	<b>Business Management System</b> Construction Services Occupational Health and Safety Tender Evaluation Report – Service Providers/Contractors/Suppliers	<b>Document Identifier</b>	240-119656515	<b>Rev</b>	2
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<b>ENQUIRY NO</b>	
<b>NAME OF BUYER</b>	
<b>PROJECT</b>	
<b>SCOPE</b>	

<b>SERVICE PROVIDER/CONTRACTOR/SUPPLIER</b>	
<b>Name and Details</b>	

<b>PURPOSE</b>	To assess whether the above-mentioned Service Providers/Contractors/Supplier/s submitted the required occupational health and safety documentation as specified in the Enquiry referenced above, and that such occupational health and safety documentation complies with the specified requirements.
<b>REFERENCE DOCUMENTATION</b>	SHE Specification, Form 74


	<b>Applicable (<i>tick applicable items</i>)</b>		
<b>SECTION A: ( HEALTH AND SAFETY DOCUMENTATION)</b>	Applicable	Submmited (yes or no)	Comment
1. Signed and authorized OH&S Policy	✓		
2. Hazard Identification, Risk Assessment procedure	✓		
3. Legal appointments	✓		
4. Resources, Roles , Responsibility and Authority	✓		
5. Competency, training and awareness including induction procedure	✓		
6. Communication, participation and consultation procedure			
7. Control of documents and records procedure			
8. Emergency preparedness and response	✓		
9. Performance measurement and monitoring procedure			
10. Evaluation of compliance			
11. Non- conformity, corrective and preventative action procedure	✓		
12. Internal Audits procedure			
13. Valid letter of good standing/ Workman's compensation	✓		

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14. Baseline Risk Assessment	✓		
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<b>SECTION B: SHE PLAN (As per SHE Specification Requirements)</b>			
1. SHE Plan (To demonstrate the following as minimum)	✓		
<ul style="list-style-type: none"> <li>Indication of SHE competencies and appointments, including duties and SHE responsibilities of appointed persons on site</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Training plan, including SHE induction</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Occupational hygiene.</li> </ul>			
<ul style="list-style-type: none"> <li>SHE communications and meetings, including daily safe task instructions and project safety meetings</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Management of contractors and suppliers.</li> </ul>			
<ul style="list-style-type: none"> <li>Health and Safety inspections and audits</li> </ul>			
<ul style="list-style-type: none"> <li>Visible Felt Leadership Inspections by Contractor's senior Management</li> </ul>			
<ul style="list-style-type: none"> <li>SHE surveillance, measurements and monitoring</li> </ul>			
<ul style="list-style-type: none"> <li>Operational control procedures</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Management of personal protective clothing</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Handle/Control of dangerous and hazardous substances.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>High Risk activities</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Emergency preparedness, Evacuation and rescue plan</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Legal and other requirements.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Housekeeping requirements</li> </ul>			
<ul style="list-style-type: none"> <li>Substance abuse management</li> </ul>			
<ul style="list-style-type: none"> <li>Document and record control</li> </ul>			
<ul style="list-style-type: none"> <li>Maintenance arrangements of machinery and equipment</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Workers welfare facilities</li> </ul>			

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• Compliance to Life Saving rules (Implementation, monitoring, Enforcement and disciplinary processes etc.)	✓		
• Fall Protection Plan			
• Incident Management	✓		
• Smoking policy			
• Transportation of employees to and, from site.	✓		
• Health and Safety Organogram	✓		
<b>SECTION C : SHE FILE</b>	✓		
1. Past Health and Safety Performance (12 months progressive)			
2. Inspections and Audits program ( templates)	✓		
3. Program of Compliance to Life Saving Rules	✓		
4. Procedures and Method Statements	✓		
5. Notification of construction (template)			
6. Medicals(copy of any medical)	✓		
7. Transport	✓		
8. Access control			
9. Incident Management	✓		
<b>COVID -19 Requirements</b>	✓		
• Policy	✓		
• SDS sheet for sanitizer			
• Emergency preparedness plan	✓		

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Motivation on outstanding items in the evaluation above		
No.	Requirement	Issue
OCCUPATIONAL HEALTH AND SAFETY EVALUATOR		
Name	Signature	Date

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