



Generation Coal Power Station
CONTRACTOR EVALUATION
CHECKLIST

Template Identifier	32-726-21T	Rev	1
Document Identifier	XX-XX	Rev	XX
Effective Date	May 2022		

Name of BU			
Scope of work:			
Contract/Order number		Duration of the contract	
Type of contract e.g. as and when/ full time			

Eskom Project Leader		Contact number	
Name of Contractor Company		Total number of Employees	
Contractor Responsible Person		Contact Number	
Evaluation/ Assessment Date			

#	Legal and other Reference	Question	YES	NO	NA	Remarks
1.	CONTRACTOR / Appointed contractor					
	OHS ACT 32	Is the agreement signed Sec 37(2)				
	OHS Specification	Appointment of Contractor				
	OHS ACT	Letter of good standing				
		* What is your registration number				
	OHS Specification	OHS/ OHS Requirements issued to the contractor				
	OHS Specification	Health & Safety Plan				
	OHS Specification	Is there any appointed contractor (Subcontractor)				
	OHS Specification	Appointed contractor appointment by Contractor				
2.	APPOINTMENTS – (a competent person) SITE SPECIFIC ORANOGRAM					
	Sec 16(2)	Designation Employer				
	Sec 17(1)	OHS Representatives (more than 20 employees or risk based)				
	Sec 19(3)	Chairman of SHE Committee				
	GAR 9(2)	Competent person to conduct investigations				
	GSR 3(4)	First Aider				
	Sec 8	Contractor Supervisor				
	OHS Specification	Contractor Safety Officer				
		* Full Time				
		* Part Time				
		* If part time what is the frequency of visits to site				
	OHS Act Sec 8	Competent person to conduct Risk Assessment and training/awareness				
	OHS Act	Competent person for inspection of fire equipment				

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3.	Legal and other Reference	RISK ASSESSMENT (will include)	YES	NO	NA	Remarks
	OHS Act Sec 8	Risk Identification				
	32-520	Risk Analysis				
	32-520	Risk Controls/Safe work procedure/Method statement				
	32-520	Risk Matrix and Rating				
	32-520	Monitoring Plan				
	32-520	Review Plan				
4.	Legal and other Reference	INDUCTION TRAINING				
	32-726	1. Was the induction done by the Contractor				
	OHS Specification	<ul style="list-style-type: none"> The Contractor training syllabus /programme 				
	OHS Specification	<ul style="list-style-type: none"> Attendance register of the induction course (to be provided before work commences) 				
	32-726	2. Was induction done by the Client (Eskom)				
	OHS Specification	<ul style="list-style-type: none"> Proof of induction of person done by Eskom 				
5.	Legal and other Reference	Working at heights				
	32-418	Fall protection plan				
	32-418	Rescue plan				
	32-418	Risk Assessment				
	32-418	Training of employees working at heights				
	32-418	Medical fitness assessments (refer to Annexure 3)				
	32-418	Planned Inspections of fall protection equipment				
	32-418	The appointment of the competent Supervisor (training?)				
	32-418	Awareness of employees working at heights				
6	Legal and other Reference	PERSONAL PROTECTION EQUIPMENT				
	GSR2 & OHSACT 8(2)(b)	The risk-based PPE matrix in place				
	GSR2 & 8(b)	Register of PPE issued on site (risk based)				
	OHS Specification	Monthly inspections records of PPE				
	OHS Specification	Employees trained on the use of PPE				
7.	Legal and other Reference	INCIDENT MANAGEMENT: 32-95				
	COIDA	Incident management procedure aligned with 32-95				
	COIDA & OHSACT 14(e) & 24	Incident initial notification and investigation templates available				
	32-95	Incident register available (Appendix 2 register)				
	GAR 9	Incident investigation Annexure 1 template				
	GAR 9	WCL forms available				
	Legal and other Reference	VEHICLE SAFETY MANAGEMENT: 32-345				

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	Eskom procedure 32-345	The vehicle inspection checklist				
		List of Vehicles onsite				
	Sedans, Bakkies, Trucks and Minibuses	First Aid kit				
		Fire Extinguishers				
		Emergency numbers displayed				
8.	Legal and other Reference	RECORDS (Checklists or Templates)				
	OHS specification	Monthly inspection/audit checklist				
	OHS specification	Daily inspection checklist				
	OHS specification	Toolbox talk register (Template)				
	OHS specification	Induction programme				
	OHS specification	Training Matrix				
	OHS specification	Worker's timesheet/ daily attendance register				
	HCAR 3	Chemical Agents and Safety Data Sheet				
	OHS specification	Medical Fitness certificates				
	GAR 8	Endorsement of SHE Rep inspection & minutes by OHS Committee Chairperson				
	OHS specification	ID copies				
	GSR 3	Accreditation certificate of the Service provider for First Aid training				
9.	Legal and other Reference	COVID 19 REQUIREMENTS				
	National Disaster Management Act	Covid-19 Workplace plan				
	National Disaster Management Act	Covid-19 Policy				
	National Disaster Management Act	Covid-19 Risk Assessment				
	National Disaster Management Act	Covid-19 Compliance Officer				

More information required
 Not Approved
 Approved

Evaluated/Assessed by: Safety Officer			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Accepted by: Contractor Representative			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

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Verified by Eskom Safety Risk Management (Manager/Senior Advisor)			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Approval acknowledged by Eskom Project Leader			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

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