



## High Risk Contractor Evaluation Checklist for Coal Stations

Document  
Identifier

30876

Rev

1

Effective Date

September 2022

Review Date

September 2025

Name of BU			
Scope of work:			
Contract/Order number		Duration of the contract	
Type of contract e.g. as and when/ full time			

Eskom Project Leader		Contact number	
Name of Contractor Company		Total number of Employees	
Contractor Responsible Person		Contact Number	
Evaluation/ Assessment Date			

#	Legal and other Reference	Question	YES	NO	NA	Remarks
1.	<b>CONTRACTOR / Appointed contractor</b>					
	OHS ACT 32	Is the agreement signed Sec 37(2)				
	OHS Specification	Appointment of Contractor				
	OHS ACT	Letter of good standing				
		* What is your registration number				
	OHS Specification	OHS/ OHS Requirements issued to the contractor				
	OHS Specification	Health & Safety Plan				
	OHS Specification	Is there any appointed contractor (Subcontractor)				
	OHS Specification	Appointed contractor appointment by Contractor				

2.	<b>APPOINTMENTS – (a competent person) SITE SPECIFIC ORGANOGRAM</b>					
	Sec 16(2)	Designation Employer				
	Sec 17(1)	OHS Representatives (more than 20 employees or risk based)				
	Sec 19(3)	Chairman of SHE Committee				
	GAR 9(2)	Competent person to conduct investigations				
	GSR 3(4)	First Aider				
	Sec 8	Contractor Supervisor				
	OHS Specification	Contractor Safety Officer				
		* Full Time				
		* Part Time				
		* If part time what is the frequency of visits to site				
	OHS Act Sec 8	Competent person to conduct Risk Assessment and training/awareness				
	DMR 18(11)	Operator of Lifting Machinery, Lifting Tackle & Forklifts				
	DMR 18(5)	Inspector of Lifting Machinery Lifting Tackle				

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	32-418	Competent person to prepare the Fall Protection Plan				
	OHS Act	Temporary electrical installation inspector				
	OHS Act	Competent person for stacking & storing				
	OHS Act	Competent person for inspection of fire equipment				
	PSR	Responsible Person				

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#	Legal and other Reference	Question	YES	NO	NA	Remarks
	OHS Act	Competent person for design and erection of cranes				
	SANS 10085	Competent person for scaffolding				
	OHS Act	Competent person for suspended platforms				
	OHS Act	Competent person to operate material hoists				
	OHS Act	Competent person to inspect material hoists (checklist)				
	EIR 7(1)	Master Installation Electrician (if applicable for COC – Proof of Certificate)				
	OHS Act	Competent person to operate bulk mixing plant				
	OHS Act	Competent person for inspection of explosive powered tools				
	OHS Act	Competent person for issuing & collecting of cartridges & nails				
	OHS Act	Vehicle & mobile plants inspector				

3.	Legal and other Reference	RISK ASSESSMENT (will include)	YES	NO	NA	Remarks
	OHS Act Sec 8	Risk Identification				
	32-520	Risk Analysis				
	32-520	Risk Controls/Safe work procedure/Method statement				
	32-520	Risk Matrix and Rating				
	32-520	Monitoring Plan				
	32-520	Review Plan				

4.	Legal and other Reference	INDUCTION TRAINING	YES	NO	NA	Remarks
	32-726	1. Was the induction done by the Contractor				
	OHS Specification	• The Contractor training syllabus /programme				
	OHS Specification	• Attendance register of the induction course (to be provided before work commences)				
	32-726	2. Was induction done by the Client (Eskom)				
	OHS Specification	• Proof of induction of person done by Eskom				

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#	ACT	Question	YES	NO	NA	Remarks
5.	Legal and other Reference	<b>Working at heights</b>				
	32-418	Fall protection plan				
	32-418	Rescue plan				
	32-418	Risk Assessment				
	32-418	Training of employees working at heights				
	32-418	Medical fitness assessments (refer to Annexure 3)				
	32-418	Planned Inspections of fall protection equipment				
	32-418	The appointment of the competent Supervisor (training?)				
	32-418	Awareness of employees working at heights				

6	Legal and other Reference	<b>PERSONAL PROTECTION EQUIPMENT</b>				
	GSR2 & OHSACT 8(2)(b)	The risk-based PPE matrix in place				
	GSR2 & 8(b)	Register of PPE issued on site (risk based)				
	OHS Specification	Monthly inspections records of PPE				
	OHS Specification	Employees trained on the use of PPE				

7.	Legal and other Reference	<b>CONFINED SPACES</b>				
	Plant Safety Regulations/ ERW 2,3,4 & 5	Risk assessment in includes <ul style="list-style-type: none"> <li>Lighting, ventilation, thermal environment, Ergonomics (awkward body positioning)</li> </ul>				
	Plant Safety Regulations	Safe work procedure for working in confined space				
	GSR 5(3)	PPE Required – Breathing equipment				
		Safety Line & Safety harness				
	GSR 5(1) & 3(c)	Competency training for employees working in confined space				
	OHS Specification	Medical fitness certificate (refer to Annexure 3)				
	OHS specification	Weekly Toolbox talks (Signatures)				
	32-407	Planned Inspections or behaviour-based inspection				
	ERW 6	Housekeeping inspection checklist				
	ERW 9	Emergency evacuation plan/ Rescue plan				

8.	Legal and other Reference	<b>INCIDENT MANAGEMENT: 32-95</b>				
	COIDA	Incident management procedure aligned with 32-95				
	COIDA & OHSACT 14(e) & 24	Incident initial notification and investigation templates available				
	32-95	Incident register available (Appendix 2 register)				
	GAR 9	Incident investigation Annexure 1 template				

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	GAR 9	WCL forms available				
	<b>Legal and other Reference</b>	<b>VEHICLE SAFETY MANAGEMENT: 32-345</b>				
	Eskom procedure 32-345  Sedans, Bakkies, Trucks and Minibuses	The vehicle inspection checklist				
		List of Vehicles onsite				
		First Aid kit				
		Fire Extinguishers				
		Emergency numbers displayed				

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9.	Legal and other Reference	PLANNED MAINTENANCE INSPECTION, REGISTERED RECORDS (CHECKLIST)				
	SANS 10085	Scaffold, Inspection, testing and maintenance of fall protection equipment checklist				
	DMR 18(5)	Lifting machines and lifting tackle inspection checklist				
	DMR 18(5)(a)(b)	Lifting machines load test certificate				
	PER 11	Vessels under pressure and fire extinguishers checklist				
	EMR 11	Portable electric lights inspection checklist				

10.	Legal and other Reference	RECORDS (Checklists or Templates)				
	OHS Act	Certificate of system design for suspended platform				
	OHS Act	Competencies of erector, operators & inspectors				
	OHS specification	Monthly inspection/audit checklist				
	OHS specification	Daily inspection checklist				
	OHS specification	Toolbox talk register (Template)				
	GSR 2	Safety harness inspection tests by the manufacturer or Manufacturers manual				
	OHS specification	Induction programme				
	OHS specification	Training Matrix				
	OHS Act	Inspection results of material hoists checklist				
	OHS Act	Mobile plant inspection checklist e.g. tractors, yellow plant etc				
	OHS Act	Temporary electrical installation inspection checklist				
	OHS specification	Worker's timesheet/ daily attendance register				
	HCAR 3	Chemical Agents and Safety Data Sheet				
	OHS specification	Medical Fitness certificates				
	GAR 8	Endorsement of SHE Rep inspection & minutes by OHS Committee Chairperson				
	OHS specification	ID copies				
	GSR 3	Accreditation certificate of the Service provider for First Aid training				

12.	Legal and other Reference	COVID 19 REQUIREMENTS				
	National Disaster Management Act	Covid-19 Workplace plan				
	National Disaster Management Act	Covid-19 Policy				
	National Disaster Management Act	Covid-19 Risk Assessment				
	National Disaster Management Act	Covid-19 Compliance Officer				

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☐

More information required

☐

Not Approved

☐

Approved

Evaluated/Assessed by: Safety Officer			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Accepted by: Contractor Representative			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Verified by Eskom Safety Risk Management (Manager/Senior Advisor)			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Approval acknowledged by Eskom Project Leader			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

### Development Team

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