

	Contractor OHS File Handover Record	Document Identifier	240-136472682	Rev	2
		Effective Date	01 April 2021		
		Review Date	April 2024		

Contract / Project Name:

Contract / Project Number: _____

Details of Principal Contractor

Contractor Name	
Company Registration Number	
Full Name SHEQ Manager	
Contact Number	


The contents of the file include:

Note: member receiving to ✓ requirement for inclusion in file for project specific

Requirement	Minimum Requirement ✓	Remarks
Copy SHE policy		
Copy Letter of Good Standing		
Documents (CR3.1 CWP; CR4 Notification; CR5.1(k) Appointment; OHSAct 37.2)		
Statutory Appointment (e.g. OHSAct 16.2, CR8.1; CR8.5 etc.)		
Occupational Hygiene reports(Health Risk assessments, Survey reports)		
Certificate of Fitness (COF) of statutory appointees.(Annexure3)		
Credentials of statutory appointees (e.g. CV; certificates, SACPCMP registration)		
Approved OHS plan		
Approved OHS Specification		
Principal contractor Baseline Risk Assessment		
Project latest Organisational Organogram		
List of sub-contractors/service providers.		
Appointments of sub-contractors CR7.1(c)(v)		
Monthly audits conducted on sub-contractors by the principal contractor		
Principal Contractor Incident Investigation Procedure		
Contractor Incident investigation register		
Incident Reports – Serious near miss, Medical Incident, LTI and Fatalities. Proof of closure of findings.		
Eskom Incident Register		
Fall protection plan		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

	Contractor OHS File Handover Record	Document Identifier	240-136472682	Rev	2
		Effective Date	01 April 2021		
		Review Date	April 2024		

Emergency Management plans		
Fire Risk Management plans		
SHE Communication System		
Critical Risk Activities list		
Critical Risk Activities Safe Work Procedures (SWP)		
Pre task job risk assessment on all incidents.		
Pre task job risk assessment on all critical risk activities. (sample foundations, tower assembly, tower erection, stringing & regulations)		
Relevant Equipment check lists (sample of the critical risk activities)		
Reports (monthly audit and actions plans; H&S committee minutes, Contractor Internal Audits)		
Emergency contact details and reports related drills completed.		

Remarks:

	Issued by: Contractor	Received by: Client
Full Name		
Designation		
Date		
Signature		
Contact details		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30