



Generation Power Station
LOW RISK COAL STATION CONTRACTOR
SAFETY FILE EVALUATION
CHECKLIST

Template Identifier	32-726-15T	Rev	1
Document Identifier	Use Tender number	Rev	1
Effective Date	30 June 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 ACT	Letter of good standing or insurance cover above R500 000 for sole source (for a company with one director or owner, NB: no employees employed)				Verify by checking UIF certificate
		* What is your registration number				
	OHS Specification	OHS Requirements issued to the contractor 1. OHS Specification 2. Annexure B 3. Annexure C1-4				
	OHS Specification	Detailed scope of work				
	OHS Specification	Health & Safety Plan				
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)				
	GAR 9(2)	Competent person to conduct investigations				
3.	Legal and other Reference	RISK ASSESSMENT (will include)	YES	NO	NA	Remarks
	OHS Act Sec 8	Risk Identification – baseline risk assessment				
	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				

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4.	Legal and other Reference	INDUCTION TRAINING				
	32-726	1. 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	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				
6.	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				
7.	Legal and other Reference	VEHICLE SAFETY MANAGEMENT: 32-345				
	Eskom procedure 32-345 Sedans, Bakkies, Trucks	The vehicle inspection checklist				
		List of Vehicles onsite				
		First Aid kit				
		Fire Extinguishers				
		Emergency numbers displayed				
8.	Legal and other Reference	RECORDS (Checklists or Templates)				
	OHS specification	Toolbox talk register (Template)				
	OHS specification	Training Matrix				
	OHS specification	Worker's timesheet/ daily attendance register				
	OHS specification	Medical Fitness certificates				
	GAR 8	Endorsement of SHE Rep inspection				
	OHS specification	ID copies				

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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 (if applicable)			

☐ More information required ☐ Not Approved ☐ Approved

Evaluated/Assessed by: Safety Officer			
	Name	Signature	Date

Accepted by: Contractor Representative			
	Name	Signature	Date

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

Approval acknowledged by Eskom Project Leader			
	Name	Signature	Date

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Development Team

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