SHEQ File Requirements

The following need to be valid before SHEQ Induction

1. **Signed Scope of work**

2. **Main Contractor Appointment (client to provide)**

3. **Signed 37(2)**
   - The principal contractor primarily carries accountability and responsibility for the health and safety of his/her employees and his/her subcontractors within his/her working area as contemplated by Section 37(2) of the OHS Act. (client to provide)

4. **Detailed Structure (Organogram)**

5. **Valid Letter of GOOD Standing (DISEASES ACT, 1993)**
   - The letter of Good Standing must be valid, and all employees must be registered and insured. Nature of business to be scope specific.

6. **SHE/SHEQ Plan**
   - The contractors' SHE Plan and must be scope specific.

7. **Signed SHEQ/SHE Policy**

8. **Hazardous identification (Baseline Risk Assessment)**
   - Irrespective of the risk presented on site, it will be ensured that sufficient supervision is in place on site, that personnel are trained in accordance with legislation, including the requirement for site specific induction on site to inform personnel on site of the risk and hazard applicable to the site.
   - Any work activity, control and monitoring of such risk and communicating these risks to all persons involved. It is a documented process of identifying and analysing safety and health hazards associated with work.
   - Pre-task risk assessment form
   - Aspect and impacts register

9. **PROCEDURES & METHOD STATEMENTS**
   - Applicable to the scope of work (be specific to fire break activities)

10. **Valid Medical Certificate/Records for all employees (Medicals to be done by an occupational nurse)**

11. **Appointment Letters and Proof of Training**

- **These are examples of appointments but not limited to:**
  - ✓ First Aider
  - ✓ Fire Warden
  - ✓ Supervisor
  - ✓ 16(1)
  - ✓ 16(2)
  - ✓ Risk assessor
  - ✓ Incident Investigator
  - ✓ Driver (Driver's license, PDP)

12. **Emergency Preparedness Plan must be specific to scope, environmental and fire incidents.**

13. **INCIDENT MANAGEMENT PROCEDURE**
    - Accompanied by valid documents: WCL forms, flash report template

14. **PPE Procedure**
    - Issue register or control of issue and declaration of personal protective equipment or dress code in the company in order to create uniformity. **(*All PPE must be effective to the work that will be done, i.e. the contractor must ensure that they provide appropriate PPE to its employees free of charge).***

15. **Checklists:**
    - **These are examples of checklist but not limited to:**
      - ✓ First Aid Box
      - ✓ Fire Equipment
      - ✓ Vehicle Checklist
      - ✓ Toolbox Talks
      - ✓ Pre-task risk assessment
16. **Waste Management plan**
    - ✓ Detailed plan on how waste generated from site will be disposed

17. **Material Data Sheets (if applicable)**

18. **Acts & Regulations related to the scope.**

19. **Personnel**
    List of employees
    I.D Copies

All contractors awarded to perform work for Eskom must ensure that they abide by all Eskom SHEQ requirements, National & other legal requirements at all times.