

Annexure H: Health and Safety Questionnaire

Tender Pre-Qualification Criteria

Evaluation of Tenderer SHE Management System	Score criteria		N/A
Company Name: Freight protection and security monitoring services within and outside South African borders for a period of three years			
Tender Description:			
Tender Number: HOAC HO 35173			
Date:			
1. Provide SHE Policy			
<i>The Policy provided by the Tenderer is:</i> <ul style="list-style-type: none"> - Outlines clear statement of objectives - Shows commitment to improve performance - Relevant to company operations 	2 – Complies to all (3/3) 1 – Partially compliant (1-2) 0 – Not submitted		
2. Provide SHE Organogram			
<i>The company Organogram includes as a minimum:</i> <ul style="list-style-type: none"> - Legal appointees required for this project i.e Management appointments, SHE Reps, First Aiders, Risk Assessor, Safety Officer etc. 	2 – Incl all minimum appointees 1- Partially compliant 0 –Not submitted		
3. Provide Letter of good standing			
<i>Tenderer provides evidence of:</i> <ul style="list-style-type: none"> - Up to date Letter of good standing with the Compensation Commissioner, FEMA or Rand Mutual 	2 – Submitted and up to date 0 – Not submitted or not up to date		
4. Provide breakdown of SHE Cost			
<i>The tenderer is able to demonstrate that he has made provision for the cost of health and safety for the project:</i> <ul style="list-style-type: none"> - Proof or declaration that cost of health and safety included in tender price - Cost breakdown submitted 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
5. Provide Health and Safety Plan (SHE Plan) does it contain the following:			
<ul style="list-style-type: none"> - SHE Responsibilities <i>SHE responsibilities in the company documented and comprise:</i> <ul style="list-style-type: none"> - SHE responsibility defined - Defined for different levels in organisation 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Risk Assessments <i>Tenderer has mechanisms in place for the identification of hazards, assessment of risks and the implementation of control measures associated with work. This includes:</i> 	2 – Complies to all (2/2) 1 – Partially compliant (1/2)		

Evaluation of Tenderer SHE Management System	Score criteria		N/A
<ul style="list-style-type: none"> - Documented risk assessments for relevant work or risk and hazard identification - Competent persons responsible for undertaking risk assessments 	0 – Not comply to all		
<ul style="list-style-type: none"> - Safe Work Procedures <i>The tenderer is able to demonstrate safe work procedures which:</i> - Developed from risk assessment process - Employees trained on Safe Work Procedures 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - SHE Training <i>Tenderer able to demonstrate:</i> - Training based on training needs analysis/risks/hazards identified - Induction training conducted 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Regular Audits/Inspections <i>Tenderer able to demonstrate:</i> - Workplace audits/inspection schedules, minimum monthly - Types of audits/inspections undertaken 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Health and Safety Communication <i>Tenderer able to demonstrate:</i> - Tool box/Daily safety talks meetings conducted to discuss hazards on site, incident recall, safety performance or other communication methods etc 	2 – Comply (1/1) 0 – Not comply		
<ul style="list-style-type: none"> - SHE Representative <i>Tenderer able to demonstrate:</i> - Health and safety representatives to be appointed (NB 20 employees or more) - Health and safety representatives appointed in writing 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Incident Reporting <i>Tenderer able to demonstrate that all:</i> - Incidents will be recorded and reported - Incident investigation conducted 	2 – Complies to all (2/2) 1 – Partially compliant (1-2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Incident Investigation <i>Tenderer able to demonstrate that all:</i> - Incidents will be investigation - 	2 – Complies to all (2/2) 1 – Partially compliant (1-2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Personal Protective Equipment (PPE) <i>Tenderer able to demonstrate:</i> - PPE needs analysis done or is it issued based on risk - Employees trained on use of PPE 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		

Evaluation of Tenderer SHE Management System	Score criteria		N/A
<ul style="list-style-type: none"> - Emergency Planning <i>Tenderer able to demonstrate:</i> <ul style="list-style-type: none"> - Emergency plan or procedure will be available - Employees trained on procedure 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Fire Prevention <i>Tenderer able to demonstrate:</i> <ul style="list-style-type: none"> - Fire prevention plan or procedure will be available - Employees trained on fire prevention 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Safe working tools and equipment <i>Tenderer able to demonstrate:</i> <ul style="list-style-type: none"> - Safe tools and equipment will be provided 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Substance abuse policy/testing/procedure <i>Tenderer able to demonstrate:</i> <ul style="list-style-type: none"> - Substance abuse policy or testing procedure available - Process to deal with positive results 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Provision of first aid <i>Tenderer able to demonstrate:</i> <ul style="list-style-type: none"> - Competent first aiders - Provision of first aid equipment 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
<ul style="list-style-type: none"> - Provision of medical surveillance <i>Tenderer able to demonstrate:</i> <ul style="list-style-type: none"> - All employees with undergo medical surveillance - Conducted by Occupational Health Practitioner 	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Marks obtained			
- Total Marks			
- PERCENTAGE OF SCORE			

Evaluation of Tenderer SHE Management System	Score criteria		N/A
<p>Comments</p> <p>Demonstrated recognised Health and Safety Methodology</p> <p>Total Scores from the Evaluation: SHE Management System will be imported from the SHE Evaluation document. (Attached with the RFP for Completion by Bidders)</p> <p>10 Points will be allocated should the bidder Score 33-40 Marks on the SHE Evaluation Document</p> <p>8 Points will be allocated should the bidder Score 25 to 32 Marks on the SHE Evaluation Document</p> <p>6 Points will be allocated should the bidder Score 15 to 24 Marks on the SHE Evaluation Document</p> <p>4 Points will be allocated should the bidder Score 9 to 16 Marks on the SHE Evaluation Document</p> <p>2 Point will be allocated should the bidder Score 1 to 8 Marks on the SHE Evaluation Document</p> <p>0 Points will be allocated should the bidder Score 0 Marks on the SHE Evaluation Document</p>			