

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

**SHE Professional**

**Name: Naomi Ledwaba**

**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	✓			
<ul style="list-style-type: none"> <li>OHS Act 85 of 1993 and Regs</li> </ul>				
Copy SHE policy				
<ul style="list-style-type: none"> <li>The SHE policy must be signed by the 16.1 ( CEO)</li> <li><b>The SHE policy must have the following:</b> <ul style="list-style-type: none"> <li>Compliance to all applicable legislation</li> <li>Addressing the needs of Eskom’s customers and stakeholders</li> <li>Continual improvement</li> <li>Conducting risk based medical surveillance</li> <li>Providing SHEQ training and awareness</li> <li>Prevention of pollution</li> <li>Ensuring sustainable use of natural resources, protecting biodiversity</li> <li>Adopting climate change efficiencies.</li> </ul> </li> </ul>	✓			
Copy Letter of Good Standing/ FEMA(Federated employer’s mutual assurance)	✓			
Sect 16(2) Appointment				
<ul style="list-style-type: none"> <li>CEO must appoint senior staff member to comply with OHS 85 of 1993 (delegation of duties to senior manager)</li> <li>16.2 must appoint others</li> </ul>	✓			

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<ul style="list-style-type: none"> <li>CR 8.1 to appoint a supervisor</li> </ul>				
Principal Contractor Appointment	✓			
<ul style="list-style-type: none"> <li>Regulation 7 of construction Reg</li> </ul>				
H & S Representative appointment	✓			
<ul style="list-style-type: none"> <li>Sec 17 of OHS. Specified timeframe for the appointment and duties</li> <li>SHE Rep Certificate</li> </ul>	✓			
Safety Officer appointment	✓			
<ul style="list-style-type: none"> <li>Construction regs 8.5</li> <li>SAMTRAC min requirement</li> <li>proof of registration with SACPCMP</li> </ul>	✓			
Construction Notification of work	✓			
Approved copy of specific SHE plan	✓			
<ul style="list-style-type: none"> <li>SHE plan document must be signed by the PM and</li> <li>be aligned with the SHE spec</li> </ul>	✓			
Project Organisational Organogram	✓			
<ul style="list-style-type: none"> <li>Concise reporting</li> <li>CEO</li> <li>Managers</li> <li>Appointed employees must be identified</li> </ul>	✓			
Appointments and Competency Training records	✓			
Incident Investigator	✓			
<ul style="list-style-type: none"> <li>Appointment letter</li> <li>Training certificates</li> </ul>				
Risk Assessor	✓			
<ul style="list-style-type: none"> <li>Appointment letter</li> <li>Training certificates</li> </ul>				
Incident investigation plan	✓			
<ul style="list-style-type: none"> <li>Contractor incident management process aligned to 32-95</li> </ul>	✓			
Activity Risk Assessment	✓			
<ul style="list-style-type: none"> <li>Relevant risks identified</li> </ul>	✓			
Fall protection plan & developer appointment & training	✓			
<ul style="list-style-type: none"> <li>Fall Protection Plan signed by a Fall Protection Planner/Developer</li> <li>Competency/Evidence of Training of the Fall Protection Planner</li> <li>Competency /Training of all the climbers</li> <li>Competency/Training of the rescuer</li> </ul>	✓			

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Medical Certificates	✓			
• Must be done by OHP	✓			
Emergency Management plan	✓			
• Emergency Procedure	✓			
• Differentiate incident vs emergency				
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	✓			
<ul style="list-style-type: none"> <li>Appointment letter</li> <li>8.1 /8.7 of Construction Regs</li> </ul>	✓			
Competent/ Authorised person	✓			
<ul style="list-style-type: none"> <li>Authorisation Permit</li> </ul>	✓			
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				
Public safety plan				

**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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