Justice and Labour Relations in the prescribed manner and shall complete and submit the relevant forms as per the Regulations relating to the Health and Safety of employees at work.
- (c) Keep a record of all injuries on duty cases and near misses, etc. which must be investigated according to the Contractor's policy and procedures.
- (d) Discuss all injury on duty cases and near misses at the Contractors' SHEW meetings and serious or fatal injuries at the project site meetings.
- (e) NamPower shall offer emergency Ambulance services to contractors that are based at Ruacana Power Station, to a nearest health facility in the event of an emergency and upon the availability of the Ambulance. The site supervisor will sign an indemnity form on behalf of their staff member to be transported by the ambulance in the event of an emergency. This will indemnify

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NamPower against any losses or injuries in the event of an accident on the way to a health care facility.

- (f) The contractor shall accept full liability and all medical expenses and non-medical expenses incurred in case of contractor's IOD rescue mission will be booked on the contractor's job number and must be reimbursed in full.

11.9 Temporary Campsites and Site Offices

Should the Contractor wish to camp on private or public property, he/she will arrange the exact campsite location, remuneration, dates of occupation and any special conditions with the relevant landowner at least two weeks prior to site establishments. The location of campsites must be discussed and agreed upon with the landowner. The Contractor shall only use those areas indicated by the landowner and NamPower, as campsites. Furthermore, the Contractor shall ensure that:

- (a) Photographs are taken of the site prior to, during and
- (b) immediately after construction as a visual reference.
- (c) A written agreement between the contractor and the landowner is in place.
- (d) The campsite layout map is available.
- (e) The campsite is securely fenced.
- (f) Temporary campsites are located preferably on already disturbed areas.
- (g) Throughout the period of Contract, non-work-related activities are restricted to the campsite.
- (h) Adequate ablution facilities are provided to the staff if not already there. These facilities may not be located within 100m of any river, stream channel, pan dam or borehole (even if the water source is dry) and should be properly maintained in hygienic and good working order.
- (i) Ablution facilities are always kept in a hygienic condition.
- (j) Introduce a housekeeping programme and shall always keep the site clean.
- (k) A designated eating area is provided for employees.
- (l) First aid kits, fire-fighting equipment, an assembly point, and appropriate signage are available on site.
- (m) Waste bins are provided on site.
- (n) Essential services, including electricity and water, are available on site.

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- (o) An eating facility for employees is available.

11.10 Construction Vehicles and Mobile Plant

- (a) The Contractor shall have a site traffic plan and implement it to ensure the safe movement of all construction related mobile plant.
- (b) Motor vehicles operated by Contractors within the area shall, in all respects, comply with the Road Traffic rules.
- (c) Designated drivers shall be in possession of a valid driver's licence for the class of vehicle appointed to drive. The driver's license shall be kept by the person so authorised and shall produce such card on request.
- (d) All drivers of construction vehicles and mobile plant shall have medical fitness certificates, received appropriate training, certified been competent and authorised to operate such plant.

11.11 Vehicles

When any type of vehicle is kept on site, the Contractor shall ensure that:

- (a) Vehicle maintenance and refuelling activities are conducted within a bunded area (capable of containing 110% of combined volume of the tanks stored within the bund), in areas where no filling stations are available.
- (b) Where construction activities are reasonably close to a filling station, fuelling of vehicles and other equipment shall be done at such filling stations.
- (c) All vehicle maintenance shall be done in the campsite, except in cases of emergency.
- (d) Ensure that all vehicles / equipment used by the Contractor, their Sub-contractors or any person employed by the Contractor, are registered and in good condition, and that personnel operating any vehicles are licensed to operate the vehicle.
- (e) No persons shall be transported at the back of the bakkie unless the bakkie is provided with the sitting arrangement.

11.12 Machinery, Tools and Equipment

- (a) All equipment brought onto site by the Contractor and their sub-contractors should be appropriate to the task being performed and in good condition.

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- (b) The Contractor shall ensure that all machinery, tools and equipment are identified, safe to be used and are maintained in a good condition. Machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded.
- (c) Machinery, tools and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments and must have the necessary approved test or calibration documentation where applicable prior to being brought onto the premises and the records shall form part of the SHE plan.

11.13 Substance-Abuse and dependency management

- (a) No substance use/abuse (i.e. use of alcohol and other intoxicating substances – including traditional drinks) is allowed on any NamPower premises and/or site. The acquisition and/or distribution or supply of intoxicating liquor or drugs of any kind by the employees of the Contractor is strictly prohibited.
- (b) Alcohol and other illicit drugs testing will be conducted by suitably, trained personnel in line with NamPower procedure for Substance Abuse and Dependence Management.
- (c) Any person found to be under the influence of any intoxicating substance shall be removed from the construction site and the Contractor shall deal with the case according to its disciplinary policy and procedures. Instances shall be recorded, and the Project Manager shall be informed.
- (d) Contractor's personnel shall be properly educated about the impact of HIV/AIDS and other STDs and infectious diseases such as TB, etc. The SHEW Section (Wellness) will assist if needed, but only on written request via the Project Manager from the contractor.
- (e) When working / camping near any settlements, the Contractor's personnel should limit their contact with permanent residents of the area.
- (f) Any personnel making himself/herself guilty of violence, harassment, criminal offense or any other activity deemed inappropriate, must immediately be removed from the site.
- (g) Management shall arrange awareness training, counselling and rehabilitation for the affected employees.
- (h) Management shall keep a complain register. The register shall capture complains from the community and that all complains (issues raised) shall be addressed within two weeks.

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12. HIGH RISK ACTIVITIES

Contractor shall:

- 12.1. Ensure that adequate on site supervision is available for the entire duration of the work that is being conducted;
- 12.2. Use of safety standbys in areas of high risk activities including activities that fall within the scope of the permit to work system;
- 12.3. Provide, erect and maintain required barricading, flags, lighting, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;
- 12.4. Maintain and define access ways, which is clear of objects or obstructions, so as to allow for emergency vehicle entry;
- 12.5. Provide any temporary protective shielding required for protecting nearby operations from the construction activities.

13. ENVIRONMENTAL RESPONSIBILITIES

13.1 Hazardous Material/ Substances

The contractor shall ensure that:

- (a) Prior to any Hazardous Substances (HCS) being brought onto the site or produced on the site, the Contractor shall supply the NamPower Project Manager with the following:
 - (i) Material Safety Data Sheets (MSDS)
 - (ii) Purpose for bringing the hazardous substance onto the site;
 - (iii) Proposed arrangements for safe storage;
 - (iv) Proposed methods for handling/usage;
 - (v) Proposed method of disposal;
 - (vi) Hazard communication / training plan.
- (b) The information is to be provided at least one (1) week prior to the expected delivery on site.
- (c) A register is kept for all hazardous substances. This register shall be available for inspection at all times.
- (d) Hazardous substances are stored in a well ventilated area, and are not accessible to any unauthorised persons.
- (e) Storage areas shall display the required symbolic safety signs.

- (f) Only compatible materials are stored together and that storage requirements meet the minimum requirements of the Material Safety Data Sheets (MSDS).
- (g) MSDS for each type of material is available on site at all times.
- (h) Disposal should be done at an approved disposal facility.
- (i) Should there be a plan to store fuel on site, an approval from the Project Manager must be obtained. Volumes of fuel allowed to be stored will depend on Statutory Regulations requirements.
- (j) The method statement/safe work procedure is provided.
- (k) The risk associated with the specific task is communicated to the employees.
- (l) An awareness training on PPE, exposure limit and handling and storage of Hazardous Substances is provided.
- (m) Diesel and petrol kept on site shall comply with Petroleum Products Regulations in terms of volume, certificates and permits

13.2 Waste Management

The contractor shall ensure that:

- (a) On site waste management facilities are provided
- (b) Separate waste containers are provided for hazardous waste, potentially hazardous waste, general waste and construction waste. Hazardous / harmful waste shall be clearly distinguishable as such.
- (c) Containers are provided with lid or netting to prevent the waste from being removed by scavengers or wind, and that waste containers are not over-filled.
- (d) No waste is burnt on site. All waste products shall be moved to the nearest Municipal approved waste or disposal site on regular intervals, not exceeding one week.
- (e) No Illegal dumping and littering is conducted. This will not be tolerated under any circumstances.
- (f) Sites where waste is stored are adequately demarcated and protected from animals that might frequent the area.
- (g) No concrete waste is left on site but can be buried deep underground if not contaminated by any hazardous material.
- (h) The campsites, the work site, and surrounding areas are kept in a neat condition at all times and that windblown litter is cleared on a daily basis.

- (i) A disposal certificate should be obtain from the waste collector and kept in the SHE file.
- (j) Waste collection shall meet the statutory requirements.

13.3 Water Resources

- (a) Care must be taken to ensure that the pollution of water does not occur, as has been stated under previous Sections in this document.
- (b) Water must be used sparingly.
- (c) Naturally occurring water sources may not be used for any personal hygiene, washing or recreational activities.
- (d) Water may only be taken from private, communal or government-owned property on a basis agreed upon between the Contractor and such owner, and after having received written consent from the owner. Water use agreement should be in place.
- (e) Should the contractor be required to use water from a natural source, the contractor shall supply a method statement & test certificates from approved laboratory to that effect.
- (f) In case of drilling a bore hole, the relevant permits should be acquired from the relevant authority.

13.4 Archaeology and Heritage

- (a) Heritage resources shall be protected throughout the project.
- (b) In the event of discovering archaeological material (e.g., fossils, bones, artefacts), the contractor must immediately cease work and notify the Environmental Officer.
- (c) Where applicable, heritage sites must be clearly marked on the site layout.

13.5 Air Quality

- (a) Prevent any deterioration of air quality.
- (b) Maintain moderate driving speeds on access roads to minimize dust emissions.
- (c) Burning of waste materials, including vegetation from site clearing, is strictly prohibited.

- (d) Ensure all vehicles, plant, and machinery are regularly serviced in accordance with their maintenance schedules.
- (e) Implement dust suppression measures, where applicable, to minimize dust emissions.

13.6 Fauna and Flora

When the project is in a remote area:

- (a) No animals/birds may be shot or caught.
- (b) Underground burrows must not be flushed, closed up or destroyed, on purpose, even if within servitude area.
- (c) Snaring, poaching, killing, taunting, collecting, smuggling, or abuse of wild animal or domestic animal is strictly prohibited.
- (d) **No domestic animals** (such as cows, chickens, dogs, cats, goats or sheep) may be kept either at the campsite or on the construction site since they can introduce diseases or interbreed with the animals occurring naturally in the area.
- (e) **No domestic and/or wild animals** belonging to the landowner may be caught and killed, unless written consent was given by the owner of the animal.
- (f) No firewood shall be collected (without the written consent of the landowner.) and the contractor shall provide his/her employees with the necessary resources for cooking, etc.

13.7 Oil/Hazardous Materials Management

- (a) In the event of a breakdown any oil spills shall be cleaned up immediately. The following shall apply:
 - (i) All contaminated soil shall be removed and stored in containers. Contaminated soil can be taken to one central point, where soils can be treated or removed for disposal at an approved hazardous waste disposal site.
 - (ii) The area, from which the contaminated soil was taken, must be filled with new soil. The new soil must be free of contamination, should not be taken from a spot within a 50-metre radius of where the spill occurred.
- (b) Huge volumes of fuels must be stored in an adequate bunded area. Bundwalls may be made from sandbags. The area within the bund walls

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should be lined with a plastic layer covered with a layer of at least 50mm of sand. The bund walls must be high enough to contain any major spills that may occur.

- (c) Used oils, fuel, grease, and solvents should be stored in drums or other suitable containers, which must be labelled, sealed, and removed from the site to a hazardous waste disposal site or recycling facility.
- (d) Areas shall be monitored for spills and any spills shall be contained, cleaned and the area shall be rehabilitated.
- (e) In the event of hazardous spill on site or during transportation of these substances to or from the site, the following actions must be taken:
 - (i) Stop the source of the spillage immediately.
 - (ii) Immediately contain the spillage by shovelling a soil bund wall around it.
 - (iii) Absorb the oil spill as quickly as possible with the supplied spill kit.
 - (iv) Report the spill to the site supervisor
 - (v) In case of a major spill (more than 200 litres) the Manager: SHEW (NamPower) must be contacted, and arrangements must be made for the implementation of the necessary clean-up activities. The major spill shall be reported to the Ministry of Mines and Energy on the prescribed form.
- (f) Any rehabilitation activities needed because of an oil spill will be at the cost of the contractor.
- (g) Have sufficient firefighting equipment available at the campsite.
- (h) Ensure that all staff are adequately protected and educated about the safe and proper handling and disposal of hazardous substances.

13.8 Closure and Rehabilitation

- (a) All rehabilitation exercises shall be carried out at the expense of the Contractor, unless he/she can prove (beyond a doubt) that his/her actions were not responsible for the damage.
- (b) Upon project completion, the Contractor shall remove all structures, equipment, materials, and facilities used or established on-site during construction. The site must be cleared and cleaned to the satisfaction of the SHEW Section
- (c) All oil spills remaining after construction activities must be cleaned up.

- (d) All maintenance equipment, surplus materials and temporary structures, fences and works of any kind must be removed from the site.
- (e) Break up all bunds and all other concrete slabs and remove these, together with all waste concrete, to a recognised waste site.
- (f) Remove all uncontaminated construction rubble (i.e. waste concrete)
- (g) Remove all remaining waste to established waste disposal site.
- (h) Damaged areas must be rehabilitated. Badly damaged areas shall be fenced to enhance rehabilitation.

13.9 Audits

The NamPower SHEW Section shall:

- (a) Develop and implement an audit programme for each project in line with the level of risk posed by the project.
- (b) The audit programme shall be communicated to the contractor via the project manager with exact dates at least two weeks prior to the audit being carried out
- (c) Develop audit protocols based on this document and all other relevant documentation (either related to the NamPower SHEW programme or Contractor SHEW programme – depending on relevance). These protocols may be made available to the contractor upon request.
- (d) Ensure that the following audit intervals are adhered to when required:
 - (i) Civil Projects
An audit shall be carried out at least every three months with system and operational audits being alternated.
 - (ii) Electrical Projects
An audit shall be carried out at least every three months with system and operational audits being alternated.
 - (iii) General Maintenance
Annual audit of all projects under the authority of a project manager unless the project has a timeline exceeding 3 months.
- (e) Ensure that there is a clear difference between inspections, monitoring and audits.
- (f) Ensure that audit reports are submitted for each audit carried out within 10 working days of the audit being done and the gaps found should be addressed at the reasonable time.

- (g) Ensure that the contractor's project manager/supervisor or SHE staff are available for the audit as requested by the SHEW Section.
- (h) Contractor shall make available all documents and information requested by the SHEW Section unless evidence can be provided that the contractor will be disclosing sensitive industrial information.

14. NON-COMPLIANCE WITH SHEW REQUIREMENTS

- 14.1. If during the course of the Contract, the NamPower SHE /Environmental Officer notes any instances of non-compliance with the SHE requirements, he/she will inform the Project Manager and the Contractor representative verbally and will immediately follow-up in writing.
- 14.2. If after notifying the Project Manager and Contractor in writing of deficiencies of any SHE requirements, and if the NamPower SHE /Environmental Officer finds continued violations of those requirements, or finds actions that pose an imminent risk, he/she shall request the Project Manager to take immediate steps to rectify the problem(s), who in turn shall take immediate action as to rectify the situation.
- 14.3. In a case where NamPower's SHE officer and/or the Project Manager comes across a violation of the SHEW requirements on site, whereby the health and/or life of any person is deemed to be at risk, the NamPower's SHE officer and/or Project Manager can stop the affected process with immediate effect. Each party shall duly inform the other of such offenses and commence to instruct the offending parties to rectify the situation.
- 14.4. The contractual obligations and SHE performance of the contractor is monitored periodically and evaluation records of contractor are maintained by the relevant sections.
- 14.5. Non-Conformities are issued to non-compliant Service Providers. Where significant non-conformities are issued, the relevant department such as Procurement Department are notified. This will provide inputs during the re-evaluation of Suppliers among others.
- 14.6. Evaluation of Contractor performance forms part of the progress meetings and applicable NamPower procedures should be communicated to Contractors during the Pre-Award or Site Visit Meetings.

15. OMISSIONS FROM THE MANDATORY SHE REQUIREMENTS

Should NamPower omit to address certain SHE aspects pertaining to the scope of work tendered for, it is legal responsibility of the Contractor to include it in there SHE Plan and inform NamPower of omissions.

16. RECORDS

The following records related to the contractor's activities are maintained:

Record Title	Format	Location	Retention Period	Custodian(s)
Land Own Permission Form	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
Project Progress/ Supply – Minutes of the meeting	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
Internal Handover form	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
Take over certificate	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
Letter of acceptance	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
Minutes of the meetings (pretender award negotiation; project inception, progress meeting and any other project related minutes)	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
Quality plan	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
SHEW plans (including method statement, risk assessments)	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
SHEW Inspection/audit reports	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager

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SHEW Audit Reports	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager
Monthly progress reports and weekly /daily update	Electronic/hard copy	P-drive/ Power Cloud and file	3 years	Project Manager

ANNEXURE**ANNEXURE 1: CONTRACTOR/SUPPLIER SHEW REQUIREMENTS**

1	<u>GENERAL</u>
The contractor or suppliers' Project Specific SHEW File must be submitted to the NamPower SHEW Section thirty (30) days prior to site establishment for review and the induction processes. This will also give the contractor or supplier ample time to correct shortcomings. A formal feedback and SHEW clearance will be given to the contractor or supplier after a satisfactory SHEW review. It will enable the SHEW Section to draft a project specific SHEW monitoring plan.	
2	<u>DISCLAIMER</u>
The list below is not final; this is just an indication of some of the issues that needs to be addressed in the SHEW plan. The SHEW section cannot be held responsible of documents not mentioned in the list while required in the SHEW plan. Therefore, the contractor or supplier should submit a comprehensive method statement covering Chapter 4, Section 39 of the Labour Act No 11 of 2007 and a comprehensive scope specific SHEW Plan (in compliance with all applicable SHEW legislation). No generic SHEW plan shall be accepted.	
3	<u>PROJECT INFORMATION</u>
a) Brief Project Scope of Work:	
b) Address and Project Location:	
c) Schematic layout of project site including site plans/services and surrounding land uses or any sensitive features.	
d) Site layout map indicating offices, ablution facility, emergency services (e.g. assembly point), camp site, storage areas, waste bins, parking area and surrounding land uses or any sensitive features.	
e) Project Schedule:	
i. Commencement date of the Project: _____	
ii. Total number of employees: _____	
iii. Contact person: _____	
iv. Envisaged Completion date of the Project: _____	
v. Contact details: <i>Email, Contact Number</i> _____	
4	<u>LEGAL/NOTIFICATION</u>
	Indicate (A) Applicable or (N/A) not Applicable
a)	Notification Of Construction Work To The Ministry Of Labour
b)	Mandatory Agreement with the Subcontractor/s – Attached copies
c)	Contractors' Third Party Liability Insurance
d)	Indemnity Forms

e)	Letter of good standing from SSC - Social Security official letter listed employees covered	
5	<u>PERMITS</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Signed Landowner permission Form	
b)	National Park Permits	
c)	Diamond mining area permit (as per Diamond Act, 13 of 1999)	
d)	Consumer Installation Certificate (storage of >200L of diesel/petrol within urban area and >600 in rural area from Ministry of Mines & Energy)	
e)	Bush Clearing and Protected plants removal Permit (From the Directorate of Forestry)	
f)	Authorisation to sand mine or to obtain burrow pit materials	
g)	Borehole abstraction permit or water sourcing agreement	
h)	Project commencement notification to key stakeholders	
i)	Environmental Clearance Certificate	
j)	Project Environmental Management Plan	
6	<u>POLICIES & PROCEDURES</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	SHEW Policy Statement (signed and dated) and programme details	
b)	Detailed Scope Specific Method Statement	
c)	SHEW Objectives, Targets and Plan	
d)	PPE Policy	
e)	Enforcement of SHEW standards, procedures and safety rules	
f)	Emergency Preparedness Plan	
g)	Medical Certificates (provide evidence)	
h)	Inspections /Audits.	
i)	Environmental Policy	
j)	Substance Abuse Policy	
k)	Procedure for Management of Change	
l)	Safe Work/Operating Procedures	
m)	Permit To Work System (Lock Out Tag Out, Heights, Confined Spaces, High Voltage Yards, Etc.)	
n)	Planned Task / Job Observation	
o)	HIV preventative measures e.g. condoms distribution etc.	
7	<u>HAZARD IDENTIFICATION AND RISK ASSESSMENTS (HIRA) ENVIRONMENTAL ASPECTS AND IMPACTS IDENTIFICATION AND ASSESSMENTS (EAIIA)</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	HEALTH AND SAFETY, MANAGEMENT i. Hazard and Identification for Each of The Activities Listed; ii. Risk and Analysis (List of High Risks/Impacts, Matrix and Rating); iii. Risk Mitigating / Controls / Safe Work Procedures / Method Statement. iv. HIRA Monitoring Plan and v. HIRA Review Plan.	

b)	ENVIRONMENTAL ASPECT AND IMPACT REGISTER i. Environmental Aspect Identification for Each of The Activities Listed; ii. Environmental Impact Analysis iii. Environmental Impact Mitigating / Controls e.g. dust, storage of hazardous substances iv. Environmental Impact Mitigating / Controls monitoring Plan Waste and wastewater Management i. Appropriate waste bins with lids for each waste available on site ii. Waste disposed at an approved site (not burned or buried onsite) or at a hazardous disposal site (in case of hazardous waste). iii. Hazardous waste safe disposal certificate Air Quality i. Dust suppression measures ii. Vehicle and equipment maintenance/servicing Heritage and Cultural i. Heritage and Cultural resource's chance finds procedure Biodiversity Protection i. The area disturbed (or to be disturbed) by the project ii. Measures to protect biodiversity (plants and animals) Resource Conservation i. Water saving measures ii. Electricity saving measure iii. Resource efficiency measures Water resources i. Written agreement to obtain water from a private or government source ii. Water pollution preventative measures Social i. A complaint register ii. Communication about the commencement of the project to key stakeholders iii. HIV Awareness and materials Rehabilitation i. Rehabilitation plan ii. Erosion preventative measures	
c)	EMERGENCY MANAGEMENT i) List of Potential Emergencies (<i>Ref: Risk/Impact Assessment</i>) ii) Emergency Response Plan	

	iii) Emergency Equipment and Facilities (e.g. fire extinguisher, first Aid kits, Spill kits) iv) Rehabilitation Plan v) Emergency Response Procedures	
8	<u>SITE RULES</u>	
a)	Health, Safety and Environmental Rules (Site Rules)	
b)	Personnel Roles & Responsibilities	
c)	SHEW Assessments (Inspection and Audit)	
d)	Housekeeping Standards/Protocols	
9	<u>SHEW INDUCTION/TRAINING</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Job/Scope Specific Induction - Contractor	
b)	General Induction – NamPower Safety Officer	
c)	SHEW Training Needs Analysis and Training Plan	
d)	PPE/C Training and Issue	
e)	Risk-Based SHEW Training – (First Aid, Fire Training, General Health, Safety And Environmental, Arrangements For Refresher Training, Induction, Incident Investigation And Root Cause Analysis, Hazard Identification And Risk Assessment, Working On Heights Etc.)	
10	<u>INCIDENTS AND ACCIDENTS</u>	
a)	Incident Records and Proof Of Investigations (SHEW Statistics for the past three (3) years / since inception). (Name, date, short description, type of incident, remedial action taken).	
b)	Incident / Accident Notification, Reporting, Escalation and Investigation Procedure. Including WCA Forms	
11	<u>FALL PREVENTION AND PROTECTION</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Fall Protection Plan – Drawn Up, Implemented And Amended To Suit Site Requirements And Conditions	
b)	Working at Heights Risk Assessment	
c)	Medical Evaluations Of Physical Fitness Of Persons By A Registered Occupational Health Medical Practitioner (Originals)	
d)	Training Attendance Registers And Signatures	
e)	Procedures And Checklists For Inspection, Testing And Maintenance Of Fall Protection Equipment	
f)	Site Manager In Possession of Most Recent Fall Protection Plan.	
12	<u>COMPETENCIES PERSONNELS: CONSTRUCTION VEHICLES AND MOBILE PLANT</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Certificate of Competency To Operate (Certificate, Licence, Operating Permits, Appointment). Only AIA [Approved Inspection Authority] certification accepted.	

b)	Medical Evaluations of Physical Fitness Of Persons By A Registered Occupational Health Medical Practitioner (Originals)	
13	<u>GENERAL – (LOAD TEST AND CALIBRATION) CERTIFICATES AND CHECKLISTS</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Scaffold Erectors And Inspectors	
b)	First Aiders	
c)	Riggers	
d)	Crane / Lifting Equipment Operators	
e)	Radiographic Equipment	
f)	Electrical Installers	
g)	Maintenance Checklists and records	
h)	Electrical Equipment	
i)	Firefighting Equipment	
j)	Vehicles And Mobile Plant And Equipment	
k)	Fall Arrest Equipment	
l)	Personal Protective Equipment (PPE Issue And Maintenance Record)	
m)	Explosive Power Tools	
n)	Materials Hoist	
o)	First Aid Box	
p)	Radiographic Equipment	
q)	Housekeeping Checklist (camp and site)	
r)	SHEW Inspection Checklists	
s)	Other	
14	<u>HAZARDOUS CHEMICAL SUBSTANCES (HCS)</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	HCS Inventory / Register Available	
b)	Material Safety Data Sheets Available	
c)	Spill Kits Available	
d)	Storage of HCS in bunded areas (the bund must be 110% volume stored)	
e)	Refuelling facility bunded	
f)	Training Attendance Register and Signatures (Only AIA [Approved Inspection Authority] certification are accepted).	
15	<u>FIRE PREVENTION & PROTECTION</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Extinguishers on site	
b)	Training of personnel [Proof from an AIA]	
c)	Fire risk assessment	
d)	Inspections Protocols	
16	<u>SHEQ COMMUNICATIONS</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Indicate the method or means you will be using to communicate the SHEQ information to your personnel on site. i. Notice Boards	

	ii. Symbolic Safety Signs iii. SHEW Committee meetings iv. Notices and Labelling v. Barricading vi. Reports. Monthly report to include: Resource use records such as Water, electricity, fuel, sand; Waste disposal records; Total number of employees, incident statistics, man hour worked; toolbox talks conducted, complaints received, vii. SHEW awareness viii. Toolbox Talks / Line Ups ix. Other (specify)	
17	<u>APPOINTMENTS (Please attach competencies to each appointment)</u> An organogram stipulating the key positions proposed by the contractor who would hold legal appointments on the project. The expected roles and responsibilities of those who are proposed to receive legal appointments	Indicate (A) Applicable or (N/A) not Applicable
a)	Designated Employer / Responsible Person/ CEO / MD	
b)	Appointment as Principal – And - Or (Sub) Contractor (s)	
c)	SHE Representatives	
d)	Chairperson Of SHEW Committee	
e)	SHEW Committee Members	
f)	Risk Assessor	
g)	Incident / Accident Investigator	
h)	Competent Person e.g. For Machinery, Excavation Work, Demolition Work, Scaffolding, Material Hoist Operating, Batch Plant Operating, Inspecting/collector Of Explosive Power Tools, Mobile Equipment Operating (Trucks, Cranes, Forklift etc.)	
i)	First Aider (s)	
j)	Construction Site Agent	
k)	(Construction) Supervisor for work	
l)	Safety Officer, full/part time	
m)	Environmental Control Officer	
n)	(Responsibilities and accountability should be reflected in the appointment letters) <i>*You may add other Scope Specific Appointments</i>	
18	<u>COVID19 MANAGEMENT PLAN</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Provide a structured approach how you plan to manage potential risks associated with COVID-19 executing the project scope.	
19	<u>REFERENCE DOCUMENTS</u>	Indicate (A) Applicable or (N/A) not Applicable
a)	Chapter 4, Section 39 of the Labour Act, (No 11 of 2007)	
b)	Forestry Act 12 of 2001	
c)	ENVIRONMENTAL IMPACT ASSESSMENT REGULATIONS: ENVIRONMENTAL MANAGEMENT ACT, 2007	
d)	Regulations Relating To The Health and Safety Of Employees Available (Ordinance 156)	

e)	Environmental Management Act 7 of 2007	
f)	NamPower SHEQ Policy Statement	
g)	NamPower SHEW Standards And Guidelines	

**Other items may be added/removed to cover the scope of work adequately*

ANNEXURE 2:

MONTHLY SHEW STATISTIC/INFORMATION REQUIREMENTS/REPORTS



Copy of Monthly
Sustainability Perform