

	Business Management System Support Services: SHEQ Department SHE Requirements	Document Identifier	Z4618496-01	Rev	1
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		Review Date	01/11/2026		
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SHE Requirements

Name of contractor					
Name of contractor representative					
Contact Details					
Project name/ No					Washroom Services
Scope of work					
Date of submission					
ERI SHE Officer					Ntokozo Ngubane
Contact details					
File approval					
Comments					
Requirements description	Explanation	Acceptance (yes/no) and comments	Reason for non-acceptance	Recommendations	
1. Acknowledgement of Eskom's rules and requirements (Annexure B)	Ensure that all applicable rules and requirements are referenced in this form in order for the supplier to acknowledge and comply with them. Ensure that this completed form is included in the enquiry procurement package. To be signed and submitted by the tenderer.				

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2. Baseline SHE Risk Assessment	Refers to the SHE hazards/aspect and risks/impact that are identified and assessed before the inception of a new project and commencement of operations. The supplier shall also indicate the Hazardous Biological Agent and Hazardous Chemical Substances related hazards within their operations process.			
3. SHE policy	A statement of intention by the employer which provides a framework for setting SHE objectives to improve SHE performance and also emphasises management commitment to employees' wellbeing and duty of care to the environment.			
4. SHEQ plan/ Manual	The plan must be scope or project based. The plan must reflect an organised system (method statements, processes, resources etc) which the supplier will comply with and enforce to manage the SHE risk during the lifecycle of the project.			

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5. Section 37.2 Agreement	Upon the contractor been awarded the contract and upon approval of the SHEQ file, a Section 37(2) agreement will be signed by the client's 16(2) Appointee and the contractor's 16(1) and/or 16(2) Appointee			
6. Valid letter of good standing	The Letter of Good Standing ensures that a contractor is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the principle contractor / contractor Registration with the Compensation Commissioner (COID) or a licenced mutual company or an equivalent of it (for international bidders).			
7. Method statement/ Safe work procedure	The method statement shall give specific instructions and steps on how to safely perform a project task.			

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8. Incident Management	All incidents incurred whilst on ERI business must be reported within twenty-four (24) hours on an Initial Notification of Occurrence or similar document to the ERI SHEQ personnel. In addition, the contractor shall immediately report incidents by telephone/personally to the Eskom Rotek Industries responsible manager. The incident must be investigated by the supplier's incident investigator and the investigation report shall to be handed to the relevant Eskom Rotek Industries.			
9. Safety Data Sheet	Safety Data Sheets that list information relating to occupational health and safety for the use of various substances and products. Supplier to use approved chemicals for decontamination Safety Data Sheets must be provided for all consumables used as per the Scope of work and the price list.			
10. Transport plan	The contractor shall ensure that he/she complies with the Eskom Vehicle and driver safety management procedure (240-629466386).			
11. Medical Surveillance	Supplier shall ensure that a valid medical certificate of fitness is available for each employee on site. The medical surveillance must be conducted by an Occupational Medical Practitioner (OMP) or Occupational Health Practitioner (OHP).			

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12. PPE Plan

A detailed plan of personal protective equipment which will be used on site/operations to minimise exposure to specific hazards.

Every supplier shall issue his/her employees with PPE as per General Safety Regulations 2.

If additional and/or specialised PPE is required in order to address hazards as per the scope of work to be performed, the supplier shall provide such PPE.

The plan should also include Cost of PPE

13. Organogram

The contractor shall provide an organisational organogram related to this contract, listing all the levels of responsibility from the dedicated employer Section 16(2) down to the relevant employees responsible for the project. The organogram must list the relevant positions held, names of appointees and legal appointments.

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14. Induction

Every supplier shall provide ERI SHEQ with proof of their organisational induction conducted.

Every supplier shall attend the Eskom Rotek Industries SHEQ Induction.

NOTE: ERI SHEQ shall induct the supplier's employees once the SHEQ file is approved. Where a new employee or contractor joins the team after the project has already commenced, that employee or supplier employees may only start working after the completion of the supplier and Eskom Rotek Industries induction.

15. Emergency response plan

The plan shall be developed to implement and maintain a system for carrying out emergency preparedness and response actions within the premise of the business, with an intention to minimise the impacts of emergency situation on the environment, including risk and injury of employees, general public and other interested and affected parties.

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16. Waste Management Plan

The purpose of this plan is to ensure that effective procedures are implemented for the handling, storage, transportation and disposal of waste that is generated from the activities on site. The plan prescribes measures for the collection, temporary storage and safe disposal of the waste streams associated with the project and includes provisions for the recovery, re-use and recycling of waste. Legally compliant waste disposal of potentially contaminated general waste, infection control international guidelines. Transport for collecting waste must be registered with the Gauteng Waste Information system. All waste collected within ERI to be disposed in a registered waste facility and the supplier must provide waste disposal certificates on a monthly basis for all disposals

17. Competency

A person who, in respect to the work that has to be done, has the required training, knowledge and experience, and, qualifications relevant to that work or task. Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, No 67 of 2008, those qualifications and training must be regarded as the required qualifications and training, and is familiar with the Act and applicable regulations made under the Act.

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18.

Training also required as per the Hazardous Chemical Agents Regulations 2021, (Demonstrate compliance with Regulation 3 – Information, Instruction and Training).
Additional appointments required:

Dedicated Employer Section (16)(2)
This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. A 16(2) Appointment does not alleviate the 16(1) from his/her responsibilities with regards to Occupational Health and Safety issues but allows a 16(2) to assist the 16(1) in his/her responsibilities.
Incident Investigator GAR 9(2)
This appointment shall be made in terms of General Administrative Regulation 9. The appointed person shall have a Root Cause Analysis (RCAT) or Incident Investigation competency training certificate to support the appointment.

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Competent Person for First Aid GSR 3(4)
Where the contractor has ten (10) or more employees within his employment, a first aider shall be trained and appointed in terms of General Safety Regulations 3(4). The appointed person will have a valid first aid certificate to support the appointment.
Appointment of a Risk Assessor
This appointment shall be made to an employee that has been trained in Hazard Identification Risk Assessment. The appointed person shall have a competency training certificate to support the appointment.

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