

	Scope of Work	Hendrina Power Station
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Content

	Page
1. Introduction	3
2. Supporting Clauses	3
2.1 Scope	3
2.1.1 Purpose	3
2.1.2 Integrated Business Improvement objectives	3
2.2 Normative/Informative References	4
2.2.1 Normative	4
2.2.2 Informative	4
2.3 Definitions	4
2.4 Abbreviations	5
2.5 Roles and Responsibilities	5
2.6 Process for Monitoring	6
2.7 Related/Supporting Documents	7
2.7.1 Not Applicable	7
3. Scope of Work	7
3.1 Service Times	7
3.2 Resources provided by the Employer (at no cost to the service provider)	7
3.3 Resources provided by the Service Provider	7
3.4 Works Information	8
4. Labour Requirements	10
5. On-Site Training	13
6. Selection of the Emergency Response Team Members	14
7. Personal Protective Clothing (PPC) for Firefighting duties	14
8. Additional Requirements	15
9. Records to be kept	15
10. Notes / Forms / Appendices / Annexures	15
11. Acceptance	15
12. Revisions	16
13. Development Team	16
14. Acknowledgements	16

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1. Introduction

There are various South African National Legislations that mandates Power Stations to maintain Emergency Preparedness to address workplace safety, the protection of strategic infrastructure and the capacity to respond rapidly to mitigate the severity of a disaster. There are also a number of internal Eskom Standards that require the establishment and maintenance of an on-site Emergency Response team.

To comply with these legislations and standards, Hendrina Power Station has outsourced the provision of Fire and Rescue services for a period of 36 months, this service will come to an end on the 31st of January 2027, therefore, in an effort to maintain compliance to Legislation and to exalt the value of Zero-Harm, this scope of work will serve as a vehicle to continue the compliance to legislation and to promote Zero-Harm.

2. Supporting Clauses

2.1 Scope

This document will cover the personnel, equipment and expertise required to ensure a continued Emergency Response service.

2.1.1 Purpose

To ensure that the goal and objective of Fire Risk and Emergency Management can easily be achieved, by mitigating injuries to all employees and business partners on-site, protecting life and property, thus ensuring that the “Zero Harm” value and the “Blue Flag” status are achieved. To ensure that there’s an uninterrupted service provided to all Hendrina Power Station employees and to maintain statutory compliance.

2.1.2 Integrated Business Improvement objectives

- Engineered controls: Equipment performance (E1)
 Equipment condition (E2)
 Inspection and testing (E4)
 Maintenance programme (Corrective and prevention & condition based) (E5)
- Formal controls: Error Prevention related (F7)
 Response to Operational requirements (F8)
- Management, Assurance and Oversight controls: Management Planning (M1)
 Management Oversight (M5)
 Assurance Management (M6)
 Housekeeping Management (M10)
- Cultural controls: Individual Accountability (C6)
 Compliance (C7)

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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] Occupational Health and Safety Act (Act No. 85 of 1993)
- [2] 32-124 – Eskom Standard Fire Risk Management
- [3] 32-123 – Emergency Planning
- [4] 240-126468603 – Operational Standard for Fire Management in Generation
- [5] 474-13523 – Fire Systems and Fire Management Generation Engineering Strategic Report
- [6] 32-107 – Eskom Standard for Fire-Fighting Training Programme
- [7] 32-108 – Eskom Standard Fire-Fighting Organisation
- [8] 32-128 – Technical Specification on Personal Protective Clothing and Equipment for Firefighters
- [9] 240-126467668 – Operational Standard for Inspection, Testing of Fire and Rescue Non-Plant Equipment in Generation
- [10] 32-1034 – Eskom Procurement and Supply Chain Management Procedure
- [11] ISO 9001: 2015 – Quality Management System
- [12] National Building Regulation no.103 of 1977
- [13] SANS 10090: Community Protection Against Fire

2.2.2 Informative

- [1] 36-681 – Eskom Plant Safety Regulation
- [2] Fire Brigade Services Act (Act No. 99 of 1987)
- [3] Disaster Management Act (Act No.57 of 2002)
- [4] National Veld and Forest Fire Act (Act No 101 of 1998)
- [5] NFPA 1500 – Standard on Fire Department Occupational Safety and Health Programme

2.3 Definitions

2.3.1 Appointed Competent Person for Fire Management: A person who is appointed by the BU in a permanent and full-time capacity to manage the station's fire management. The incumbent must be qualified at a minimum NQF Level 6 or 7 in Fire Technology.

2.3.2 Approved Service Provider: A service provider who has proven competence in providing services related to Fire and Rescue services and has competent employees who are fit to carry-out firefighting activities.

2.3.3 Bunker Clothing: Refer to firefighter system of outer protective clothing. "Bunker gear" and "turnout gear" can refer to the same, depending on the context, to just the trousers, boots, and jacket or to the entire combination of personal protective equipment and personal protective clothing. The terms are derived from the fact that the trousers and boots are traditionally kept by the firefighter's bunk at the fire station to be readily available for use.

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2.3.4 Contract Manager: A person responsible for managing the implementation of the contract in accordance with the approvals granted by the DAA and the terms and conditions of the contract.

2.3.5 Criteria: The relevant standard with which the executed Scope of Work is required to meet.

2.3.6 Ensemble: A group of items viewed as a whole rather than individually, e.g. SCBA Pressure gauge, Regulators and pressure hoses.

2.4 Abbreviations

Abbreviation	Explanation
NFPA	National Fire Protection Association
SANS	South African National Standard
AFFF	Aqueous Film Forming Foam
ILS	Intermediate Life Support
BLS	Basic Life Support
ALS	Advanced Life Support
CPR	Cardio-Pulmonary Resuscitation
HAZMAT	Hazardous Materials
SCBA	Self-Contained Breathing Apparatus
BU	Business Unit
NQF	National Qualifications Framework
HPCSA	Health Professions Council Of South Africa
AEA	Ambulance Emergency Assistant
BAA	Basic Ambulance Assistant
SAESI	South African Emergency Services Institute
PPE	Personal Protective Equipment
PPC	Personal Protective Clothing
PrDP	Professional Driving Permit
SAQCC	South African Qualification & Certification Committee

2.5 Roles and Responsibilities

Role	Responsibility
Contract Manager	Ensure that task orders are created timeously for services required. The Contract Manager is responsible for managing the implementation of the contract in accordance with the approvals granted by the DAA and the terms and conditions of the contract.

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	The Contract Manager is responsible, in particular, to ensure that the contractor's performance meets contractual requirements in accordance with the terms of the contract and that all processes, procedures, standards and tools for the management of contracts are adhered to. The Contract Manager is further responsible for the closing out of the contract; managing take-over; terminating the contract prior to completion if necessary; administering close-out of retention; issuing the contract final certificate; performing final account close-out; and closing out bonds and guarantees and conducting a post-contract review. The Contract Manager must also ensure that an original or certified copy of a valid B-BBEE certificate or sworn affidavit, is available during the contract period to enable Eskom to report on B-BBEE spend.
Approved Service Provider	The Approved Service Provider is responsible to render a service that meets all the contractual requirements in accordance with the terms of the contract and that all processes, procedures, standards, and tools for the execution of the contract are adhered to. The Approved Service Provider must also ensure that an original or certified copy of a valid B-BBEE certificate or sworn affidavit, is sent to the Contract Manager before the commencement of the contract period The Approved Service Provider must keep record and provide documents and evidence to support a claim of payment for what is due.
Appointed Competent Person for Fire Management	The Appointed Competent Person for Fire Management shall ensure that the Technical Evaluation score sheet is supplied to the tender evaluation committee. The Appointed Competent Person for Fire Management shall verify that the service provider/partner executes this scope of work accordingly. The Appointed Competent Person for Fire Management will conduct a monthly assessment to monitor work progress and compliance.
Procurement Department	Settle all contractual obligations and pay all monies owing within the prescribed or agreed period. To lead the Sourcing of prospective Approved Service Providers, the Tendering and Evaluation process, report checking, tender award approval and establishing the Contract To control, authorise and implement changes in the Scope of work.

2.6 Process for Monitoring

2.6.1 Internal Audit: Fire Risk Management is subjected Compliance Inspections, which also focuses on how contracts are being managed and monitored.

2.6.2 Self-Assessments: Fire Risk Management is also expected to do self-assessments to evaluate its own performance, compliance, or systems against defined standards or criteria.

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2.7 Related/Supporting Documents

2.7.1 Not Applicable

3. Scope of Work

The required work to be executed by the Appointed Service Provider is to provide fire, Hazmat, rescue and emergency medical services to Hendrina Power Station continuously for a period of five (5) years.

The Scope of Work comprises of the following.

3.1 Service Times

3.1.1 The normal working time is Monday to Thursday from 07:00 – 16:00 and Friday from 07:00 – 12:00

3.1.2 Lunch is from 12:15 – 12:45

3.1.3 Stand-by Period is from Friday 12:00 to Monday 07:00 and Monday to Thursday from 16:00 to 07:00

3.2 Resources provided by the Employer (at no cost to the service provider)

3.2.1 Fire Truck with equipment

3.2.2 Rapid Intervention Vehicle with equipment

3.2.3 Hazmat Trailer with equipment

3.2.4 Auxiliary Firefighting equipment (Pumps, Generators, Skid Units etc.)

3.2.5 Fire Station to house the Fire Team (Including water and Power supply)

3.2.6 2 X Double Cap Bakkies

3.3 Resources provided by the Service Provider

3.3.1 The Service provider is responsible to supply competent staff to provide the fire and emergency services, including a full time Safety Officer on-site. Space it is the service providers responsibility to ensure that the required manpower is always available.

3.3.2 The service provider shall provide all the necessary PPE required to perform the tasks, this includes station wear and bunker gear.

3.3.3 The service provider shall provide the their own medical certificates in line with the scope of the work.

3.3.4 The service provider must ensure that each fire team member undergoes live firefighting training at least once per year.

3.3.5 The service provider shall provide suitable accommodation for all team members in the nearby vicinity of Hendrina power station.

3.3.6 The service provider must ensure that their Fire Team Members undergo physical training on a regular basis at least twice a week and they must also ensure that they conduct physical fitness assessments which are held at least once a quarter.

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3.3.7 It is also the responsibility of the service provider to ensure that there is continuous training for the fire team members at least twice a month each comprised of theory and practice.

3.4 Works Information

The works is for the provision of Fire hazmat rescue and emergency medical services at Hendrina Power Station for a period of 60 months including refresher training as per the frequency stipulated in procedures you mentioned the participation in the fire and medical competitions the description of the service required that includes the following:

3.4.1 Response

Respond to all emergency related incidents i.e., fire, medical, rescue, hazardous material handling etc, at Hendrina Power Station and any other Eskom owned property around the region on request and on an as and when required basis, up to a radius of 20 km from Hendrina Power Station. The Emergency Response Team shall respond to the Power Station within 10 minutes of notification of an incident from their residential area.

3.4.2 Ambulance

Provide an ambulance to site for the duration of the contract, which is fully equipped and stocked to manage Intermediate Life Support emergencies. The Ambulance must be registered with the Mpumalanga Department of Health.

3.4.3 Medics

Provide competent medics with valid HPCSA registrations, these registrations will include but are not limited to the following: 3 X AEA/ECT and 10 X BAA.

3.4.4 Equipment

Service and calibrate all ambulance equipment, diagnostic tools, and machinery as and when required.

3.4.5 Fuel and Medical Supplies/Consumables

Replenish fuel and medical stock levels for the ambulance as and when required. Treat and transport patients to the nearest medical facility.

3.4.6 Service

On request, provide Advance Life Support (ECT/ECP/CCA) back-up for critical priority 1 patients.

Provide 24 hours in 7 days a week service for all emergencies out of prescribe working hours.

Conduct daily plant walks and Fire Prevention inspections within the framework of scope or what the client request within reasonable frame i.e. inspect and monitor all active and passive fire protection systems, (sprinkler systems, fire extinguishers, fire hose reels, fire hydrants, etc) and report any defects or shortfalls Inspect first aid boxes monthly, replace expired/missing equipment and seal the first aid boxes.

Respond to all road accidents within 20 km radius of Hendrina power station as authorised.

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Drive and operate emergency vehicles (Fire truck, ambulances, respond vehicle, emergency & rescue vehicle, and hazmat trailer), as part of normal duty.

Inspect all emergency equipment and emergency response vehicles on site as per Eskom requirements and report defects or shortfalls immediately to the Eskom Fire Officer or Senior Advisor for Fire Risk Management.

Assist with the investigation of all emergencies related incidents and conduct first line investigation in fire related incidents.

Catch snakes within Hendrina Power Station premises and release them at any bushy area far from human settlement. Report snake removal to Environment department by completing the snake removal report. Hendrina will provide the Snake Handling equipment).

Issue Hot-Work Permits and monitor activities for compliance throughout the Station.

Replace fire extinguishers in all areas of the Hendrina Power Station including the vehicles. Comply with all Eskom and Hendrina Power Station procedures, standards, guidelines, and work instructions.

Correct any deviation or violation on the fire protection system whether fixed or portable.

Six (6) fire team members to be on standby after hours, weekends and public holidays.

All emergency responses to other stations, road accidents, neighbouring mines and areas must be authorised by Service Manager, Senior Advisor Fire Risk Management or the Risk and Assurance Manager.

Emergency response team members will also be expected to render their duty off-site from Hendrina Power Station to where Hendrina Power Station has organised an event.

Emergency response team members are also expected to represent Eskom Hendrina Power Station as and when required for internal Generation Fire Competitions, the service provider shall issue T-shirts and Caps according to the specifications provided by the Service Manager (No Contract Branding is Permitted) to the participating team, provide for their transport, accommodation and meals including refreshments during this time.

3.4.7 Loss Control

Replacement costs for equipment lost due to negligence of the fire and emergency team members will be covered by the service provider.

3.4.8 Training

Provide training and awareness sessions as and when required to all employees of Hendrina Power Station and business partners on the following subjects: Basic Fire Extinguisher Handling; Emergency Evacuation Warden Training; Fire Marshal and Fire Watch Training.

Conduct emergency drills/exercises focusing on evacuation to all the departments including our service providers at Hendrina Power Station.

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The service provider must ensure that their Fire Team Members undergo physical training on a regular basis at least twice a week and they must also ensure that they conduct physical fitness assessments which are held at least once a quarter.

4. Labour Requirements

S/N	Role	Quantity	Minimum Requirement
1	Safety Officer	1	Qualifications • Grade 12 or Equivalent • National Diploma in Occupational Health and Safety Management; Disaster and Safety Management or Fire Technology Certifications & Competencies: • HIRA • Incident Investigation Training • Legal liability • SAMTRAC Knowledge: • knowledge and understanding of ISO 45001 • Emergency response procedure • Fire Risk Assessments • Computer literacy in Microsoft Word, Excel, PowerPoint, Outlook and Teams Skills: • Report writing skills • Communication and presentation skills • Mentoring and coaching skills • Industrial relations or people management skills • Administrative skills • Fully conversant and fluent in English Experience: • Minimum of 2 years related experience in the Fire Services.
2	Supervisor	1	Qualifications: • Grade 12 or equivalent • Higher certificate in Fire Technology NQF level 5 or T1 Academic Record in Fire Technology Certifications & Competencies:

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			• Ambulance Emergency Assistant AEA/ECA • NFPA 1021 Fire Officer 1 • Incident commander course • Advance Industrial firefighting or firefighter 1 & 2 or NQF level 4 further education and training in fire and rescue operations • Hazmat awareness • Hazmat operations • Hazmat Technician • Advance fire prevention • Pump operator course • Fire investigation • High angle rope rescue two (2) • Vehicle extrication • Confined Space Rescue Licenses & Endorsements: • Code 14 drivers license with a valid Public Drivers Permit (PrDP) Professional Registrations: • HPCSA - ANA Knowledge: • Emergency response procedure • Fire Risk Assessments • Computer literacy in Microsoft Word, Excel, PowerPoint, Outlook and Teams Skills: • Report writing skills • Communication and presentation skills • Mentoring and coaching skills • Industrial relations or people management skills • Administrative skills • Fully conversant and fluent in English Experience: • 5 years related experience in the Fire Services, where three years was in a Similar environment. • 2 years experience as supervisor
2	Team Captain	2	Qualifications: • Grade 12 or equivalent

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			- NFPA 1021 Fire Officer 1 - Incident commander course Certifications & Competencies: - Ambulance Emergency Assistant AEA/ECA - Advance Industrial firefighting or firefighter 1 & 2 or NQF level 4 further education and training in fire and rescue operations - Hazmat awareness - Hazmat operations - Hazmat Technician - Advance fire prevention - Pump operator course - High angle rope rescue two (2) - Vehicle extrication - Confined Space Rescue Licenses & Endorsements: - Code 14 drivers license with a valid Public Drivers Permit (PrDP) Professional Registrations: - HPCSA - ANA Knowledge: - Emergency response procedure - Fire Risk Assessments - Computer literacy in Microsoft Word, Excel, PowerPoint, Outlook and Teams Skills: - Report writing skills - Communication and presentation skills - Mentoring and coaching skills - Industrial relations or people management skills - Administrative skills - Fully conversant and fluent in English Experience: 3 years related experience in the Fire Services, where two years was in a Similar environment. 1 year experience as supervisor
3	Firefighter	09	Qualifications: Grade 12 or equivalent

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			Certifications & Competencies: • Basic Ambulance Assistant BAA • Advance Industrial firefighting or firefighter 1 & 2 or NQF level 4 further education and training in fire and rescue operations • Hazmat awareness • Hazmat operations • Advance fire prevention • Pump operator course • High angle rope rescue two (2) • Vehicle extrication Licenses & Endorsements: • Code 10 drivers license with a valid Public Drivers Permit (PrDP) Professional Registrations: • HPCSA - BAA Knowledge: • Emergency response procedure • Fire Risk Assessments • Fire Prevention Programme Skills: • Patient Treatment and Stabilization • Industrial Fire Suppression • Fully conversant and fluent in English Experience: • 2 years related experience in the Fire Services, where one year was in a Similar environment.
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5. On-Site Training

An on-site training programme shall be formulated and implemented for the fire and emergency team to maintain the skills and knowledge necessary to coordinate and implement tactical operations.

All fire and emergency team members shall undergo a minimum of four hours on-site fire training each month.

All training shall be conducted on an official basis and under the guidance and leadership of the competent (experienced, knowledge, training, and qualifications) fire practitioner.

A suggested outline of subject headings for the fire and emergency team training programme is as follows and shall be applicable to all team members:

- Breathing apparatus: operation/care/maintenance/recharging.

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- General equipment: use/care/maintenance, Hose, Breechings, Branches, Portable fire extinguishers.
- Rescue and breaking-in equipment: use/application/care/maintenance, ladders, ropes/lines and knots, jacks (port-a-power/jaws of life), air bags, resuscitation equipment
- Foam equipment: use/care/maintenance
- Fixed fire protection systems: operation/actions/maintenance - active systems and passive systems Hazardous materials and processes: chemicals, operations, emergency equipment, responses
- Pre-fire planning: Risk identification, resource identification, liaison with outside agencies, call-out procedures, and communications
- First-aid training: practical
- Theory and physics of fire: fire prevention measures, combustion fire behaviour, flammable/combustible liquids, compressed gases

Hot refresher training to be conducted by an accredited instructor through SAESI and relevant accreditation body as assessor every four months

6. Selection of the Emergency Response Team Members

Each fire and emergency team member must undergo a medical evaluation by a registered occupational health practitioner or an occupational health nurse to determine that a candidate does not have any underlying conditions that could put an individual's life, health, or safety at risk during the execution of his/her job as fire and emergency team member.

Each fire and emergency team member must undergo a biokineticist evaluation by a registered biokineticist to determine whether a candidate has any physical restrictions that could put an individual's life, health, or safety at risk during the execution of his/her job as fire and emergency team member.

Each fire and emergency team member must undergo a psychometric evaluation by a registered occupational health practitioner or an occupational health nurse to determine if a candidate has the mental resilience to manage the physical and psychological stresses as a member of the fire and emergency team member.

7. Personal Protective Clothing (PPC) for Firefighting duties

Protective clothing for firefighting duties shall be provided by the contractor for firefighters responding to emergencies. Such clothing shall include fire helmets, tunics, leggings or trousers, gloves, and footwear certified in accordance with the requirements of NFPA 1500 (or equivalent) and the OHS Act general safety regulations, section 2 and shall be suitable as Category 2A protection for arc flash hazard areas.

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Protective clothing for personnel employed as fire officials on a full-time basis, which shall be worn as station wear, shall provide protection to at least a Category 2 level for entering arc flash hazard areas for purposes of entering such areas during performing planned maintenance, as well as comply with NFPA 1999 (or equivalent), for medical responders.

Subject to the results of a formal risk assessment, protective clothing, and equipment for identified special hazards, including, but not limited to, veld fires, chemical incidents, processes involving materials of a radiological nature, or any other identified hazards, must be considered, or alternative measures apart from PPE must be in place.

This PPC shall not have the branding of the Contractor as this remains the property of Eskom Hendrina Power Station after contract expiry.

8. Additional Requirements

The service provider must provide sufficient labour to continuously meet the required numbers.

The service provider must notify the service manager at least one month in advance, his intentions to withdraw any of the employees who were providing service at Hendrina or any resignation and dismissal. During this notice period the service provider must find the replacement. All the replacements must be approved by the service manager or any other person representing service manager from Eskom after verifying the CV and qualifications of the candidate meet the requirements stated under supervisor/ team leader/ fire fighter.

The contractor to comply with Eskom & statutory requirements.

Waste to be disposed in accordance with the station colour code. Report all environmental incidents within 24 hrs.

Manage all medical waste generated in accordance with the station waste management and disposal procedure.

9. Records to be kept

Meeting Minutes
Roll Call Books
Payment Assessments
PPE Records
Preventative Maintenance and Inspection Records
Occurrence Book
Incident Logs
All other formal correspondence

10. Notes / Forms / Appendices / Annexures

- N/A

11. Acceptance

This document has been seen and accepted by:

CONTROLLED DISCLOSURE

Name	Designation

12. Revisions

- N/A

13. Development Team

The following people were involved in the development of this document:

14. Acknowledgements

- N/A

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