

	CONTRACTOR SHE FILE / SHE PLAN EVALUATION	Document Identifier	240-76755675	Rev	1
		Authorisation Date	01 March 2014		
		Review Date	January 2019		

***Delete not applicable**

*Contract / Project: Wesley WEF Project: Tower construction for Peddie SS, Governorskop RS and Wesley SS

*Contract / Project Number:

I, _____ in my capacity as _____,
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 SHE Specification.

The SHE File / SHE Plan* is found to be:

A	B	C
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A (100% requirements met)- The file is FULLY compliant in all respects and the contractor may access the site and commence work.

B (more that 80% requirements met) – The file is partially compliant – The contractor may access site solely for the purposes of planning and initial mobilization, with the agreement of the project manager. The contractor may only commence work after rectifying the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

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C (less than 79% requirements met) - The file is non-compliant – The contractor may not have access to site or commence work. The contractor must rectify the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

Note: A new form must be completed per assessment

Minimum Requirements for SHE Plan:

Note: Assessor to ✓ requirement for project specific

Requirement	Minimum Requirement ✓	Project Requirement✓	Available ✓ ✕	Score
Copy SHE policy	✓			
Valid (Copy) Letter of Good Standing	✓			
Sect 16(2) Appointment	✓			
Principal Contractor Appointment	✓			
Completed plan listing how it is to be done	✓			
Organisational Organogram	✓			
Breakdown for costing for SHE	✓			
Scope of Work	✓			
Base Line Risk Assessment				
•				
•				
•				
•				
•				
•				
•				
•				
•				
•				
•				

• Assessor to add additional project / contract specific requirements

Scoring: Where a ✓ is indicated in the requirement and is available then 1 mark is scored. Where a ✕ is indicated in the available column, then no score.

* Place a ✕ in the block on Page 1 indicating achievement and approval.

Assessor Details:

Project / Responsible Manager Name: _____

Signed: _____

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Date of Assessment: _____

SHE Professional

Name: _____

Signed: _____

Date of Assessment: _____

Minimum Requirements for SHE File:

Note: Assessor to ✓ requirement for project specific

Requirement	Minimum & Mandatory Requirement ✓	Project Requirement ✓	Available ✓ ✗	Score
Copy of the Act and regulations				
Copy SHE policy	✓			
Copy Letter of Good Standing	✓			
Sect 16(2) Appointment	✓			
Project / Contract scope of work				
Project / Contract SHE plan	✓			
Principal Contractor Appointment	✓			
H & S Representative appointment: CR 8 (5)	✓			
Safety Officer appointment	✓			
Construction Notification application	✓			
Construction Work Permit approval	✓			
Approved copy of specific SHE plan				
Project Organisational Organogram				
Breakdown for costing for SHE				
Scope of Work				
Competency Training records	✓			
Incident investigation plan	✓			
Base Line Risk Assessment	✓			
Fall protection plan	✓			
Rope access Operator	✓			
Medical Certificates	✓			
Emergency Management	✓			
Fire Risk Management	✓			
First Aid Management	✓			
SHE Communication System				
Pre start job assessment / talk				
Covid-19 SHE plan <i>(can be incorporated on the SHE plan)</i>	✓			
Covid-19 Baseline Risk Assessment	✓			

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plan (can be incorporated on the Base Line Risk Assessment)				
•				
•				
•				
•				
•				

- Assessor to add additional project / contract specific requirements

Scoring: Where a ✓ is indicated in the requirement and is available then 1 mark is scored. Where a ✗ is indicated in the available column, then no score.

* * Place a ✗ in the block on Page 1 indicating achievement

SHE Professional Assessor Details:

Name: _____ Signed: _____

Date of Assessment: _____

References: Construction regulations, 2014 Government Gazette, 2 June 2017

APPOINTMENT	OHS-ACT / REGULATION REFERENCE
Section 16.2 appointment	Section 16.2
HSE Representative (if necessary)	Section 17(1)
Incident Investigator	GAR 9(2)
First Aiders	GSR 3(4)
Fire Fighters	ER 9 & CR 29
Risk Assessor	HCS Reg (Incl. Asbestos & Lead); CR 9
APPOINTMENT	OHS-ACT / REGULATION REFERENCE

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Construction Manager	CR 8 (1)
Assistant Construction Manager	CR 8 (2)
Construction H&S Officer where applicable	CR 8 (5)
Construction Supervisor	CR 8 (7)
Construction Assistant Supervisor	CR 8(8)
Risk assessor	CR 9(1)
Fall Protection Competent Person	CR 10 (1)
Temporary works competent person	CR12 (2)
Excavation Work Supervisor	CR 13 (1)(a)
Demolition Work Competent Person	CR 14 (1)
Competent Person (Use of Explosives for Demolition Work)	CR14(11)
Scaffolding Erector/ Team Leader/ Inspector	CR 16 (1)
Suspended platform Competent Person	CR 17(1)
Rope Access Work Competent Person	CR 18 (1) (a)
Material Hoist Competent Person	CR 19(8)(a)
Bulk Mixing Plant Competent Person	CR 20 (1)
Explosive Powered Tools Competent Person	CR 21(2)(b)

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Construction Vehicle and Mobile Plant Competent Person	CR23 (1)(d)
Electrical Machinery Competent Person	CR 24 (c)
Stacking and Storage Supervisor	CR 28 (a)
Fire Equipment Inspector	CR 29(h)

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