

## **Observatory, Johannesburg Security Services: SHE file requirements**

### **Important:**

1. First submission of the safety file **MUST** be a soft copy (via email or google folder sharing).
2. Line items **MUST** be organised in folders for ease of retrieval.
3. Submit **ONLY** documentation relevant to the scope of work and nothing more.
4. Contact: [l.mafhungo@sarao.nrf.ac.za](mailto:l.mafhungo@sarao.nrf.ac.za) for queries relating to the SHE requirements.

<b>Nr.</b>	<b>Item Description</b>	<b>Compliance Yes/No</b>
1.	Service Provide Appointment (SARAO will Issue Principal Contractor)	N/A
2.	37(2) Mandatory Agreement (SARAO will Issue Principal Contractor)	N/A
3.	List of contractors and OHSE plan (if any); <ol style="list-style-type: none"> <li>1. List of employees (Full names, ID, contact numbers and full names and contact numbers of next of kin)</li> <li>2. Sub-contractor appointment letter</li> <li>3. 37(2) Mandatory agreement</li> <li>4. Detailed scope of work</li> <li>5. Security Risk Assessment</li> <li>6. Proof of competence (First Aid, Basic Fire Fighter, Security Management, SHE Rep etc.)</li> <li>7. Site organogram</li> <li>8. Registers (PPE, Inspection, Toolbox talks/awareness etc.)</li> <li>9. Emergency contact numbers (police, ambulance, fire etc.)</li> <li>10. Occ. Medical Certificates</li> <li>11. COID Act Letter of Good standing</li> </ol>	
4.	COID Act Letter of Good standing	
5.	Public Liability Insurance	
6.	Security Risk Assessment and Review plan (Include fire, theft, vandalism, heat stress, cold stress, protest, etc.)	
7.	Organogram including management team (and sub-contractors where applicable)	
8.	List of Employees: with Next of Kin Details; Occ. Medical Certificates	
9.	SHE Policy	
10.	SHE management plan (addressing all security risks identified)	
11.	Environment Policy	
12.	Environmental Management Plan	
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13	Appointments; Relevant Competencies & CV's;  1. Work Supervisor (appointment and proof of competence) 2. First Aider (appointment, certificate, Inspection checklist, incident register and incident reporting forms wcl1 & wcl2) 3. Basic Fire Fighter (appointment, certificate, Inspection checklist, incident register) 4. Incident Investigator (appointment, certificate, incident investigation procedure) 5. Risk Assessor (appointment, certificate and security risk assessment procedure) 6. SHEP Representative (appointment, certificate)  Add any other relevant appointment that the security risk assessment will identify.	
14	Site Rules	
15	Inductions (with register as proof of training)	
16	Scope of work (SARAO will issue)	N/A
17	Safety Data Sheets with proof of training (for use of chemical i.e., detergents)	
18	Accident and Incident Procedures	
19	Additional Plans and Procedures (if any)	
20	PPE, Equipment list and custodianship (add register for each personnel) align these to Section D3 of the bid document.	
21	Facilities & Environmental Checklists/inspection	
22	Minutes of safety meetings	
23	Toolbox talks and awareness campaigns (Topics with attendance register)	
24	Copy of the Occupational Health and Safety Act no.85 of 1993ct and regulations (booklet recommended) Copy of Compensation of Injuries and Diseases Act no.130 of 1993 Private Security Industry Regulation Act no.56 of 2001.	

By completing and signing this document, the bidder confirms that they will comply fully with these minimum requirements, that these requirements are not exhaustive and it is the legal obligation of the security services provider (if appointed) to identify any relevant legal requirements, comply and maintain these.

Signed: Bidder representative (full names)	
Date:	
Signature:	