



Annexure A2:

Site SHEQ (Safety, Health, Environment and Quality) File Content

For Provision of Guarding Services at the CSIR offices for a period of Five (5) years.

RFP No. 3518/25/07/2023

NOTE:

1. Provide all supporting documents for all SHEQ requirements listed below.

ANNEXURE A2 – Site SHEQ File Content

| Item # | SHEQ requirement | Yes | No | N/A |
|--------|--|-----|----|-----|
| 1 | SHE policy | | | |
| 2 | SHE Risk Assessments Matrix (security specific) | | | |
| 3 | SHE Structures (Organogram illustrating OHS Act S16.2; OHS Act S8 appointees; SHE Reps; First aiders; Fire fighters; etc.) | | | |
| 4 | SHE Appointment letters | | | |
| 5 | SHE Training records | | | |
| 6 | SHE Procedures specific for Security environment | | | |
| 7 | A valid letter of good standing from COIDA or any other private insurer i.e. RMA | | | |