

Service Provider Service offering SHE Plan Checklist

- This checklist will be used to do a pre-registration SHE assessment on suppliers, before registration on the Sasol Vendor List, to verify compliance with the Sasol Generic & Sector Specific SHE Standards
- This checklist will also be used on a risk-based, periodic basis by the service owner
- Where a service owner is not identified, the client for whom the work is done will do the assessment.

Name of service provider			
Approved Scope of work			
Assessor		Date	

All elements are important and should be addressed if applicable to the Service Provider. A signature on the checklist constitutes acceptance thereof. Elements (1 - 12) are non - negotiable elements. Any item indicated as not applicable, must be supported by comments.

No	Element	Requirement	Y/N/NA	Comments
Critical aspects for approval				
1	Letter of good standing with a compensation commissioner or mutual association (COID).	Provide a valid letter of good standing issued by the compensation commissioner or mutual association.		
2	Is the service provider certified by an appropriately accredited body?	Provide a valid certificate issued by an accredited body.		
3	SHE plan (approved by service provider's responsible manager)	Provide a documented SHE plan based on the client's specification.		
		Approval with a signature on every page of this document.		
		List of sub-contractors, including estimated number of employees, contact person and contact numbers.		
4	Work Permit / Notification to government institutions and any exemptions. (Copy on file, where applicable)	Provide completed documents with an acknowledgement from respective entity.		
		Provide copies of exemptions obtained		
		Permission to work document (where applicable)		
5	SHE legal register (Compliance risk management plan)	SHE legal register checklist to be handed over to the service owner.		
6	Risk assessments addressing all hazards. (Only to be reviewed by	Services providers risk assessment method statements, risk matrix (procedures).		

No	Element	Requirement	Y/N/NA	Comments
	client / agent).	Provide construction work specific risk assessments, & list task observations.		
7	Fall protection plan (where working at heights, as defined in legislation e.g. Construction Regulations)	Assessment and plan to eliminate or mitigate fall risks		
		Process to assess, physical and physiological fitness,		
		Process to train and declare employees competent to work at heights		
		Arrangements for inspection, testing and maintenance of fall protection equipment		
		Rescue plan in case of fall		
8	SHE accident / incident reporting and investigation.	Indicate how SHE incidents are dealt with and the documentation supporting the investigations.		
9	SHE specification compliance (Generic, regional or sector specifications and contractual requirements in SHE file)	Service provider needs to ensure that all requirements are included in the SHE plan and available in the SHE Management System		
10	Site establishment and emergency management (where applicable) (site / yard layout plan, emergency plan approved by Emergency Management Services)	Provide a plot plan, approved by the BU and / or emergency department, that indicate your site establishment, lay down area and work area, indicating escape routes and assembly points		
		Provide a detailed emergency evacuation plan based on the specific BU plant conditions. Process to be implemented to account for persons and demobilization.		
11	Plant Induction, training and construction site induction arrangements.	Provide a matrix of SHE training undertaken as well as competency training.		
		Construction / site specific induction (Information) and how training records will be generally managed.		
12	Environmental Management Plan and EIA (where applicable)	Environmental impact study complete and EA available before work is to be started. Process that will be followed to ensure compliance with the conditions attached to the EA.		

No	Element	Requirement	Y/N/NA	Comments
		Environmental management plan must meet the requirements of the EIA.		
Conditional approval				
13	Company SHE policy and objectives.	Provide a health and safety policy signed by company CEO. SHE objectives and targets indicated in SHE plan.		
14	Proof of legal appointments and competency of appointees.	Provide copies of legal appointments as well as CV's of all legal appointees.		
15	Proof of competency of service provider employees.	Competency verification (profile and declaration)		
16	Duties and responsibilities of all appointed persons on site / project.	Provide a detail descriptions regarding to all appointed persons duties and responsibilities.		
17	Designers and change management (MOC) Projects. (Registers and Logbook).	Registers and logbooks to be available on request. For any design changes.		
18	Maintenance and control of equipment. (E.g. cranes, welding, grinding, blasting, pressure vessels).	State how high risk equipment will be maintained (logbooks, registers to be available on request of inspections). Indicate how equipment is maintained, inspected and the frequency thereof. (Proof of inspections to be available on request).		
19	Site specific audits and internal inspections arrangements.	State what internal audits will be conducted. How often are these audits conducted and by whom (proof to be available on request).		
		SHE assessment schedule & site walks (management).		
		SHE assessment protocol.		
20	Selection, procurement & management of other contractors.	Indicate the procedures followed in the selection and competency verification of contractors to execute work. (SHE involvement).		
		Selection SHE minimum requirements.		

No	Element	Requirement	Y/N/NA	Comments
21	Personal protective equipment arrangements.	Indicate how PPE is managed (flame proof, issue, acceptance standard, inspections and maintenance, training, return, replacement and disposal policy).		
22	Workers welfare / hygiene facilities.	What facilities does the service provider provide onsite and how these facilities will be maintained and managed. (Personnel strength).		
		Lay out plan to indicate toilets, eating facilities, showers, changing facilities.		
23	Site SHE meetings arrangements, communications, meetings & toolbox talk's arrangements.	Provide a schedule of SHE meetings to be held on site and intended attendance.		
24	Monitoring mechanisms and monthly reporting.	Indicate how SHE performance is monitored on site / project. Monthly SHE report.		
		Formal non - conformance method.		
26	Medical and first aid arrangements.	State pre / exit employment surveillance medical facilities to be used (record keeping). Including medical surveillance.		
27	Provisions allowed for workers transportation and security	Indicate how workers are transported to and from the workplace and managing of security permits.		
28	Site / construction work procedures. (Index).	Provide an index of all SHE procedures to be used.		
Comments and recommendations:				