



PetroSA

The Petroleum
Oil and Gas Corporation
of South Africa (Pty) Ltd
Reg. No. 1970/008130/07
151 Frans Conradie Road,
Parow, 7500
Private Bag X 5 Parow, 7499
Republic of South Africa
Tel +27 21 929 3000
Fax +27 21 929 3266

Note: All tenders and quotations are done via our eProcurement system.

The information given below is an extract of the scope of work. **To access/open the full set of tender documentation, you must be registered on CSD.**

If you have a MAAA CSD registration number and receiving email notifications from PetroSA Procurement you are already registered, please login as indicated below:

Username: MAAA...
User Code: MAAA...
Password: newuser

Contact the call center on **012 663 8815** or email: **support@intenda.net** if you are having problems with your login.

If **you do not have a MAAA** CSD registration number, please click on **“Not Registered Yet”** and register. Click on the link below to download a “how to” guide to assist you.

<http://www.procurement.petrosa.com/Downloads/Documents/SupplierSelfRegistration.pdf>

SCOPE OF WORK

ENQUIRY NO: CTT 24411

DESCRIPTION: Occupational Medical Practitioner

1. INTRODUCTION

PetroSA wishes to appoint an Occupational Medical Practitioner (OMP) according to section 13(3) of the Mine and Health Safety Act No 29 of 1996 on art time basis who will work jointly with PetroSA medical staff in Mossel Bay. The OMP will take responsibility for all activities as prescribed by relevant legislations and the medical councils concerning such matters and ethics.

The OMP will take responsibility for all activities as prescribed by Mine Health and Safety Act (MHSA No 29 of 1996), Compensation for occupational health diseases (COID Act No 130 of 1993), Occupational Health and Safety (OHS Act No 85 of 1993 and other relevant legislations in line with Health Professions Council of South Africa and South African Society of Occupational Medicine (SASOM) statutory bodies' requirements.

2. SCOPE OF SERVICE

The scope of service shall be as follows:

2.1. Medical examinations

Medical surveillance tests are conducted by PetroSA internal Occupational Health Nursing Practitioners (OHNPs) and OMP must ensure that all PetroSA employees are medically fit to safely perform their duties in line with PetroSA code of practice – Minimum standards of fitness. These include pre-placement; periodic; transfer; exit; return to work in line with PetroSA code of practice and special examinations as required by PetroSA management, attending incapacity; injuries on duty and occupational health diseases.

2.2. General Organisation

- a) The OMP shall render services to PetroSA medical centre twice a week (Tuesday – 3 hours and Thursday – 3 hours) for eight (6) hours. This includes (Logistics Base in Voorbaai and Centre of Excellence (COE) in Heiderand).
- b) Service shall be rendered at the FA Platform once a quarter (Tuesday – Thursday) - four times a year.
- c) OMP will be required to attend to PetroSA special cases for employees based in Cape Town, Bloemfontein, Tzaneen and Sandton. Occupational Health Nursing Practitioners can issue certificates of fitness for employees under Occupational Health and Safety Act (OHSA) but complicated cases are referred to the OMP.
- d) The OMP must be available (on call) for emergencies, 7 days a week or appoint a stand-in who holds same qualifications as him. For Injury On Duty any General Practitioner can be arranged as a stand-in.
- e) OMP will be required to render his services at the Cape Town head office on quarterly basis.

The Occupational Medical Practitioner may appoint a locum in his/her stead; and who must be in a possession of an Occupational Medical Diploma.

2.3. The Occupational Medical Practitioner shall be responsible for:-

- a) Establishing and maintaining an appropriate system for medical surveillance, considering the health hazards to which employees are or may be exposed to, providing information to the employer can use in determining measures to
 - i. Eliminate, control and minimize the health risks and hazards to which employees may be exposed or
 - ii. Prevent, detect and treat occupational health diseases and
 - iii. Ensure that records are kept as stipulated in section 15 of MHSA No 29 of 1996 for each employee exposed to health hazards.
- b) Ensuring that occupational health services are well equipped, take measures that reasonable to:
 - i. Promote health and safety of employees at the mine/PetroSA and
 - ii. Assist employees in matters relating to occupational health medicine
- c) Ensure that appropriate professional assessment, investigation and diagnosis of employees undergoing medical surveillance takes place.
- d) Ensure that occupational health management systems, including referral systems are in place and functional
- e) Assess any employee who is potentially unfit to perform work and if declared unfit for own occupation, notify the employer and make recommendations for suitable alternative placement. OMP must specify employee limitations/restrictions so that HC may consider reasonable accommodation
- f) If employee is declared unfit as a result of an occupational health disease, notify employer and ensure that investigation is carried as stipulated in section 11(5) of MHSA No 29 of 1996.
- g) Where applicable , assist workplace evaluations in conjunction with PetroSA Occupational Health Practitioners and Occupational Hygienist section 12.1 appointee
- h) Advise the employer on legal and regulatory compliance for all occupational health and medicine issues
- i) Ensure legal and regulatory compliance for occupational health and medicine related issues that OMP is directly responsible for

- j) Ensure compliance with section 15 of MHSa, responsible for record keeping of all occupational health matters and securing confidentiality
- k) Ensure compliance with Medicine and Related Substances Act No 1011 of 1965
- l) Allow time for onsite plant inspections and familiarization with production activities
- m) Have meetings with PetroSA management as and when required

2.4. COID ADMINISTRATION

Ensure compliance with Compensation for Occupational Health Injuries and Diseases Act No 130 of 1993.

2.5. SHUTDOWN MEDICAL SURVEILLANCE

OMP working hours may be extended during shutdown. PetroSA normally mobilizes ±2500 for shutdown project and these medicals must be completed within 4 weeks (initial/pre-placements and exits). OMP may be required to work Monday to Friday, 08H00 -16h30 during this peak season.

3. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Zonazihle Sityata** in the Tender Office at telephone number 044 601 2311 or at e-mail address zonazihle.sityata@petrosa.co.za.