

	CONTRACTOR SHE FILE / SHE PLAN EVALUATION CRITERIA	Document Identifier		Rev	2
		Authorisation Date	01 March 2014		
		Review Date	January 2024		

SHE Professional

Name:

Date of Assessment:

Contractor:

Note: Assessor to ✓ requirement for project specific :

Requirement	Minimum Requirement ✓	Project Requirement ✓	Available ✓ ✕	Score	Comments
Eskom SHE Specification					
Eskom Baseline Risk Assessment					
Copy of the Act and regulations					
<ul style="list-style-type: none"> OHS Act 85 of 1993 and Regs 					
Copy SHE policy					
<ul style="list-style-type: none"> The SHE policy must be signed by the 16.1 (CEO) and not the SHE officer The SHE policy must have the following: <ul style="list-style-type: none"> Compliance to all applicable legislation Addressing the needs of Eskom's customers and stakeholders Continual improvement Conducting risk based medical surveillance Providing SHEQ training and awareness Prevention of pollution Ensuring sustainable use of natural resources, protecting biodiversity Adopting climate change efficiencies. 					
Copy Letter of Good Standing/ FEMA(Federated employer's mutual assurance)					

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CONTRACTOR SHE FILE / SHE PLAN EVALUATION	Document Identifier	240-76755675	Rev	1
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Sect 16(2) Appointment					
<ul style="list-style-type: none"> CEO must appoint senior staff member to comply with OHS 85 of 1993 (delegation of duties to senior manager) 16.2 must appoint others CR 8.1 to appoint a supervisor 					
Project / Contract organogram					
Principal Contractor Appointment					
<ul style="list-style-type: none"> Regulation 7 of construction Reg 					
H & S Representative appointment					
<ul style="list-style-type: none"> Sec 17 of OHS. Specified timeframe for the appointment and duties SHE rep training required / SHE Rep Certificate 					
Safety Officer appointment					
<ul style="list-style-type: none"> Construction regs 8.5 Registration with SACPCMP 					
Construction Notification application					
Approved copy of specific SHE plan					
<ul style="list-style-type: none"> SHE plan document must be signed by the PM and be aligned with the SHE spec 					
Project Organisational Organogram					
<ul style="list-style-type: none"> Concise reporting CEO Managers Appointed employees must be identified 					
Appointments and Competency Training records					
Incident Investigator					
Risk Assessor					
Excavation Inspector					
Incident investigation plan					
<ul style="list-style-type: none"> Contractor incident management process aligned to 32-95 					
Activity Risk Assessment					
<ul style="list-style-type: none"> Relevant risks identified 					
Fall protection plan & developer appointment & training					
<ul style="list-style-type: none"> Fall Protection Plan signed by a Fall Protection Planner/Developer Competency/Evidence of Training of the Fall Protection Planner 					

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CONTRACTOR SHE FILE / SHE PLAN EVALUATION	Document Identifier	240-76755675	Rev	1
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<ul style="list-style-type: none"> Working at heights is not valid as a fall protection planner Competency /Training of all the climbers Competency/Training of the rescuer 					
Medical Certificates					
<ul style="list-style-type: none"> Must be done by OHP 					
Emergency Management plan					
<ul style="list-style-type: none"> Emergency Procedure Differentiate incident vs emergency 					
Fire Fighter appointment					
<ul style="list-style-type: none"> Appointment letter of a Fire Fighter Training certificates 					
First Aid appointment					
<ul style="list-style-type: none"> Appointment letter of a First Aider Training certificate 					
Inspector of construction vehicles and mobile plant					
<ul style="list-style-type: none"> Appointment letter and licences 					
DMR18(11) Lifting Machinery Operator (Appointment and Permit✓ DMR18(5) Lifting Machinery Inspector DMR 18(10)(e) Lifting Tackle Inspector					
<ul style="list-style-type: none"> Load Test Certificates 					
Inspector of electrical machinery and temporary electrical installations					
Appointment and Competency					
Stacking and Storage					
<ul style="list-style-type: none"> Competency 					
<ul style="list-style-type: none"> Appointment letter 					
Firefighting					
Fire Fighting Equipment Inspector					
<ul style="list-style-type: none"> Appointment and competency 					
SHE Communication System					
<ul style="list-style-type: none"> How SHE issues will be communicated, such as tool box talks, safety committee meeting, non-stat 					
Pre start job assessment / talk forms/register					

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• Have Relevant Templates					
37.2 agreement					
• Signed copy by PM and contractor on file					
Construction Manager/ Supervisor					
• Appointment letter					
• 8.1 /8.7 of Construction Regs					
Competent/ Authorised person					
• Authorisation Permit					
Safe work procedures and Schedule to discuss them					
Excavation Plan(excavation to be closed overnight) and Barricading					
Physical material handling					
Vehicle risk management					
Work with/on extension/single ladders					
Operate a vehicle mounted crane					
Cable Installation					
Score					

Scoring: Where a ✓ is indicated in the requirement and is available then 1 mark is scored. Where a ✗ is indicated in the available column, then no score.

Safety Officer	Date	Accepted/Not	Signature
Project Manager	Date	Accepted /Not	Signature

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