

Annexure H: SHE QUESTIONNAIRE

Evaluation of Tenderer SHE Management System	Score criteria		N/A
Company Name:			
Tender Description: Provision of Rail Network Protection Services (RNPS) to Transnet SOC under the Operating Division of the Transnet Rail Infrastructure Manager (TRIM) for 12 months			
Tender Number:			
Date:			
1. Provide SHE Policy			
<i>The Policy provided by the Tenderer is:</i> - Outlines clear statement of objectives - Shows commitment to improve performance - Relevant to company operations	2 – Complies to all (3/3) 1 – Partially compliant (1-2) 0 – Not submitted		
2. Provide SHE Organogram			
<i>The company Organogram includes as a minimum:</i> - Legal appointees required for this project i.e Management appointments, SHE Reps, First Aiders, Risk Assessor, Safety Officer etc.	2 – Incl all minimum appointees 1- Partially compliant 0 –Not submitted		
3. Provide Letter of good standing			
<i>Tenderer provides evidence of:</i> - Up to date Letter of good standing with the Compensation Commissioner, FEMA or Rand Mutual	2 – Submitted and up to date 0 – Not submitted or not up to date		
4. Provide breakdown of SHE Cost			
<i>The tenderer is able to demonstrate that he has made provision for the cost of health and safety for the project:</i> - Proof or declaration that cost of health and safety included in tender price - Cost breakdown submitted	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
5. Provide Health and Safety Plan (SHE Plan) does it contain the following:			
- SHE Responsibilities <i>SHE responsibilities in the company documented and comprise:</i> - SHE responsibility defined - Defined for different levels in organisation	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Risk Assessments <i>Tenderer has mechanisms in place for the identification of hazards, assessment of risks and the implementation of control</i>	2 – Complies to all (2/2) 1 – Partially		

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<i>measures associated with work. This includes:</i> - Documented risk assessments for relevant work or risk and hazard identification - Competent persons responsible for undertaking risk assessments	compliant (1/2) 0 – Not comply to all		
- Safe Work Procedures <i>The tenderer is able to demonstrate safe work procedures which:</i> - Developed from risk assessment process - Employees trained on Safe Work Procedures	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
SHE Training <i>Tenderer able to demonstrate:</i> - Training based on training needs analysis/risks/hazards identified - Induction training conducted	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Regular Audits/Inspections <i>Tenderer able to demonstrate:</i> - Workplace audits/inspection schedules, minimum monthly - Types of audits/inspections undertaken	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Health and Safety Communication <i>Tenderer able to demonstrate:</i> - Tool box/Daily safety talks meetings conducted to discuss hazards on site, incident recall, safety performance or other communication methods etc	2 – Comply (1/1) 0 – Not comply		
- SHE Representative <i>Tenderer able to demonstrate:</i> - Health and safety representatives to be appointed (NB 20 employees or more) - Health and safety representatives appointed in writing	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Accident/Incident Reporting and Investigation <i>Tenderer able to demonstrate:</i> - Incidents recorded/reported - Incident investigation conducted	2 – Complies to all (2/2) 1 – Partially compliant (1-2) 0 – Not comply to all		
- Personal Protective Equipment (PPE) <i>Tenderer able to demonstrate:</i> - PPE needs analysis done or is it issued based on risk - Employees trained on use of PPE	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Emergency Planning <i>Tenderer able to demonstrate:</i> - Emergency plan or procedure will be available - Employees trained on procedure	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		

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- Fire Prevention <i>Tenderer able to demonstrate:</i> - Fire prevention plan or procedure will be available - Employees trained on fire prevention	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Safe working tools and equipment <i>Tenderer able to demonstrate:</i> - Safe tools and equipment will be provided	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Substance abuse policy/testing/procedure <i>Tenderer able to demonstrate:</i> - Substance abuse policy or testing procedure available - Process to deal with positive results	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Provision of first aid <i>Tenderer able to demonstrate:</i> - Competent first aiders - Provision of first aid equipment	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Provision of medical surveillance <i>Tenderer able to demonstrate:</i> - All employees with undergo medical surveillance - Conducted by Occupational Health Practitioner	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Selection, procurement and management of subcontractors <i>Tenderer able to demonstrate:</i> - Assess contractors whether they have resources to perform work safely - Appoint subcontractors who demonstrate that they will do the work safely	2 – Complies to all (2/2) 1 – Partially compliant (1/2) 0 – Not comply to all		
- Marks obtained			
- Total Marks			
- PERCENTAGE OF SCORE			

Comments