

	Form Header and Footer Portrait Template	Document Identifier	240-180000320	Rev	1	
		Effective Date	April 2023			
		Review Date	April 2028			

NAME OF ESKOM PROJECT/CONTRACTOR MANAGER		Assessment Date:				
CONTACT NUMBER		email :				
Name Of Contractor		PRINCIPAL CONTRACTOR		INDICATE APPLICABLE		
		Sub-Contractor				
Manager Of Contractor		Health and Safety file In Order And work Can Start	Yes		No	
Title Of Contract:		Follow up	Yes		No	
Comments:						
	Name	Designation	Contact	Signature	Date	
Contractor Representative						
Client Representative/Health Safety Practitioner						

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Number	Legislation/ Procedure	DOCUMENT TO BE ON FILE	Y	N	NA	REMARKS
1.	Sec.37(2)	Is the agreement signed by both the Client and the Principal Contractor				
		Annexure B: Acknowledgment of 32-726 : SHE requirements for tender enquiries				
2.	COID	Letter of good standing Current or Licensed Insure Reg Number: Expiry Date:				
3.	OHS Act Sec 8/CR 5 (1)(a)	Baseline Risk assessment from Client to contractor				
4.	OHS Act Sec 8/CR 5 (1)(b)	Health and Safety Specification from Client on Safety File (32-524)				
5.	32-136 Procedure	Is the Principal contractor using Sub-Contractors?				
6.		Is the Subcontractor's Health and Safety plan approved by Principal Contractor (Client)?				
7.		Does the Health and Safety file of Sub-Contractor/s on work site conform to all relevant requirements?				
8.	CR 5 (1)(h)	List of employees on work site (Name and designations)				
9.	Sec 8	Medical certificates for all employees on site				
10.	CR 7 (1)(a)	Health and Safety Plan according to Client's Health and Safety Specification and scope of work.				
11.	Sec 7	SHEQ Policy				

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APPOINTMENTS						
12.	Sec. 16(2)	Designated Employer				
13.	Sec. 17(1)	Health and Safety Representatives (more than 20 employees in the company)				
14.		Health and Safety Representatives certificate				
15.	Sec. 19(3)	Chairman of Health and Safety committee				
16.	GAR 9(2)	Incident /accident investigator Appointment				
17.		Training Certificate				
18.	Sec. 8/ORHVS	Appointed Supervisor				
19.		Training Certificate				
20.	Sec 8/CR 9 (1)	Risk Assessor Appointment				
21.		Training Certificate				
22.	GSR 3	First Aider				
		Valid Training Certificate				
23.	EIR 9	Fire fighter/warden				
		Training Certificate				
24.	Sec 8	Fall Protection Planner/Developer				
		Training Certificate				
25.	ORHVS	Authorization by Relevant GMR 2(1)				
RISK ASSESSMENT						
26.	Sec 8	Baseline Risk Assessment scope of work site specific				

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27.		Templates for task specific Risk Assessment				
28.		Method statements/ Safe Work Procedure/ Task Manuals				
29.		Job Observations template				
INDUCTION TRAINING						
30.	Sec 8	The Company Induction training syllabus/Presentation				
31.		Training Matrix of company				
32.		Induction Training attendance register				
FALL PROTECTION (will include)						
33.	Sec 8 /CR 10	Risk assessment				
		Evaluation of employees' medical fitness				
		Training program for employees working from a fall risk position				
		Procedure for inspection, testing and maintenance of fall protection plan				
		Inspection of fall protection equipment				
		Testing and maintenance fall protection equipment				
		Rescue plan detailing procedure, personnel and equipment to rescue a person in event of fall incident				
LIFTING EQUIPMENT						
34.	DMR 1	Competency of Operator				

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35.	DMR 18	Load testing Records				
GENERAL TOOLS AND EQUIPMENT						
36.	Sec 8	Employee's medicals				
37.	Sec 8	Competency of the relevant tools and equipment				
38.	Sec 8	Maintenance records				
39.	Sec 8	Inspections templates (Vehicle inspections, Portable electrical equipment, tools and equipment, First Aid, Fire equipment)				
GENERAL SAFETY						
40.	HCA 14	List of chemical agents				
41.	HCA 14	Safety Data Sheet for all chemicals on site				
42.	GSR 3	Emergency plan documented for scope of work and site specific on risks identified				
		Does the EP Plan include site specific emergency contact numbers				
		Is there an Assembly point sign				
43.	GAR 9	Incident management procedure				
44.	GSR 9/ COID	Incident management templates (Flash reports, WCL, Incident Investigation report templates)				
45.	GSR 2	PPE Procedure				
46.	GSR 2	PPE Issue register				

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