



SHE MANAGEMENT SYSTEM

Minimum SHE Document Requirements for Emergency / Other Projects

Form No : SAM SHE 00813 Spec

Revision No : 03

Effective date: July 2020

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Date: 09 October 2023	System: Vereeniging
RW Program Manager: Sphelele Mdletshe	RW Project Manager: Mvusi Hlongwane
RW SHEQ Officer: Lilly Mpongoma	Site: Lethabo Intake Station
Date of commencement of work: 01 November 2023	Estimated duration of Project /Activity: two (2) months
Contractor Name:	Estimated Number of Staff:
Project / Activity Description:	

A. Internal Requirements (indicate all internal and site document requirements that need to be in place)

**NON-NEGOTIABLE

1) Pre-medical examinations (Annexure 3 Construction Regulations 2014)	9) Staff list with ID Copies / Valid Passports with work permits
2) Applicable permits and licences	10) Risk Assessments (including COVID-19 Risks)
3) Notification of construction work (if applicable)	11) OHS Act Section 37.2 Written Agreement
4) Letter of Good Standing	12) COVID-19 Plan
5) Method Statements	13) Other (specify): (e.g. Critical appointments and supporting competence certificates)
6) Appointment of the contractor (CR 5k)	
7) SHE Plan	
8) Tools and equipment inventory	

B. External Requirements (indicate all legal documents and permits)

**NON-NEGOTIABLE

1)	4)
2)	5)
3)	6)

NB: Contractor to submit all documents indicated above in a SHE File that is to be submitted to SAM SHERQ immediately for discussion, negotiation and approval. Completed tools and equipment inventory as well as staff list (as per attachments) accompanied by copies of IDs and valid passports and work permits are to be included in the file.

Compiled by:

Name and Surname: (SHEQO) | Sign: | Date: