
	<b>Business Management System</b> Construction Services Occupational Health and Safety Tender Returnable list	<b>Document Identifier</b>	240-119656513	<b>Rev</b>	0
		<b>Effective Date</b>	01/02/2017		
		<b>Review Date</b>	01/02/2020		
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PURPOSE	To table the required SHE tender returnable for the specific tender.	
REFERENCE DOCUMENTATION	SHE Specification, Form 74	
DOCUMENT REQUIREMENTS FORM 74 (SHE Specification) REQUIREMENTS		
		Applicable (tick applicable items)
SECTION A: ( HEALTH AND SAFETY LEGAL COMPLIANCE)		✓
1. Signed and authorized OH&S Policy		✓
2. Hazard Identification, Risk Assessment procedure		✓
3. Legal appointments		✓
4. Resources, Roles , Responsibility and Authority procedure		✓
5. Competency, training and awareness including induction procedure		✓
6. Communication, participation and consultation procedure		✓
7. Control of documents and records procedure		✓
8. Emergency preparedness and response plan		✓
9. Performance, measurement and monitoring procedure		✓
10. Evaluation of compliance		✓
11. Non- conformity, corrective and preventative action procedure		✓
12. Internal Audits procedure		✓
13. Valid letter of good standing/ Workman's compensation		✓
14. Baseline Risk Assessment		✓
15. COVID-19 Management Procedure		✓

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<b>SECTION B: SHE PLAN (As per SHE Specification Requirements)</b>	✓
1. SHE Plan (To demonstrate the following as minimum)	✓
• Indication of SHE competencies and appointments, including duties and SHE responsibilities of appointed persons on site	✓
• Training plan, including SHE induction	✓
• Occupational hygiene.	✓
• SHE communications and meetings, including daily safe task instructions and project safety meetings	✓
• Management of contractors and suppliers.	✓
• Health and Safety inspections and audits	✓
• Visible Felt Leadership Inspections by Contractor's senior Management	✓
• SHE surveillance, measurements and monitoring	✓
• Operational control procedures	✓
• Management of personal protective clothing	✓
• Handle/Control of dangerous and hazardous substances.	✓
• High Risk activities	✓
• Emergency preparedness, Evacuation and rescue plan	✓
• Legal and other requirements.	✓
• Housekeeping requirements	✓
• Substance abuse management	✓
• Document and record control	✓

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• Maintenance arrangements of machinery and equipment	✓
• Workers welfare facilities	✓
• Compliance to Life Saving rules (Implementation, monitoring, Enforcement and disciplinary processes etc.)	✓
• Fall Protection Plan	✓
• Incident Management	✓
• Smoking policy	✓
• Transportation of employees to and, from site.	✓
• Health and Safety Organogram	✓
<b>SECTION C : SHE FILE</b>	✓
1. Past Health and Safety Performance (12 months progressive)	
2. Inspections and Audits programme ( templates)	✓
3. Programme of Compliance to Life Saving Rules	✓
4. Procedures and Method Statements	✓
5. Fall Protection and rescue plan	✓
6. Emergency Preparedness and Response Plan	✓
7. Notification of construction (template)	✓
8. COVID-19 Management Procedure	✓

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