



Business Management System

Support Services: SHEQ Department

SHE File Evaluation

Document Identifier	z-4592778-01	Rev	01
Effective Date	26/03/2019		
Review Date	26/03/2022		
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SHE File Evaluation

Name of contractor				
Name of contractor representative				
Contact Details				
Project name/ No		PEST CONTROL		
Scope of work				
Date of submission				
ERI SHE Officer				
Contact details				
File approval				
Comments				
Requirements description	Accepted No/yes	Comments	Reason for non-acceptance	Recommendations
1. Acknowledgement of Eskom's rules and requirements (Annexure B)	Ensure that all applicable rules and requirements are referenced in this form in order for the supplier to acknowledge and comply with them. Ensure that this completed form is included in the enquiry procurement package. To be signed and submitted by the tenderer.			

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2. Baseline SHE Risk Assessment	Refers to the SHE hazards/aspect and risks/impact that are identified and assessed before the inception of a new project and commencement of operations. The supplier shall also indicate the Covid-19 related hazards within their operations process.			
3. SHE policy	A statement of intention by the employer which provides a framework for setting SHE objectives to improve SHE performance and also emphasises management commitment to employees' wellbeing and duty of care to the environment.			
4. SHEQ plan/ Manual	The plan must be scope or project based. The plan must reflect an organised system (method statements, processes, resources etc) which the supplier will comply with and enforce to manage the SHE risk during the lifecycle of the project.			

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5. Covid-19 Compliance plan	The plan shall clearly indicate the methods or actions in place to ensure compliance with the Covid-19 requirements			
6. Valid letter of good standing	The Letter of Good Standing ensures that a contractor is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the principle contractor / contractor Registration with the Compensation Commissioner (COID) or a licenced mutual company or an equivalent of it (for international bidders).			
7. Method statement/ Safe work procedure	The method statement shall give specific instructions and steps on how to safely perform a project task.			
8. Legal Compliance Registration	Registration certificates or legal registers to ensure that the supplier is following the relevant laws, regulations and business rules.			

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9. Incident Management	All incidents incurred whilst on ERI business must be reported within twenty-four (24) hours on an Initial Notification of Occurrence or similar document to the ERI SHEQ personnel. In addition, the contractor shall immediately report incidents by telephone/personally to the Eskom Rotek Industries responsible manager. The incident must be investigated by the supplier's incident investigator and the investigation report shall to be handed to the relevant Eskom Rotek Industries.			
10. MSDS/SDS	Material safety Data Sheets that list information relating to occupational health and safety for the use of various substances and products. Supplier to use approved EPA chemicals for decontamination			
11. Transport plan	The contractor shall ensure that he/she complies with the Eskom Vehicle and driver safety management procedure (240-629466386).			
12. Medical Surveillance	Supplier shall ensure that a valid medical certificate of fitness is available for each employee on site. The medical surveillance must be conducted by an Occupational Medical Practitioner (OMP) or Occupational Health Practitioner (OHP).			

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13. PPE Plan

A detailed plan of personal protective equipment which will be used on site/operations to minimise exposure to specific hazards.

Every supplier shall issue his/her employees with PPE as per General Safety Regulations 2.

If additional and/or specialised PPE is required in order to address hazards as per the scope of work to be performed, the supplier shall provide such PPE.

The PPE Plan shall also include COVID-19 PPE requirements and PPE issue registers.

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14. Competency

A person who, in respect to the work that has to be done, has the required training, knowledge and experience, and, qualifications relevant to that work or task. Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, No 67 of 2008, those qualifications and training must be regarded as the required qualifications and training, and is familiar with the Act and applicable regulations made under the Act.

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15. Waste Management Plan

The purpose of this plan is to ensure that effective procedures are implemented for the handling, storage, transportation and disposal of waste that is generated from the activities on site.

The plan prescribes measures for the collection, temporary storage and safe disposal of the waste streams associated with the project and includes provisions for the recovery, re-use and recycling of waste.

Legally compliant waste disposal of potentially contaminated general waste, following the COVID 19 infection control international guidelines. Transport for collecting waste must be registered with the Gauteng Waste Information system.

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