SHE File Checklist					
File Ref	WITS_LIB/RISK_MGT/SHE File Checklist				
Creation Date	2009-05-21		Last Edit Date	2021-08-03	
Doc No. & Version	21422-v5	Author	M.K Pooe	Page 1 of 4	

This document serves as the guideline to all contractors on how to complete the SHE file.

Contractor Name : _____

Safety Office Name : _____

Contact Details of S/0: _____

Duration of Project : _____

All documents to have a company logo

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
1	Project SHE Specification	*To be issued to the Contractor by the Metrorail project team leader/ Manager*		
2	Scope of work	*The detailed documents explaining the work to be done.*		
3	Notification of Construction to the DOL	*Notification to be in the form of annexure 2 as per CR 2014, fully completed, and must have a stamp from DOeL.*		
4	Construction work permit	A copy where applicable		
5	Letter of Good Standing	*Valid letter of Good Standing to be on file, Letter to be on the contractor's company name.*		
6	Employee List	• Only employees who will be working in the Metrorail premises under the project. • ID Copies provided to be certified (Persons without SA Citizenship to provide a work permit) • Next of kin information to be provided (name, contact, address, etc.)		
7	Org Structure	• *Org structure to be in line with the specific project.* • *To start with the CEO/MD, followed by CR8.1.*		
8	SHE Policy	*To be signed by the company's most senior manager.*		
9	SHE Plan	• *SHE Plan to be in line with Metrorail SHE specifications and relevant to the scope of work.* • *To be acknowledged by the Metrorail project team leader.*		
10	Risk Assessments	• *Department to provide a baseline risk assessment for the project to the contractor as per CR2014.* • *Contractor to provide a detailed risk assessment based on the scope of work (activity-based).* ***Note: Prior to commencement of the work, the Metrorail Project team leader, together with the contractor, must conduct a start-up risk assessment, taking into consideration the risk identified on the baseline and on the contractor risk assessment.***		

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
11	Tool Registers	*The list of all tools and equipment that the contractor will use for the project.*		
12	SHE Induction Records	*Metrorail SHE induction records to be on file*		
13	Proof of medical fitness	• *Valid proof of medical fitness to be on file and to be in the form of annexure 3.* • *Only Annexure 3 issued and stamped by an Occupational Health Doctor/ Practitioner/Clinic will be accepted.*		
14	Appointments	• *All appointment letters to be in line with the OHSAct and applicable regulations.* • *Each appointment to be accompanied by proof of competency as per CR 2014 section 1 definitions "Competent person."*		
15	Tool inspections	*Inspection template of all tools to be on file. The inspection template must be linked to the provided tool list.*		
16	PPE Matrix	*A document indicating the contractor's positions and the applicable PPE to each position as per the risk assessment outcome.*		
17	PPE Records	*Proof that the employee was issued the necessary PPE.*		
18	Training Records	*All other training records applicable to the scope.*		
19	Method Statement	*A detailed description of how work will be performed, to be acknowledged by the project team leader or Manager.*		
20	Safe Working Procedure	*Working instructions.*		
21	Toolbox Talks	*Proof that the system exists. Contractor to maintain this system throughout the duration of the contract.*		
22	Equipment Maintenance (Calibrations, Safe Working load certificates, etc)	*To be on the file*		
23	Chemical substances list	*All chemicals to be used by the contractor must be documented and filed.*		
24	MSDS	*As per the chemical list, and not older than 5 years.*		
25	Proof of training on MSDS	*All employees using the chemical must be trained. Copies of the MSDS are to be kept where employees use the chemical.*		
26	Excavation plan	*(Where Applicable)*		
27	Scaffolding plan	*(Where Applicable)*		
28	Fall Prevention Plan	*(Where Applicable)*		
29	Demolition plan	*Note: Contractor to obtain a permit before demolition.*		

#	Description	Comments – Requirement	Requirement on file	
			Yes	No
30	Explosives and blasting method statements	*(Where Applicable)*		
31	Declaration of Sub-contractors	*The principal contractors must declare if a subcontractor will be appointed. Subcontractors are required to submit the safety file for their company* *The declaration is to be on file.*		

Note:

- Contents of the file to be overseen by the SHE Coordinator of the Department
- This document should be used as the standard guideline and all contractors should comply with this guideline
- It is the responsibility of the SHE Coordinator to ensure that all required documents are on 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 the site where the contractor works,
    - No contractor's duties are to commence without this file being approved.
    - The scope of work is discussed with the risk department. This is to ensure that all special details and requirements are addressed when compiling this file.
- The approved file will be kept at the appointed Metrorail supervisor over the contractor for the duration of the project.
- For record keeping after the end of project. The file must be filed with the IRM of the department.
- This file should be readily available at all times.

The contractor must implement a SHE working file where all records generated during the project will be filed. This file must be available at all times on site. The file will include, SHE Related records, Records of communication with the Client (Metrorail), toolbox talks, Inspections, risk assessments, etc

- The risk department, Metrorail management and or representatives has the right to
    - Request for the file at any given time
    - Inspect the contractor documents at any given time
    - Stop the work if he or she finds it necessary or is convinced that Safety, Health, and Environment is compromised. :

To be confirmed by SHE Coordinator of the department						
All requirements are on file			Yes		No	
Department	**Name**	**Surname**	**Date signed**		**Signature**	

If **no**, please make comments:

Date file submitted:

Please submit the file to risk department for approval

Comments by Risk department - Compliance/ SHE:

Approved:	**Yes**		**No**	

Date file was approved:

File to be handed over to the Risk manager: Risk manager to sign the certificate of access.