Project: Waste Contract Services and Management
*Contract /Number:

I, …….. in my capacity as SHEQ Officer, have reviewed the SHE file/SHE Plan presented for approval by:

Details of Contractor

Trading Name	
Company Registration Number	
Contact Person	
Contact Number	
Address	

The review is for compliance with the requirements of the Occupational Health and Safety Act No 85 of 1993, relevant regulations thereof and Eskom requirements as listed in the OHS Specification.

Note: Assessor to ✓ requirements that are project specific

Date of Assessment:

Minimum Requirements for SHE File:

Note: Assessor to ✓ requirements that are project specific

Requirement	Project Requirement✓	Compliance ✓ ✖	Comments
1. Contractor OHS policy	✓		
2. Issued tender SHE Specification	✓		
3. Issued tender Annexure B	✓		
4. Copy Letter of Good Standing	✓		
5. Contract SHE Plan	✓		
6. Signed 37 (2) Agreement	✓		
7. <u>Appointment Letters</u>			

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• Appointment letter: Appointment 16 (2) with Legal liability and incident investigation management competency	✓		
• Principal contractor appointment	✓		
• Appointment letter: Appointment of the contractor	✓		
• Appointment letter: Site manager/ Responsible manager OHS Act Sec 8 with Legal liability and incident investigation competency	✓		
• Appointment letter: Assistant Site manager/ Responsible manager with Legal liability and incident investigation competency	✓		
• Appointment letter: Supervisor OHS Act Sec 8(2) with Legal liability, supervisory training, incident investigation, HIRA	✓		
• Appoint letter: Safety Officer with National Diploma in Safety Management or Advanced SAMTRAC and HIRA	✓		
• Appointment letter: Risk assessor	✓		
• Appointment letter: Incident investigator GAR 9 (2) including Section 24 and 25 Incident	✓		
• Appointment letter: First Aider attendant (Level 2)	✓		
• Appointment letter: vehicle operator and inspector	✓		
• Appointment letter: SHE Rep if more than 20 employees	✓		
8. Registers/checklists			

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• Company's Safety induction attendance registers and training contents	✓		
• PPE issue register	✓		
• PPE Matrix	✓		
• PPE Awareness Attendance Register	✓		
• Toolbox talk register	✓		
• First aid register	✓		
• Vehicle checklist	✓		
• Fire Equipment checklist	✓		
9. Head count/total manpower	✓		
10. Training Matrix	✓		
11. OHS Site Specific organogram	✓		
12. Incident management procedure	✓		
13. Method statement/safe work procedure	✓		
14. Risk assessment monitoring and review Plan	✓		
15. Base Line Risk Assessment as per issued scope of work	✓		
16. OHN Medical Fitness for Duty Certificate and Annexure 3	✓		
17. Emergency Management Plan	✓		
18. Proof of competency (Certificates/Qualifications)	✓		
19. Job description/ job profile and proof of communication	✓		
20. SHE Communication System	✓		
21. Pre start job assessment / talk process	✓		
22. COID Act applicable documents	✓		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS			
23 Waste Management Plan	✓		

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23. Environmental Management Plan and compliance obligations	✓		
24. Scope specific Environmental Aspect and Impact register	✓		
25. Environmental Policy	✓		
26. Environmental law/ relevant environmental training	✓		
27. Environmental Officer	✓		
28. Waste transporter registration certificate	✓		
29. License for waste treatment facilities and registration	✓		
30. Waste manifesto template	✓		
31. Environmental Incident Management Procedure	✓		
32. Non-compliance procedure	✓		
33. Waste Management and handling of Hazardous Waste Training for the Sorters	✓		
34. Authorization letter form municipalities for operation within jurisdiction	✓		
35. Issued tender signed Environmental Requirements Proforma Form	✓		
QUALITY MANAGEMENT REQUIREMENTS			
36. Signed Quality Policy	✓		
37. Quality Method Statement	✓		
38. Quality Objectives signed by Top Management	✓		
39. Control of Documented Information	✓		
40. Signed Roles and Responsibilities	✓		
41. Proof of previous work completed	✓		
42. Quality Plan	✓		

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43. Quality Organogram signed by Top Management	✓		
44. Management Review Schedule	✓		
45. Work instruction checklist	✓		

Additional issues/concerns

Safety file Approved (Y/N) [ ]

Name: …… Signed……

Designation……

Date of Approval……

Environmental File Approved (Y/N)

Name: …… Signed……

Designation……

Date of Approval……

Quality File Approved (Y/N)

Name: …… Signed……

Designation……

Date of Approval……

Note: All safety files shall be approved by means of issuing a formal work authorisation letter; that authorises the contractor to commence with work.

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