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1 INTRODUCTION

- 1.1. This document outlines the Eskom Rotek Industries Support Services, Occupational Hygiene department's SHE requirements for the Occupational Hygiene consultancy services of ERI various sites.
- 1.2. ERI responsibility and commitment is to ensure a safe working environment that is in line with the Safety, Health, Environmental and Quality Policies, along with the applicable legislative obligations.
- 1.3. This SHE specification is ERI's minimum requirements that shall be met by the contractor including subcontractors under his/her control for the duration of the contract. The contractor shall develop a SHE Plan in line with this specification including applicable legislation they comply to.
- 1.4. ERI in no way assume the contractors legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her SHE programme/plan, for his employees and appointed contractor's employees.
- 1.5. Where a contractor appoints a subcontractor/s, the subcontractor/s shall develop a SHE plan in line with this specification including applicable legislation they conform to. **NOTE:** *this will only apply where subcontracting is contractually allowed.*
- 1.6. This SHE specification reflects minimum requirements and should not be construed as all encompassing.

NOTE: *All the requirements listed hereunder are in relation to the contract and project and do not supersede or replace any organisational SHE requirements.*

2 SUPPORTING CLAUSES

2.1 Scope

This specification is to provide lists of legislative and Eskom Rotek Industries requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

2.2 Purpose

To provide detailed SHE Specification for the Occupational Hygiene Consultation Services contract at Support Services Occupational Hygiene department.

2.3 Applicability

This SHE specification is applicable to the appointed contractors and their appointed subcontractors for this scope.

2.4 Effective Date

This document shall be effective once authorised by all designated signatories.

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2.5 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.5.1 Normative

- a) Occupational Health and Safety Act 85 of 1993 and all applicable Regulations
- b) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- c) National Environmental Management Act 107 of 1998
- d) National Water Act 36 of 1998
- e) ISO 9001: 2015, Quality Management System
- f) ISO 14001: 2015, Environmental Management System
- g) ISO 45001: 2018, Occupational Health and Safety Management System
- h) National Road Traffic Act
- i) Eskom Safety, Health, Environment and Quality Policy 32-727
- j) SHEQ Statement of Commitment (240-56178527)
- k) Applicable South African National Standards (SANS)

2.5.2 Informative

- a) Control of Documents and Records Work Instruction (240-94027247)
- b) Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment (240-94027465)
- c) Baseline Hazard Identification Risk Assessment (Form No.: 240-94026665)
- d) Job Specific Hazard Identification Risk Assessment (Form No.: 240-115779893)
- e) Environmental Occupational Health and Safety Incident Management Procedure (32-95)
- f) Initial Notification of Occurrence (240-94026713)
- g) Compliance Obligations and Evaluation of Compliance for Safety, health and Environmental Procedure (240-94027489)
- h) SHEQ Communication, Participation and Consultation (240-111519336)
- i) Eskom Procurement and Supply Management Procedure (32-1034)
- j) Emergency Evacuation Procedure (240-94027449)
- k) 32- 726 OHS Contractor Management
- l) 240- 621 96227 Lifesaving rules

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m) Substance Abuse (E-105)

n) 240-155070647 Facilities Return to Work Guidelines: Covid-19 (SARS-CoV-19 virus)

2.5.3 Definitions

Definition	Explanation
The Act	(OHS Ac) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Client	Means any person for whom work is being performed.
Contractor	Means an employer who performs work on behalf of Support Services.
Duty of care to the environment	Anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law, or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment.
Employee	Means a person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.
Employer	Means any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a labour broker.
ERI requirements	Means requirements flowing from directives, policies, standards, specifications, work instructions & procedures
Environment	- the land, water, and atmosphere of the earth; - micro-organisms, plant and animal life; - any part or combination of (i) and (ii) and the interrelationships among and between them; and the physical, chemical, aesthetic, and cultural properties and

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Definition	Explanation
	conditions of the foregoing that influence human health and well-being
Hazard	Means a source of or exposure to danger.
Hazard identification	Means the identification and documenting of existing or expected hazards to the safety and health of persons, which hazards are normally associated with the type of activity/task being/to be executed.
Lifesaving Rules	A rule that, if not adhered to, has the potential to cause harm to people (240- 62196227)
Medical Certificate of Fitness	Means certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations whom shall be registered with the Health Professions Council of South Africa
Medical Surveillance	Means a planned programme or periodic examination (which includes clinical examination, biological monitoring, or medical tests) of employees by an occupational health practitioner or in prescribed cases an occupational medicine practitioner
Occupational Health and Safety Act 85 of 1993 including regulations	To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety and safety arising out of or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.
Project	Means an activity or a group of activities that has a defined start and end date, a defined scope, and a defined sum of money allocated to complete the activities
Risk assessment	Means a programme to determine any hazard at a site and to identify the steps needed to remove, reduce, or control such hazard

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Definition	Explanation
Safety, health, and environmental (SHE) specification	Means a site, activity, or project specific document pre-prepared by the client pertaining to all health and safety requirement, as to ensure the health and safety of persons.
Safety, health, and environmental file	Means a permanent record containing information about the SHE management system in writing during the contract and all information relating to the post-contract phase after the handover to the client, so that the client can maintain the works in a healthy and safe way.
SHE Officer	Safety Health and Environmental Officer
Safety, Health, and Environmental Plan	Means a site, activity or project specific document plan in accordance with the client 's health and safety specification This plan must include any required method statements, safe work procedures to mitigate, reduce, or control the hazards identified, SHE rules, and monitoring procedures. It is specific to each project undertaken and site where work is done, is compiled by the contractor or subcontractor, and must be approved by the client or agent prior to the commencement of any activities. The contractor and the client (or agent, where applicable) must both be signatories to the SHE plan once negotiated, agreed, and accepted. This plan has to be regularly updated to take account of any changes in project scope and unanticipated conditions.
Site	Means a specific project site, or the site where the contractor does the work.
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer

2.5.4 Abbreviations

Abbreviation	Explanation
CR	Construction Regulation
BU	Business Unit

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Abbreviation	Explanation
Road Traffic Act	National Road Traffic Act 93 of 19196
BBSO	Behavioural Based Safety Observation
GAR	General Admin Regulations
GSR	General Safety Regulations
HIRA	Hazard Identification and Risk Assessment
ISO	International Standards Organisation
OSHACT	Occupational Health and Safety Act
PPE	Personal Protective Equipment
PM	Project Manager
SANAS	South African National Accreditation System
SHEQ	Safety Health Environment and Quality
ERI	Eskom Rotek Industries
SS	Support Services
NCR	Non Conformance Report

2.5.5 Process for Monitoring

Monitoring of compliance will be done via evaluation of SHE file before contract commence, site inspections, walkabouts and planned or unplanned audits.

2.5.6 Related/Supporting Documents

Not Applicable

3 ROLES AND RESPONSIBILITIES

3.1 SHEQ Department: Support Services

It is the responsibility of Support Services SHEQ department to audit/evaluate the contractor's SHE file to ensure compliance as set out under this specification before any work is performed by the contractor.

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3.2 Contractor

It is the responsibility of the contractor to ensure that requirements listed in this specification are complied with by developing a SHE Plan that is aligned to this SHE specification before any work commences.

4 SCOPE OF WORK

The provision of an approved Inspection Authority needed to conduct Occupational Hygiene inspection on an as and when required basis for a duration of 24 months. Inspection Work is to be conducted at various sites of ERI.

4.1 Section 37(2) Agreement

4.1.1 Section 37(2) agreement will be issued to the contractor upon approval of the SHE files and will be signed between the client and the contractor.

4.1.2 The original copy of the Section 37(2) agreement shall be kept by the client on file.

4.1.3 A copy of the section 37(2) agreement must be kept by the contractor on the SHE file.

4.1.4 Where a contractor appoints a subcontractor, the contractor is required to sign a Section 32(7) agreement with the subcontractor and a copy of the agreement must be placed on the SHE file.

4.2 Contractor

It is the responsibility of the contractor to ensure that requirements listed in this specification are complied with by developing a SHE Plan before any work commences.

4.3 Letter of Good Standing

The Letter of Good Standing ensures that a contractor / subcontractor is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the contractor / subcontractor. A valid copy of the Letter of Good Standing shall be placed in the SHE file.

NOTE: *No proof of payment or deposit slips will be accepted as confirmation of having a valid Letter of Good Standing.*

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5 LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS

The following legislation is applicable for SS contractors but not limited to:

- 5.1 The Constitution of the Republic of South Africa
- 5.2 Occupational Health and Safety Act 85 of 1993 and Regulations
- 5.3 Compensation for Occupational Injuries and Diseases Act
- 5.4 Labour Relations Act 66 of 1995
- 5.5 Basic Conditions of Employment Act 75 of 1997

6 ACT AND POLICY STATEMENT

6.1 OHS Act Book

The contractor and appointed subcontractors shall have the latest copy of the OHS Act and Regulations which should be made available to all employees.

6.2 SHEQ Policy

- 6.2.1 A SHEQ policy is a statement of intent and a commitment by the organisation's Chief Executive Officer and senior management in relation to the relevant SHEQ roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.
- 6.2.2 The contractor shall have an approved SHEQ policy signed by the Chief Executive Officer and the policy shall be displayed in prominent areas within the workplace and also be kept in SHEQ files.
- 6.2.3 The contractor shall ensure that their company SHEQ policy is communicated to all employee and proof of communication available on the SHEQ file.

7 APPOINTMENTS

7.1 Dedicated Employer Section (16)(1)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. The appointment is for the Chief Executive Officer of the company.

7.2 Dedicated Employer Section (16)(2)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. A 16(2) Appointment does not alleviate the 16(1) from his/her responsibilities with regards to Occupational Health and Safety issues but allows a 16(2) to assist the 16(1) in his/her responsibilities.

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7.3 Contractor Appointment

This appointment shall be signed by the client and contractor. Where a contractor contracts work to a subcontractor, the contractor shall appoint the subcontractor formally. The appointment shall be signed if the contractor meets the requirements as listed under this specification.

7.4 Responsible Manager

A competent person shall be appointed for supervising the work with duties as listed in his/her role profile. The appointed person shall have SHE and technical training certificates to support the appointment.

7.5 Supervisor

A competent person shall be appointed for supervising the work with duties as listed in his/her role profile. The appointed person shall have SHE and technical training certificates to support the appointment.

7.6 Safety Health and Environmental Officer

The appointed person shall have a National Diploma in Occupational Health and Safety Management, Environmental Health or equivalent or SAMTRAC.

7.7 Risk Assessor

The contractor shall appoint a competent person to conduct risk assessments. The appointed person shall have a Hazard Identification and Risk Assessment competency training certificate to support the appointment.

A competent person shall be appointed for supervising the work with duties as listed in his/her role profile. The appointed person shall have SHE and technical training certificates to support the appointment.

The contractor shall appoint a competent person for firefighting. The appointed person will have a valid firefighting competency certificate to support the appointment.

7.8 Incident Investigator GAR 9(2)

This appointment shall be made in terms of General Administrative Regulation 9. The appointed person shall have a Root Cause Analysis (RCAT) or Incident Investigation competency training certificate to support the appointment.

7.9 Competent Person for First Aid GSR 3(4)

This appointment shall be made in terms of General Safety Regulations 3(4). The appointed person will have a valid first aid certificate to support the appointment.

7.10 Appointment of SHE Representatives and Responsibilities Section 17

SHE representatives shall be nominated, elected and appointed as per Section 17 and 18 of the Occupational Health and Safety Act No 85 of 1993.

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8 ORGANOGRAM

8.1 Contractor Organogram

- 8.1.1 The contractor shall provide an organisational organogram related to this contract, listing all the levels of responsibility from the employer Section 16(1) down to the supervisors responsible for the contract. The organogram must list the relevant positions held, names of appointees and legal appointments.
- 8.1.2 The contractor must ensure that all appointed subcontractors comply with this requirement. The contractor is responsible for keeping copies of all of the organograms. All organograms shall be updated timeously when appointments are changed and filed in the project SHE files.
- 8.1.3 All appointees shall be made conversant of their roles and responsibilities, through training and awareness. In addition, copies of the role profiles shall be made available in the SHE file for review - the role profile provides a detailed list of responsibilities for the contract team.

9 ROLES AND RESPONSIBILITIES

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular the SHE of any contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it management down to the lowest level employee.

9.1 Appointed Contractors

- 9.1.1 Carry out applicable duties as listed in section 8, 9 and 10 of the OHS Act.
- 9.1.2 Carry accountability and responsibility for the safety and health of their employees and their appointed subcontractors within their working area, as contemplated by Section 37(2) of the OHS Act.

9.2 Employees

All contractors are required to list employee's roles and responsibilities pertaining to the contract.

10 COMPLIANCE REQUIREMENTS

10.1 Induction Training

- 10.1.1 Every contractor shall provide Support Services SHEQ with proof of their company induction.
- 10.1.2 Where the contractor will have visitors on site, ensure every visitor is inducted prior to entering the site.

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10.1.3 Every contractor shall attend the Support Services SHE Induction prior to the commencement of the project.

NOTE: *Support Services SHEQ shall induct contractors upon approval of the SHE file. Where a new employee or contractor joins the business and the contract has already commenced, that employee or contractor employees may only start working after the completion of the contractor and Support Services induction.*

10.2 Competency

Contractor must provide relevant evidence of competency for all employees assigned or to be assigned to the contract/project.

10.3 Medical Surveillance

Contractors shall ensure that a valid medical certificate of fitness is available for each employee on site and that the medical surveillance is conducted by a registered Occupational Medical Practitioner (OMP) or Occupational Health Practitioner (OHP). Support Services SHEQ may request verification that the Practitioner is an OMP or OHP if need be, in which case the contractor will provide such verification. In addition, the fit for duty certificate shall be accompanied with the approved occupational risk profile / man job specification.

10.4 Toolbox Talk

The toolbox talks shall be conducted daily by the contractor with his/her team members and an attendance register signed for verification purposes. Toolbox talks shall address topics relevant for the work to be performed. Support Services SHEQ can request toolbox talks from previous jobs if need be.

10.5 Monthly Reporting

Monthly SHE statistics shall be provided to Support Services SHEQ. The report shall include:

10.5.1 The names of employees.

10.5.2 Actual head counts of employees.

10.5.3 Actual man-hours worked on the particular month.

10.5.4 Number of near miss, first aid, medical, lost time, fatality, environmental or rework incidents.

10.5.5 Safe Disposal Certificates (copies), for hazardous waste disposed in a case of oil/diesel spills.

10.6 Issuing of Personal Protective Equipment (PPE) GSR 2

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10.6.1 Every contractor shall issue his/her employees with PPE as per General Safety Regulations 2. If additional and/or specialised PPE is required in order to address hazards as per the scope of work to be performed, the contractor shall provide such PPE. PPE shall be inspected every month and results of such inspections recorded.

10.6.2 Personal Protective Equipment shall include, but will not be limited to, the following:

- a) Approved head protection with chin straps;
- b) Foot protection;
- c) Respiratory equipment;
- d) Hand protection;
- e) Hearing protection;
- f) Protective clothing e.g. overalls;
- g) Reflective vests.

10.6.3 Personal Protective Equipment shall be maintained in a good and clean condition. Torn (damaged) equipment should be replaced when necessary.

10.6.4 Personal Protective Equipment shall comply with Eskom PPE Specification (240-44175132).

10.7 Fire Extinguisher

10.7.1 The contractor shall provide his/her team with fire extinguisher(s) on the vehicles and such fire extinguisher(s) must be inspected on a monthly basis and tested annually.

10.7.2 Each vehicle shall have a valid fire extinguisher that is inspected monthly.

10.8 First Aid Box

10.8.1 Each contractor shall provide each team with first aid boxe/s as per General Safety Regulations 3(2). First aid box shall be equipped with medical supplies as listed under GSR 3(3)(a) Annexure.

10.8.2 Each vehicle must have a valid first aid kit that is inspected monthly. An inspection register shall be kept in the SHE file.

10.8.3 A team member shall be trained and found competent in first aid level 1.

10.9 Reporting of Incidents

All incidents occurring at work must be reported immediately or within twenty-four (24) hours on an Initial Notification or similar document to the Support Services SHEQ department. In addition, the contractor shall immediately report incidents by telephone/personally to the Support Services responsible manager and SHEQ Department. The incident must be investigated by the contractor's incident investigator and the investigation report shall to be handed to Support Services

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SHEQ Department within seven (7) working days of the incident occurring. The investigation report shall cover the following aspects:

- a) Scope of Work;
- b) Project Reporting Structure;
- c) Investigation Team;
- d) Interviewees and Statements;
- e) Dates when Investigation Took Place;
- f) Sequence of Initial Events;
- g) Root and Contributory Causes;
- h) Management and System Shortcomings;
- i) Immediate Corrective Action;
- j) Preventive Action;
- k) Conclusion;
- l) Appendices; and
- m) Photographs of Incident.

NOTE: Please ensure the Occupational Health and Safety Incident Management Procedure (32-95) is followed for incident management.

10.10 Certificates of Competency for Contractors

Every Contractor shall provide to Support Services SHEQ a copy of competency certificates for every employee under his/her control. All contractor Supervisors shall as a minimum, have a matric certificate and scope related qualifications.

NOTE: Competency certificates for team members shall also be included.

10.11 Risk Assessments

- 10.11.1 Every contractor shall conduct a baseline risk assessment before the work is to be performed. Thereafter a task specific risk assessment shall be conducted and discussed daily or when there is a change in the task/risk/mitigation with all affected employees.
- 10.11.2 Every risk assessment conducted shall be discussed with employees performing the work and a register signed for verification purposes.
- 10.11.3 Environmental aspects and impacts shall be recorded as part of the baseline and task specific risk assessment.

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10.11.4 Where any other person, other than the team performing the actual work may be impacted by the hazards and risks of the activity being performed, those other persons must also be aware of and sign the risk assessment.

10.12 Housekeeping

Contractors shall ensure that good housekeeping practices are maintained continuously on site while performing installation.

10.13 Health and Safety Meetings

The contractor shall conduct and/or be part of the following SHE Meetings:

10.13.1 Contractors Statutory Meetings

Individual contractors shall hold a Statutory SHE meeting at least once a month. Where a contractor has sub-contractors the sub-contractor shall be included in the contractor's meetings. All appointed SHE Representatives shall be a member of at least one committee and the meeting must be held in accordance with the OHS Act.

10.13.2 Contractor SHE Meetings

Where Support Services SHEQ Department convenes a contractor SHE Meeting, a Senior Representative from each contracting company shall be present at the meeting.

10.14 Safe Work Procedure (SWP)

The contractor shall demonstrate to Support Services SHEQ in a documented format the procedure undertaken to perform work safely. The approved SWP will be implemented by the contractor on the commencement date of the project and for the duration of the contract. The contractor shall ensure that the SWP are communicated with employees and proof of communication is available on the SHEQ file.

10.15 Inspection and Audit Reports

Support Services SHEQ can at any such time inspect and audit any contractor under their control. Findings from the inspection or audit shall be closed out as per the report close out date. Where any deviations are found, a Non-Conformance Report (NCR) will be issued to the contractor. A copy of the inspection or audit report must be kept in the SHE File together with a copy of any NCRs that were issued.

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10.16 Emergency Preparedness

- 10.16.1 Contractor employees shall be made aware of the meaning of the client's emergency alarms, how to report an emergency, where to report it and what to do in case of an emergency.
- 10.16.2 The contractor shall ensure that an updated list of emergency contact details is available on the SHE file for review.

10.17 Eskom Life Saving Rules

- 10.17.1 Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom adopt the same view.
- 10.17.2 Five Life Saving rules have been developed that will apply to all Eskom employees, agents, consultants, visitors and contractors. Failure to adhere to these rules will be considered a serious transgression which will lead to serious disciplinary action, which may include dismissal.
- 10.17.3 These rules are implemented to prevent serious injuries or death of any person in any area within the ERI. This is to ensure that every person who works on or visits ERI returns home safely to his or her family.
- 10.17.4 Compliance and adherence to Eskom Life Saving Rules, which consist of the following:

Rule	Description of Rule
Rule 1	Open , Isolate, Test, Bond and/or Insulate Before Touch No person may work on any electrical network unless: • He/she is trained and authorised as competent for the task to be done. • A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to any work commencing. • An equipotential zone is created for each worker on the job site by earthing, bonding and/or insulating according to approved procedures. • He/she follows the applicable Operating Regulations for High Voltage Systems (ORHVS) or Plant Safety Regulations (PSR) requirement or any other related standard, procedure and outcome of Risk Assessment fit for the type of work or task to be performed. • The authorised person (Team Leader) has certified and shown all Team Members that the apparatus is safe to work on.

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Rule 2	Hook Up at Heights - Working at height is any work performed above a stable work surface, or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into. - No person may work at height where there is a risk of falling unless: - A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to commencing any work at height. - You are appropriately trained.
Rule 3	Buckle Up - No person may drive any vehicle on Eskom business and/or on Eskom premises: - Unless the driver and all passengers are wearing seat belts.
Rule 4	Be Sober No person is allowed to work under the influence of drugs and/or alcohol.
Rule 5	Ensure you have a Permit to Work - Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by Plant Safety Regulations, Operating Regulations for High Voltage Systems (ORHVS), etc. - No plant is to be returned to service without the cancellation of all permits on the plant in accordance with procedure.

11 NON COMPLIANCE

11.1.1 Any non-compliance to any health and safety requirements in the SHEQ specification is subjected to disciplinary action in terms of the Eskom Procurement and Supply Management Procedure.

11.1.2 The contractor is required to implement a non-conformance procedure for issuing to subcontractors for transgressions. Similarly, appointed subcontractors must implement a non-conformance procedure.

11.1.3 The procedure for the issuing of non-conformance reports shall be strictly adhered to.

11.1.4 The contractor shall close out non-conformances issued; this will ensure that recommendations have been implemented to address the non-conformance.

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12 UNLAWFUL ORDERS

The OHS Act Section 14(c), specifies that an employee shall at work carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorised thereto by his/her employer in the interest of health or safety.

13 CHECKLISTS, INSPECTION REPORTS AND MAINTENANCE RECORDS

- 13.1 When performing inspections, health and safety representatives must use an inspection check list as a reminder to enable them to cover all the risks areas within the work site/ area of designation.
- 13.2 The contractor shall ensure that each driver conducts a daily vehicle inspection prior to the commencement of work.
- 13.3 The contractor shall ensure that an approved maintenance schedule is available on the SHE file for review.
- 13.4 Copies of service records shall be made available upon request.

14 SECURITY

14.1 Site Access and Departure

All employees reporting for duty should always produce their induction cards at the security gates and sign an access register. While on site the cards should always be displayed and visible on each and every individual. All site visitors will be required to sign the visitors and suppliers register at the project site.

15 ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Thulani Cekwane	Occupational Hygiene Manager
Susan Pretorius	Acting SHEQ BP

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16 DEVELOPMENT TEAM

The following people were involved in the development of this document:

- Londiwe Khanyile
- Thulani Cekwane
- Susan Pretorius

17 ACKNOWLEDGEMENTS

- None

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18 ANNEXURE A - SHEQ CHECK SHEET

Name of Contractor		
Name of Contractor's Representative		
Signature of Contractor's Representative		
Project No.		
Scope of Work		
Date of Submission		
File Approved	Y	N
Name of Support Services SHE Officer		
Signature of Support Services SHE Officer		

No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
1	AGREEMENTS		
1.1	Section 37(2) Agreement		
1.3	Copy of OHS Act		
1.4	Valid Letter of Good Standing		
2	LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS		
2.1	Policies and Procedures listed received		
2.2	Signed SHEQ Policy		
3	APPOINTMENTS		
3.1	Employer Section16(1)		
3.2	Dedicated Employer Section16(2)		
3.3	Contractor Appointment		
3.4	Responsible Manager		
3.5	Site Supervisor / Controller		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
3.6	Assistant Site Supervisor / Assistant Controller		
3.7	SHE Officer		
3.8	Risk Assessor		
3.9	Competent Person for Vehicle and Mobile Plant		
3.16	Competent Person for Fire Fighting		
3.19	Incident Investigator GAR 9(2)		
3.20	Competent Person for First Aid GSR 3(4)		
3.21	SHE Representative Section 17		
4	ORGANISATIONAL STRUCTURE		
4.1	Contractor Organogram		
4.2	Appointed Subcontractor's Organogram		Applicable if subcontracting is allowed.
5	COMPLIANCE REQUIREMENTS		
5.1	Induction training (Contractors induction)		
5.2	Medical Surveillance		
5.3	Toolbox Talk		
5.4	Monthly Reporting		
5.5	Issuing of PPE GSR 2		
5.6	Fire Extinguisher Inspections/Certificate		
5.7	First Aid Box Inspections		
5.8	Reporting of Incidents Document		
5.9	Certificates of Competency for Contractors		
5.10	Risk Assessments - Baseline risk assessment		

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No.	Requirements Description	Compliance Yes (Y) No (N) Not Applicable (N/A)	Comments
	- Task specific risk assessment		
5.11	Inventory list of HCS on site		Applicable if chemicals are used in the processes
5.12	MSDS / SDS for chemicals listed on inventory list		Applicable if chemicals are used in the processes
5.13	Notices and Sign GSR 2B		
5.14	Health and Safety Meeting (Minutes)		
5.15	Safe Work Procedure (SWP)		
5.16	Planned Job Observations - Previous Projects		
5.17	Inspections and Audit Reports - ERI		
5.18	Fire Alarm - Emergency Evacuation Procedure		
5.19	Life Saving Rules Acknowledgment		
5.20	SHE Plan submitted		
5.21	SHE/Q File submitted		

COMPLIANCE FEEDBACK

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