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SARAO
South African Radio
Astronomy Observatory

Celebrating 25 Years of Research, Innovation, Impact and Partnerships

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570KVAR REACTOR PROJECT LOSBERG: SHE FILE REQUIREMENTS

Important:

1. Bidders must mark the compliance column and sign at the last page as declaration of having made adequate provision to comply with SHE requirements (returnable at bidding stage).
2. Only a successful bidder will be required to comply with SHE file requirements.
3. The first submission of the safety file MUST be a soft copy (via email or Google folder sharing).
4. Line items MUST be organised in folders for ease of retrieval.
5. Submit ONLY documentation relevant to the scope of work and nothing more.
6. Contact landreas@sarao.nrf.ac.za for queries relating to the SHE requirements.

Nr.	Item Description	Compliance Yes/No
1.	Service Provide Appointment (SARAO will Issue Principal Contractor)	N/A
2.	37(2) Mandatory Agreement (SARAO will Issue Principal Contractor)	N/A
3.	COID Act Letter of Good Standing	
4.	Method Statement	
5.	Risk Assessment and Review Plan	
6.	Organogram including management team (and sub-contractors where applicable)	
7.	Notice of Construction Work (upon SHE file approval)	
8.	SHE Policy	
9.	SHE management plan	
10.	Appointments; Relevant Competencies & CV's; 1. Work Supervisor (appointment and proof of competence) 2. Electrician (competency and provision for Coc Issuance) 3. First Aider (appointment, certificate, Inspection checklist, incident register, and incident reporting forms wcl1 &wcl2) 4. Basic Fire Fighter (appointment, certificate, Inspection checklist, incident register) 5. Incident Investigator (appointment, certificate, incident investigation procedure) 6. Risk Assessor (appointment, certificate, and security risk assessment procedure) 7. SHEP Representative (appointment, certificate) Add any other relevant appointment that the risk assessment will identify.	
11.	Site Rules	
12.	Inductions (with register as proof of training)	
13.	Scope of work (SARAO will issue)	
14.	Safety Data Sheets with proof of training (for use of chemical, i.e., detergents where applicable)	
15.	Accident and Incident Procedures	

BOARD MEMBERS: Prof Mosa Moshabela (*Chairperson*), Mr Mark Brits, Dr Len Konar, Prof Pumla Gobodo-Madikizela, Prof Glenda Gray, Ms Lahlane Malerna, Prof Pamela Maseko, Prof Teboho Moja, Dr Mabatho Mutshekwan, Prof Nadine Petersen, Prof Refilwe Phaswana-Mafuya, Prof Fulufhelo Nelwamondo (*CEO*)

16.	Additional Plans and Procedures (if any)	
17.	PPE, Equipment list, and custodianship (add register for each personnel)	
18.	Facilities & Environmental Checklists/Inspection	
19.	Toolbox talks and awareness campaigns (Topics with attendance register)	
20.	List of Employees with Next of Kin Details; Occ. Medical Certificates	
21.	Copy of the Occupational Health and Safety Act no.85 of 1993 ct and regulations (booklet recommended) Copy of Compensation of Injuries and Diseases Act no.130 of 1993	
22.	Project Close-out Report	

By completing and signing this document, the bidder confirms that they will comply fully with these minimum requirements, that these requirements are not exhaustive and it is the legal obligation of the security services provider (if appointed) to identify any relevant legal requirements, comply and maintain these.

Signed: Bidder representative (full names)	
Date:	
Signature:	