


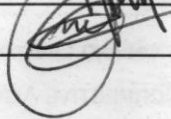
THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE



CONTRACTOR MANAGEMENT PROCEDURE

	Position / Name	Signature	Date
Compiled By	MSHEQ		4/12/18
Approved By	Martin du Plessis		4/12/18

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE

Table of Contents

- 1. PURPOSE.....3**
- 2. SCOPE.....3**
- 3. EXEMPTIONS.....3**
- 4. RESPONSIBILITIES & IMPLEMENTATION3**
- 5. ABBREVIATIONS.....3**
- 6. DEFINITIONS.....3**
- 7. GENERAL.....4**
- 8. PROCEDURE4**
- 9. RECORDS9**
- 10. REFERENCE9**
- 11. SUPPORTING DOCUMENTS9**
- 12. APPENDICES9**

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE

1. PURPOSE

To establish guidelines to ensure subcontractors and service providers comply with legislation as a minimum and THENJIWE SUPPLIES & REPAIRS health and safety performance standards as a requirement.

2. SCOPE

This procedure shall be applicable to all THENJIWE SUPPLIES & REPAIRS direct employees and/or any person performing work for or on behalf of THENJIWE SUPPLIES & REPAIRS (contractors, suppliers or visitors).

3. EXEMPTIONS

No Exceptions shall be tolerated

4. RESPONSIBILITIES & IMPLEMENTATION

The Director or the duly assigned person(s) are legally responsible for;

- Ensuring the relevant legal and management appointments are made;
- The completion of the Mandatory Agreement/s as per OHS Act Section 37(2)

5. ABBREVIATIONS

COID

Compensation for occupational injuries and diseases

OHS Act

Occupational Health & Safety Act (85 of 1993)

HIRA

Hazard Identification and Risk Assessment

6. DEFINITIONS

Appointed/ designated person;

Any person charged to ensure compliance with part or all of the OHS Act who may appoint persons to perform specific duties within the SHE System.

Contractor's employee

Includes any or all of the following:

- Any person employed by the contractor or a sub-contractor, including the contractor's representative.
- Any person, other than an employee of THENJIWE SUPPLIES & REPAIRS, who carries out work or performs any task on THENJIWE SUPPLIES & REPAIRS premises or s for or on behalf of, the contractor or any sub-contractor.

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE

- Any principal, partner, shareholder, director, consultant, executive, manager, staff member or employee of the contractor or any sub-contractor or their contractor's employee.

Mandatory;

An employer or a user in their own right that includes an agent, a contractor or a sub contractor and shall include self employed persons and service providers

Principle Contractor

An employer in their own right appointed by a client to perform construction work and to be in overall control and manage a part or the whole construction.

Service providers;

Any person, group of persons or registered company who are contracted to provide a service on the premises of or under the control of THENJIWE SUPPLIES & REPAIRS.

7. GENERAL

Not applicable.

8. PROCEDURE

MANDATORY AGREEMENTS

All contractors and service providers are employers in their own right and must therefore comply with all relevant legislation. THENJIWE SUPPLIES & REPAIRS will have written agreements in place to ensure that both parties comply with the terms and conditions of the relevant legislation.

The written agreement will include the requirements of Section 37(2) of the OHS Act; ensuring that both parties fully understands their obligations under the terms of the legislation.

The agreement shall be in writing and must be signed by the Managing Directors of the organisations or their appointed representatives.

The agreements must be filed in the Safety File and on completion of the work a copy of all agreements will be filed in THENJIWE SUPPLIES & REPAIRS archiving.

1.1 PRINCIPLE CONTRACTORS

THENJIWE SUPPLIES & REPAIRS referred to as the client, the Principle contractor must be appointed in writing to assume overall control and manage the entire project or part thereof. The Principle contractor however must have the necessary resources and competencies to comply with the necessary legislative and THENJIWE SUPPLIES & REPAIRS Health and Safety requirements.

1.2 MANAGEMENT PLANS

SHE Policy and SHE Plan

Below is a broad outline which must be adapted to incorporate specifications.

SHE Policy

A SHE policy is a "statement by the organization of its intentions and principles in relation to its overall Safety, Health & Environmental policy performance which provides a framework for action and for the setting of its SHE objectives and targets". The Safety,

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE

Health & Environmental policy is the guiding statement for their SHE management systems. Successful SHE management depends on the commitment of top management and they should be actively involved in the formulation of the policy.

The policy is a written document with two components:

- The rationale for implementing a health and safety management system
- The overall intentions of the organization regarding health and safety issues

The policy should:

- Be appropriate to the nature and scale of an organisation's activities, products, services and health and safety risks
- Allow for continual improvement
- Commit to meeting relevant health and safety legislation and other requirements to which the organisation subscribes
- Provide a framework for setting and reviewing objectives and targets
- Is documented, implemented, maintained and communicated to employees
- Be available to interested and affected parties
- Be authorized by the organisation's top management
- Be reviewed periodically to ensure that it remains relevant and appropriate

The health and safety policy guides and shapes the health and safety management system and it is the document against which the contractor will ultimately be assessed.

Objectives, Targets and Health and Safety Plans

A successful health and safety management system must be integrated into the business management system of the organisation. Thus the health and safety policy needs to be cascaded into more specific degrees of detail. Setting measurable objectives and targets is the best way to ensure improvement of health and safety performance.

Objectives set should be SMART:

- Simple
- Measurable
- Achievable
- Relevant
- Time-bound

The contractor will be supplied with health and safety specifications from which a health and safety plan must be developed. The plan must include but not be restricted to;

- Levels of competencies and appointments for managers, supervisors, operators and any persons, tasked with high risk or specialised work.
- Risk assessments for tasks identified with significant risks and a programme schedule for implementation, review and monitoring of these risk assessment and future risk assessments that may be required.
- Programme schedules for planned inspections and audits
- Documentation control measures; health and safety files.

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE

SHE Plans (Programmes)

An organization should seek to achieve its health and safety policy and health and safety objectives through establishing a health and safety plan or programme. The health and safety plan should identify the what, how, when and who to achieve the documented objectives and related targets.

1.3 Contractor's Appointments

Statement of qualifications (CV) and approval by THENJIWE SUPPLIES & REPAIRS

Before any contractor may commence work on the under the control of THENJIWE SUPPLIES & REPAIRS, the Managing Director of the contractor must appoint a competent representative or representatives sufficiently experienced in the work to be performed;

- The contractor shall furnish THENJIWE SUPPLIES & REPAIRS in good time with a detailed statement, clearly setting out the qualifications and/or previous experience of the nominated representative.
- This statement shall be furnished by the contractor early enough for the qualifications and experience of the nominated representative to be studied and approved by THENJIWE SUPPLIES & REPAIRS, before any work is scheduled to commence on.
- Contractors on any THENJIWE SUPPLIES & REPAIRS s shall commence no work until all the appointments required by the Act are in place.

Absence from work area

The contractor's representative may not be absent from at any time that any work is being carried out by the contractor's employees at THENJIWE SUPPLIES & REPAIRS, until they have ensured that;

- a competent employee has been appointed as the contractor's supervisor to supervise and be responsible for the work during their absence; and
- THENJIWE SUPPLIES & REPAIRS's authorised representative is aware of the identity of the contractor's supervisor who is responsible for the work, during their absence from.

Duties of the contractor's representative

Once appointed, the duties of the contractor's representative shall include (but not necessarily be limited to) the following:

- Will represent the contractor, for all purposes of the contract, to supervise and be responsible for the contract works and for all work carried out by the contractor, sub-contractors and any contractor's employee, on any THENJIWE SUPPLIES & REPAIRS and to ensure that all work is carried out to the required safety standards.
- Receive instructions from THENJIWE SUPPLIES & REPAIRS on behalf of the contractor. Any written instructions, directions or notices which THENJIWE SUPPLIES & REPAIRS may give to the contractor's representative shall be deemed to have been given to the contractor.
- Shall take all reasonable measures to comply with and enforce the requirements of :
 - all applicable legislation and health and safety standards;
 - the enquiry and the contract or order from THENJIWE SUPPLIES & REPAIRS;

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE

- any instructions and orders given by an authorised Department of Labour Inspector, in the interests of safety or health;
 - reasonable and lawful instructions and orders given by THENJIWE SUPPLIES & REPAIRS's authorised representative or an authorised THENJIWE SUPPLIES & REPAIRS official in the interests of safety, health, discipline or the proper carrying out of the contract works; and
 - to ensure that all such rules, regulations, legislation, contract conditions, instructions and orders are understood and observed by all contractor's employees (including all persons under their control), whilst on the THENJIWE SUPPLIES & REPAIRS property.
- Ensure that unskilled or inexperienced workmen are not employed on dangerous work or work on equipment of which the proper performance is necessary to ensure the safety of persons.
 - Certify that all plant, material and any other equipment necessary for compliance with the requirements of legislation and lawful orders and instructions, are provided and maintained in good order and repair and inspected according to the predetermined periods.
 - Carry out all duties imposed on him by their appointment as a representative in terms of legislation and health and safety standards.

Contractor / Sub-contractor's supervisor

The contractor's representative may, appoint one or more of their employees, who shall be competent persons acceptable to THENJIWE SUPPLIES & REPAIRS, as contractor's supervisors.

- The duties of a contractor's supervisor shall include (but not be limited to) assisting the contractor's representative in carrying out their duties.
- The contractor's representative may nominate one supervisor to act on their behalf during their absence at any time, for a period not exceeding thirty days.

Appointment of health and safety representative

All contractors will designate health and safety representatives as per OHS Act requirements to perform the functions outlined in this Act.

Additionally THENJIWE SUPPLIES & REPAIRS requires that at least one health and safety representative should be appointed for each contractor, sub-contractor or service provider.

First aid

The contractor will ensure that all emergency equipment, medicine and first-aid equipment are provided as outlined in the OHS Act.

1.4 INCIDENTS

It is the duty of the contractor's representative to ensure that incidents resulting in injury or damage are reported to the THENJIWE SUPPLIES & REPAIRS authorised representative immediately.

Report of injury

The contractor's representative shall ensure that if any of their employees or any person under their control on the THENJIWE SUPPLIES & REPAIRS, is injured in an incident or otherwise, the occurrence shall be reported as follows:

- Complete the THENJIWE SUPPLIES & REPAIRS incident report form; these forms are available from THENJIWE SUPPLIES & REPAIRS authorised representative.

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE

- All incidents will be reported, recorded and investigated as outlined in the OHS Act.
- The reporting of accidents to the Compensation Commissioner (COIDA or FEM) and any correspondence, claims, enquiries, etc. in this regard is the responsibility of the contractor.

1.5 SAFETY INDUCTION COURSE

All the contractor's employees and visitors shall attend a safety induction course before commencing work on.

The contractor or client as required may present the induction as specified by the conditions of the contract.

All persons shall be provided with and be in possession of proof of induction while on the premises.

1.6 HAZARD IDENTIFICATION AND RISK ASSESSMENT

Prior to contract work commencing the contractor together with the THENJIWE SUPPLIES & REPAIRS team shall do HIRA's related to the specific tasks to be performed.

A HIRA shall also be completed before the start of commissioning.

Control measures

For identified hazardous tasks the contractor or service provider will submit method statements or safe work procedures.

A copy of this procedure must be lodged with the THENJIWE SUPPLIES & REPAIRS authorised representative.

1.7 HOUSEKEEPING

It is essential that any place be so arranged that it does not present a danger to others. Contractor's s and work places shall be well planned – there shall be a place for everything and everything in its place, when not in use.

1.8 RECORDS

As a minimum requirement a Safety File must be developed by every contractor conducting work on THENJIWE SUPPLIES & REPAIRS premises. All documents required under legislative requirements and management plans must be available; this shall include but not be restricted to:

- Important Contact Numbers
- Safety Policy
- Appointments
- Employees List
- Audits
- Medical Certification
- Training
- Safety Plan
- Contractor Agreements
- Meetings

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/GEN/011
Implementation Date	03.12.2018
Revision / Amendment Number	0
Revision / Amendment Date	03.12.2018

CONTRACTOR MANAGEMENT PROCEDURE

- OHS Act
- First Aid
- Risk Assessments
- List of Work to be conducted
- Maintenance Records
- COID Act
- Registers
- Incidents Reports
- Inspections Reports
- SHE Representative Reports
- Miscellaneous

9. RECORDS

Not applicable.

10. REFERENCE

- Occupational Health and Safety Act - 85/1993

11. SUPPORTING DOCUMENTS

Document Name
OHS Act Section 37 (2) Mandatory Agreement

12. APPENDICES

Not applicable.