

	CONTRACTOR SHE FILE / SHE PLAN EVALUATION CRITERIA	Document Identifier		Rev	1
		Authorisation Date	01 March 2014		
		Review Date	January 2019		

SHE Professional

Name:

Date of Assessment:

Minimum Requirements for SHE File:

Note: Assessor to ✓ requirement for project specific

Requirement	Minimum Requirement ✓	Project Requirement ✓	Available ✓ ✗	Comment
Eskom SHE Spec and Baseline Risk Assessment available				
Copy of the Act and regulations	✓			
OHS Act 85 of 1993 and Regs				
Copy SHE policy				
- The SHE policy must be signed by the 16.1 (CEO) and not the SHE officer - The SHE policy must have the following: - Compliance to all applicable legislation - Addressing the needs of Eskom's customers and stakeholders - Continual improvement - Conducting risk based medical surveillance - Providing SHEQ training and awareness - Prevention of pollution - Ensuring sustainable use of natural resources, protecting biodiversity - Adopting climate change efficiencies.	✓			
Copy Letter of Good Standing/ FEMA(Federated employer's mutual assurance)	✓			
Sect 16(2) Appointment				
- CEO must appoint senior staff member to comply with OHS 85 of 1993 (delegation of duties to senior manager 16.2 must appoint others - CR 8.1 to appoint a supervisor	✓			

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Principal Contractor Appointment	✓			
• Regulation 7 of construction Reg				
H & S Representative appointment	✓			
• Sec 17 of OHS. Specified timeframe for the appointment and duties	✓			
• SHE Rep Certificate				
Safety Officer appointment	✓			
• Construction regs 8.5	✓			
• SAMTRAC min requirement				
• proof of registration with SACPCMP				
Construction Notification of work	✓			
Approved copy of specific SHE plan	✓			
• SHE plan document must be signed by the PM and	✓			
• be aligned with the SHE spec				
Project Organisational Organogram	✓			
• Concise reporting	✓			
• CEO				
• Managers				
• Appointed employees must be identified				
Appointments and Competency Training records	✓			
Incident Investigator	✓			
• Appointment letter				
• Training certificates				
Risk Assessor	✓			
• Appointment letter				
• Training certificates				
Incident investigation plan	✓			
• Contractor incident management process aligned to 32-95	✓			
Activity Risk Assessment	✓			
• Relevant risks identified	✓			
Fall protection plan & developer appointment & training	✓			
• Fall Protection Plan signed by a Fall Protection Planner/Developer	✓			
• Competency/Evidence of Training of the Fall Protection Planner				
• Competency /Training of all the climbers				
• Competency/Training of the rescuer				

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Medical Certificates	✓			
• Must be done by OHP	✓			
Emergency Management plan	✓			
• Emergency Procedure	✓			
• Differentiate incident vs emergency				
Construction Health and Safety Officer CR 8.5	✓			
• Curriculum Vitae	✓			
Fire Fighter appointment	✓			
• Appointment letter of a Fire Fighter	✓			
• Training certificates				
First Aid appointment	✓			
• Appointment letter of a First Aider	✓			
• Training certificate				
Inspector of construction vehicles and mobile plant	✓			
• Appointment letter	✓			
• licence				
DMR18(11) Lifting Machinery Operator (Appointment and Permit)	✓			
DMR18(5) Lifting Machinery Inspector				
DMR 18(10)(e) Lifting Tackle Inspector				
• Load Test Certificates	✓			
Inspector of electrical machinery and temporary electrical installations	✓			
Appointment and Competency	✓			
Stacking and Storage	✓			
• Competency	✓			
• Appointment letter	✓			
Firefighting	✓			
Fire Fighting Equipment Inspector	✓			
• Appointment				
Excavation supervisor				
• Appointment letter and				
• competency				
SHE Communication System	✓			
• How SHE issues will be communicated, such as tool box talks, safety committee meeting, non-stat	✓			
Pre start job assessment / talk forms/register	✓			
• Have Relevant Templates	✓			
Induction				
• Syllabus				
• Attendance register				
37.2 agreement	✓			
• Signed copy by PM and contractor	✓			

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on file				
Construction Manager/ Supervisor	✓			
- Appointment letter 8.1 /8.7 of Construction Regs	✓			
Competent/ Authorised person	✓			
Authorisation Permit	✓			
Safe work procedures and Schedule to discuss them	✓			
Excavation Plan	✓	excavation to be closed overnight		
Physical material handling				
Vehicle risk management				
Work with/on extension/single ladders				
Operate a vehicle mounted crane				
Operate a vehicle mounted crane with a bucket attached				

Scoring: Where a ✓ is indicated in the requirement and is available then 1 mark is scored. Where a ✖ is indicated in the available column, then no score.

Safety Officer	Date	Accepted/Not	Signature
Project Manager	Date	Accepted /Not	Signature

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