



**ANNEXURE A: REFER 1 TO 16 THE HEALTH AND SAFETY SPECIFICATIONS**

No	Item	Comply/Not Comply	Comment
1	H&S Policy signed by CEO of the company		
2	<b>A valid “Letter of Good Standing”</b>		
3	<b>Public Liability Insurance</b>		
4	<b>Health and Safety Plan (Signed)</b> (to cover the scope of work)		
5	<b>Section 37(2) Agreement signed</b>		
4	<b>Environmental Management Plan (EMP) /Waste Management?</b> (to cover the handling, storing and disposal of waste) <b>Emergency Plan and Contact Details</b>		
5	<b>Risk Assessment</b> (to be site specific and should address all the activities on site) to have proof of signatures of the team performing the risk assessment, the workers acknowledging the risk assessment, the date and review date.		
6	<b>Appointment Letters:</b> to be signed by responsible and appropriate 16(2) appointee i.e. Construction manager; HIRA, Scaffolding supervisor; OHS Reps, Fire Fighter First Aider etc. (as per the nature of the work and/or the number of workers on site)		
7	<b>Incident Reporting Procedure:</b> (Blank forms – SANParks internal incident report form, WCL1, WCL2, forms, Annexure1) <b>and provision of First Aid box on site</b>		
8	<b>Fall Protection Plan</b> (to cover the scope of work)		
9	<b>Medical Certificates of Fitness</b> - for workers – to be working at heights i.e. ladders, scaffolding etc.		
10	<b>Competencies and Accreditations</b> <ul style="list-style-type: none"> <li>• Valid Safe handling of refrigerant gas certificate</li> <li>• Red seal Trade Test Certificate for</li> </ul>		



	<p>Refrigeration /Air conditioning (Installer)</p> <ul style="list-style-type: none"> <li>• License for safe handling of Refrigerants issued by the Department of labour (<b>SAQCC Gas registration</b>)</li> <li>• Technicians need to be registered with South African refrigeration &amp; Air Conditioning Contractors Association (SARACCA)</li> <li>• Master Electrician for electrical works.</li> </ul>		
11	<b>Proof of Induction training</b>		
12	<b>Proof of notification to the Department of Labour</b> prior to commencement of the work on site. (to have a DoL stamp or proof of submission i.e email or fax) <b>Notify any nearest DoL office for an OHS inspector to conduct an inspection on site.</b>		
13	<b>OHS Competency Certificates:</b> <ul style="list-style-type: none"> <li>i. First Aider</li> <li>ii. Health and Safety Representative</li> <li>iii. HIRA</li> <li>iv. Incident Investigation</li> </ul>		
14	<b>List of registers:</b> <ul style="list-style-type: none"> <li>i. Toolbox Talks;</li> <li>ii. PPE Issuing;</li> <li>iii. General attendance register ;( HIRA, Incident Management, Waste management, SHE Induction)</li> <li>iv. Attendance register for visitors;</li> <li>v. Hand tools;</li> <li>vi. Electrical equipment</li> <li>vii. Mechanical equipment</li> <li>viii. Lifting Equipment</li> <li>ix. Monthly SHE Rep reports;</li> <li>x. Minutes of the SHE Committee meetings;</li> <li>xi. SHE audit reports;</li> <li>xii. Fire Fighting equipment</li> <li>xiii. First Aid Equipment</li> <li>xiv. Ladder</li> <li>xv. Scaffolding</li> </ul>		



	xvi. Other (please specify) ..... .....		
15	<b>Have all employees been covered</b> by the SHE induction training conducted by SANParks' OHS Department prior to commencement of the work?		
16	<b>Contractors must receive a letter of appointment by the CLIENT</b> i.e SANParks as per Construction regulations 5(1) (k) and to sign a 37(2) <b>mandatory agreement</b> <u>before commencement of the work on site</u> -all pages to be signed?		