

## **ANNEXURE 3A**

### **SHEQ Compliance [safety checklist](#).**

The service provider shall keep on site a 'SHE' working file where all records generated during the project are kept. This file must be available at all times on site. The file will include, all SHE related records, records of communication with the client (PRASA) toolbox talks, inspection sheets, risk assessment etc.

The service provider shall submit a SHE files according to the attached safety checklist.

#### **A representative from PRASA has a right to do the following:**

- Request the file at any given time.
- Inspect the SHEQ documents at any given time.
- Stop the work if he/she finds necessary or convinced that SHE is compromised.

Safety checklist.

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
1	Scope of work	<i>The detailed documents explaining the work to be done.</i>		
2	Letter of Good Standing	<i>Valid letter of Good Standing to be on file, Letter to be on the service provider's company name.</i>		
3	Employee List	<ul style="list-style-type: none"> <li>• ID Copies to be provided. (persons without SA Citizenship to provide a valid work permit)</li> <li>• Next of kins information to be provided (name, contact, address, etc.)</li> </ul>		
4	Organization Structure	<ul style="list-style-type: none"> <li>• <i>Organization structure to be in line with the specific project. (Cleaning of facilities/Buildings)</i></li> <li>• <i>To start with the CEO/MD and followed by workers</i></li> </ul>		
5	SHE Policy	<i>To be signed by company most senior manager.</i>		

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
6	SHE Plan	<ul style="list-style-type: none"> <li><i>SHE Plan to be in line with specifications and relevant to the scope of work.</i></li> <li><i>To be acknowledged by PRASA project team leader.</i></li> </ul>		
7	Risk Assessments	<ul style="list-style-type: none"> <li><i>Service provider to provide a detailed risk assessment based on scope of work. (activity based)</i></li> </ul> <p><b>Note: prior to commencement of the work, PRASA Facilities management team leader together with the service provider must conduct a start-up risk assessment taking into consideration the risk identified on the baseline and on the service provider risk assessment.</b></p>		
8	Equipment Registers	<i>The list of all equipment that the service provider will use for the project.</i>		
9	Equipment inspections	<i>Inspection template of all equipment to be on file. The inspections template must be linked to the equipment list provided.</i>		
10	Employee List	<i>Attach a list of all the employees with next of kin's contact numbers and certified copies of IDs.</i>		
11	SHE Induction Records	<i>SHE induction records to be on file</i>		
12	Proof of medical fitness	<ul style="list-style-type: none"> <li><i>Valid proof of medical fitness to be on file</i></li> <li><i>Only Medical results issued and stamped by Occupational Health Doctor/Practitioner/Clinic will be accepted.</i></li> </ul>		

#	Description	• Comments – Requirement	Requirement on file	
			Yes	Yes
13	Appointments	<ul style="list-style-type: none"> <li>• <i>All Appointment letters to be in line with OHS Act and applicable regulations.</i></li> <li>• <i>Each appointment to be accompanied by proof of competency</i></li> </ul>		
14	PPE Matrix	<i>A document indicating the service provider's positions and the applicable PPE to each position as per risk assessment outcome also record of issuing.</i>		
15	Training Records	<i>All other training records applicable to the scope.</i>		
16	Method Statement	<i>A detailed description of how work will be performed.</i>		
17	Safe Working Procedures	<i>Working instructions.</i>		
18	Tool box Talks	<i>Proof that the system exists. Service provider to maintain this system throughout his duration of contract.</i>		
19	Chemicals substances list	<i>All chemicals that will be used by the service provider to be documented and filed included on file</i>		
20	MSDS	<i>As per chemical list</i>		
21	Proof of training on MSDS	<i>All employees using the chemical to be trained. Copies of the MSDS to be where employees are using the chemical.</i>		
22	Declaration of Sub-service providers	<p>The principal service providers must declare if subservice provider will be appointed. Subservice providers are required to submit the safety file for their company.</p> <p>The declaration to be on file.</p>		

<b>To be confirmed by SHE Coordinator of the department</b>						
All requirements are on file			<b>Yes</b>		<b>No</b>	
<b>Department</b>	<b>Name</b>	<b>Surname</b>	<b>Date signed</b>	<b>Signature</b>		
If <b>no</b> , please make comments:						
Date file submitted:						
Please submit the file to risk department for approval						
<b>Comments by Risk department - Compliance/ SHE:</b>						
Approved:			<b>Yes</b>		<b>No</b>	
Date file was approved:						
File to be handed over to the Risk manager: Risk manager to sign the certificate of access.						

## Notes

- Contents of the safety file to be overseen and approved by SHE Coordinator from PRASA CRES This document shall be used as the standard guideline and the service provider shall comply with stipulated guidelines.
- It is the responsibility of the SHE coordinator to ensure that all required documents are on the file prior to approval.
- It is the responsibility of the department that is overseeing the whole contract process to ensure that
  - A safety file is implemented at all the sites where the service provider is providing a service.
  - No service provider duties are to commence without the safety file being approved.
  - The scope of work shall be discussed with the risk department. This is to ensure that all details and requirements are addressed.
- The approved file will be kept by appointed PRASA CRES supervisor for the duration of the contract.
- For record keeping, after the end of the contract the file must be filed by risk department.
- This file should be readily available at all times, the copy of the file shall be kept on site in which the service provider is providing a service at.

END OF SECTION