

	SHE File Evaluation Checklist	Document Identifier	DXSHEQSF0014
		Revision	11
		Authorisation Date	1 March 2021
		Review Date	1 March 2024

Page 1 of 5

Contractor	
Contact Person	
Contact Details	
Project Duration	
Brief Description of work / activity	
Task Order Number	
Project Co-ordinator	

A SHE FILE WILL NOT BE EVALUATED IF THE DOCUMENTATION IS NOT IN THE FOLLOWING ORDER.

HARD / ELECTRONIC COPY OF FILE EVALUATED

No:	Criteria	Yes	No	N/A	Comments
1	Letter of good standing relevant to work.				
2	Notification of construction work forms (Notification to Department of Employment and Labour (DEL)) with Acknowledgement of acceptance by DEL -				
3	Site based company organogram				
4	SHE Plan (including Covid 19)				
5	SHE Policy signed by CEO/MD				
6	Fall Protection Plan – relevant to Scope of Work				
7	Valid Medical Certificates - Including Person Job Specs (Employee Risk Profiles) - Medicals to be in Annexure 3 Format - Inclusive of Accreditation details of Occupational Health Practitioner				
8	Section 37.2 Agreement (Signed)				
9	Signed Legal Appointments, Agreements and Training Records				
	Principal Contractor appointment 5(1)(k) (Signed)				
	16.2 appointee (Assistant to Chief Executive Officer)				
	CR 8 (1) Construction Manager - Hazard Identification and Risk Assessment Training - OHS Act and Regulations course - Legal Liability course SACPCMP Registration (valid certificate)				
8.4	Safety Officer CR 8(5) - Construction Health and Safety Officer: - A recognized safety qualification (e.g. Diploma/ Degree/ SAMTRACT/ SHEMTRAC/ NEBOSH, etc.) - Registered with SACPCMP? - OHS Act and Regulations - Incident Investigation and Root Cause Analysis - Hazard Identification and Risk Assessment Training - Environmental Law (Eskom course/certificate) - Emergency Preparedness coordination training				

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Page 2 of 5

No:	Criteria	Yes	No	N/A	Comments
8.6	CR 8 (7) Construction site supervisor - Environmental Law (Eskom course/certificate) - Copies of valid ORHVS certificates (with validation letter) - Planned Task Observation - Hazard Identification and Risk Assessment Training - OHS Act and Regulations				
8.8	CR 8 (8) Assistant contraction site supervisor - Environmental Law (Eskom course/certificate) - Copies of valid ORHVS certificates (with validation letter) - Planned Task Observation - Hazard Identification and Risk Assessment Training - OHS Act and Regulations course				
8.9	CR 9(1) Risk Assessor - HIRA				
8.10	CR10(1)(a) Fall Protection Plan Developer - Fall Protection Planner Certificate (SETA Accredited, Assessor No. & Unit Standard No				
8.11	CR 13(1) Excavation work Supervisor - Excavation certificate				
8.12	CR16 (1) Scaffolding Erector - Scaffolding Erector and/or Inspector certificate				
8.13	CR16 (1) Scaffolding Inspector - Scaffolding Erector and/or Inspector certificate				
8.14	CR 28 Staking and Storage supervisor - Stacking and Storage certificate				
8.15	CR 29 (h) Fire-Extinguishing Equipment Inspector - Basic Firefighting Certificate				
8.16	CR 24 (e) Electrical Installations and machinery Inspector -Wireman's licence				
8.17	OHS Act Sec 17 Health and Safety Rep - Health and Safety Representative Training. - Hazard Identification and Risk Assessment Training				
8.18	OHS Act Sec. 19 Chairman and Members of the Health and Safety Committee (if there are 2 or more Health and Safety Representatives then there will be a Health and Safety committee)				
8.19	OHS Act, HCA Regs 3(3) Hazardous Chemical Agents Co-coordinator - HCS Training certificate				
8.20	OHS Act GSR 3 first Aider - Eskom Requires at least Level 2 competency				
8.21	OHS Act GAR 9 Incident/Accident Investigator - Incident Investigation and Root Cause Analysis Training(3 days training certificate)				
8.22	GSR 13A Ladder inspector -Ladder safety Certificate				

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		Authorisation Date	1 March 2021
		Review Date	1 March 2024

Page 3 of 5

8.23	EIR 6 (1) Electrical Contractor Registration -Proof of Registration Electrical Board				
8.24	FAS & Climbing irons inspector -FAS & -Climbing Iron training certificate				
8.25	Work at Height Rescuer (As per organogram) (FAS training unit standards 229998) & Rescue training unit standard 229995) (valid for 3 years) - First Aid certificate – level 2				

No:	Criteria	Yes	No	N/A	Comments
8.26	Work at Height Training for Linesmen/All Persons Working at Height (As per organogram) Training certificates (FAS training unit standards 229998) & Rescue training unit standard 229995)				
8.27	DMR 18 (5) Lifting Machinery / Equipment Inspector -Crane operator certificate				
8.28 a	DMR 18 (11) Lifting Machinery / Equipment Operator Training Certificates for Crane operators - HIRA				
8.29 a	CR 23(1) Construction vehicle and/or Mobile Plant Operator (E.G TLB, Earthmoving Equipment, ETC.) - Training Certificates for Mobile Plant operators - HIRA				
8.30	Compliance Officer – Update legislation				
9	Covid-19 workplace plan				
10	Incident reporting and Investigation procedure				
11	Monthly Health and Safety agenda				
12	Site Induction Manual				
	Substance Abuse Procedure				
	Life Saving Rules Acknowledgment				
13	Vehicles and Traffic Rules/ policy signed by CEO/MD				
14	Smoking Policy signed by CEO/MD				
15	Self -Audit Programme				
16	Baseline Risk Assessment inclusive of Covid-19 Risk Assessment and physiological factors signed by CEO/MD				
17	SWP relevant to the Risk Assessment				
18	Inspection Registers/checklist: Monthly Health and safety rep, Safety Harness (monthly & daily)/Lifting equipment/Ladders/ Climbing irons (monthly & daily), Portable Electric Equipment/Hand Tools/Fire Fighting Equipment/First Aid Box, PPE issuing & Monthly inspection.				

NB!! All non –Eskom Safety certificates should have at least the following information on for it to be accepted:

SETA number, Unit Standard number, Assessors number & Date of issue.

All appointment letters to be signed by appointers and appointees

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		Review Date	1 March 2024

Page 4 of 5

Comments : All appointments as per the attached organogram

INITIAL SUBMISSION DATE	1 ST RE-EVALUATION DATE	2 ND AND FINAL RE EVALUATION DATE

Accepted	Not Accepted	SHE Officer Name and Signature	Date
Approved By Eskom Project Manager (Name and Signature)		Contact Details	Date

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