



Contractor Questionnaire

CONTRACTOR QUESTIONNAIRE (Compliance to SHE Specification)

1.	POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT	YES	NO	
1.1	Does your company have a SHEQ Policy?			
1.2	Has a copy of SHEQ Policy signed by the Chief Executive Officer / Managing Director?			
1.3	Does the company have company organogram?			
1.4	Does your company have SHE Management Plan?			
1.5	Does the company have OHS Act 16.1 Legal Appointees?			
1.6	Is your company registered with the Compensation Commissioner (COID Act) or licenses compensation insurer?			
1.7	Will your company conduct periodic SHE inspections and Regular Health and Safety meetings with personnel?			
1.8	Does the company comply with the relevant legal appointees required for this project i.e. Trained SHE Representatives, Incident Investigator, First Aiders, Risk Assessors, etc?			
2.	TRAINING	YES	NO	
3.1	Will your employees be trained based on risks/hazards that has been identified?			
3.2	Will training be provided to employees at the following stages?			
	▪ When joining the company			
	▪ When changing jobs within the company			
	▪ When new plant or equipment needs to be operated			
	▪ As a result of experience of and feedback from an accident/incident reports			
3.3	Will you be able to Provide proof of specialist training records that might be required for the project?			
3.4	Will all employees (including sub-contractors) be instructed as to the application of rules and regulations within your organization?			
3.5	Will you train employees on the selection, use and care of personal protective equipment?			
4.	PURCHASE OF GOODS, MATERIALS AND SERVICES	YES	NO	
4.1	Will you carry out plant and equipment inspections prior to work commencing to ensure the hazards are identified?			
4.2	Will you evaluate the competence of all sub-contractors if required?			
5.	INSPECTIONS	YES	NO	
5.1	Will periodic work inspections be carried out by first line supervisors?			
5.2	Will unsafe acts and conditions reported and remedial actions formally monitored?			
6.	RULES AND REGULATIONS	YES	NO	
6.1	Will your company agree to sign Section 37.2 agreement with Transnet before the commence of work?			
6.2	Will your company sign section 37.2 agreement with subcontractors if needed/required during the contract?			



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6.3	Will your company provide legal permits if required by work (as applicable)? e.g. Hot work Permit, Cold work permit etc.					
6.4	Will your company be able to provide copy of notification for construction work to Department of labour or any other notification that may be required by legislation?					
7.	RISK MANAGEMENT	YES	NO			
7.1	Will you perform assessment of the risks involved in the execution of contract work and document them on a Risk Assessment Register?					
7.2	Do you have safe work procedure for all high risk/hazards identified?					
7.3	Will employees be trained on Safe Work Procedures and MSDSs?					
7.4	Do you have a copy of the PPE needs analysis done and issue records kept?					
8.	BUSINESS CONTINUITY AND EMERGENCY ARRANGEMENTS	YES	NO			
8.1	Do you have an emergency plan AND business continuity plan in place?					
8.2	Are provision made for Trained First Aiders and fire fighters?					
8.3	Will employees be trained on the emergency plan/procedure and business continuity plan?					
9.	FALL PROTECTION	YES	NO			
9.1	If required to work at heights, are you able to demonstrate that work at heights undertaken under competent supervision, carried out by employees who are trained and medically fit?					
9.2	If required to work at heights will your fall protection plan include rescue plan, risk assessment, inspection, testing and maintenance of fall protection equipment?					
10.	PROJECT SECURITY	YES	NO			
10.1	Will the security assessment for the site be done?					
10.2	Will measures be put in place to ensure security of the project personnel and equipment?					
11.	RECRUITMENT OF PERSONNEL	YES	NO			
11.1	Are medical examinations carried prior to employment, in all cases?					
11.2	Are exit medicals conducted on staff once they have resigned?					
11.3	Is the substance abuse policy and testing procedure in place?					
12.	REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS	YES	NO			
12.1	Do you have a procedure for reporting, investigating and recording accidents and incidents?					
12.2	Is there a standard report/investigation form used?					
12.3	Do you have all forms required to report an incident to compensation and department of labour?					
		YEAR-1	YEAR-2	YEAR-3	YEAR-4	YEAR-5
	Provide number of Lost time accidents reported					
	Major/Reportable injuries to DoL in the past					
	Number of dangerous occurrences reported in past?					
	Lost man due to accidents (Number of Fatalities)					
13.	COMMUNICATION AND CONSULTATION	YES	NO			
13.1	Are daily talks meetings conducted to discuss hazards on site, incident recall, performance?					
14.	COSTS	YES	NO			



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14.1	Will the Contractor make provision for the costs of SHERQ requirements for the project? E.g 1. Employees Medical surveillance report signed by Occupational Health Practitioner. 2. PPE availability 3. Requires training by the legislation and regulations related to project.			
15	Documents to be attached/Provided with the Questionnaire			
15.1	Please provide / Attach a copy of Valid Letter of Good Standing that expires on the current year or the following year.			
15.2	Minimum Qualification - National Diploma in Safety/Environmental/Occupational health & Safety)			
Name of Company Managing Director/Designated Contractor:				
Signature of Company Managing Director/Designated Contractor:				
Date of Documentation:				
Any additional Comments:				
Signature of Transnet Contract Manager/Designated Transnet Person & Date of Endorsement of Documentation:				