SANBI
Biodiversity for Life
South African National Biodiversity Institute

TENDERER OCCUPATIONAL HEALTH AND SAFETY (OHS) MANAGEMENT SYSTEM QUESTIONNAIRE

This questionnaire forms part of the SANBI tender evaluation process and is to be completed by tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the tenderers' OHS management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

Declaration

The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system.

Company name:			
Signed:		Name:	
Position:		Date:	

Contract details

Contract name:	
Contract number:	

Tenderers are required to supply evidence to the questions posed below (see the client's checklist of what will be considered):

1. OHS policy and management	Yes	No
1.1 Is there a written company health and safety policy? *If yes, provide a copy of the policy.* *Comments:*		
1.2 Does the company have an OHS management system certified by a a recognised independent authority, e.g. NOSA? *If yes, provide details:*		

1.3 Is there a company OHS management system file available?
If yes, prepare and provide when requested.
Comments:

1.4 Are health and safety responsibilities clearly identified for all levels of staff employed?
If yes, provide appointment letters.

2. Safe work practices and procedures

2.1 Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?
If yes, provide a summary listing of procedures or instructions.
Comments:

2.2 Is the company registered with the Compensation Commissioner?
If yes, provide a letter of good standing for the company.

2.3 Is there a documented incident investigation procedure?
If yes, provide a copy of a standard incident report form.

2.4 Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/machinery owned by the company?
If yes, provide procedure document.

2.5 Are there procedures for storing and handling of hazardous substances?
If yes, provide a copy of a procedure document.

2.6 Are there procedures for identifying, assessing and controlling risks associated with manual handling?
If yes, provide a copy of procedure and risk assessment documents.

3. OHS training

3.1 Are records maintained of all training and induction programmes undertaken for employees in your company?
If yes, provide examples of the safety training records, especially for employees to be utilised.

4. Health and safety workplace inspection

4.1 Are regular health and safety inspections undertaken at work sites?
If yes, provide a copy of such inspection checklists.

4.2 Is there a procedure in place for employees to report hazards at the workplace?
If yes, provide an incident reporting procedural document as example.

5. Health and safety consultation

5.1 Is there a workplace health and safety committee?

5.2 Are there employees elected as health and safety representatives?
Comments:

6. OHS performance monitoring

6.1 Is there a system in place for recording and analysing health and safety performance statistics?
If yes, provide details of such recordings and analyses:

6.2 Are employees regularly provided with information on the company's health and safety performance?
If yes, provide details of what was communicated:

6.3 Has the company ever been convicted of an occupational health and safety offence?
If yes, provide details of the offence, outcomes and corrective measures implemented:

6.4 Additional checklists
The OHS department must be consulted to provide all other relevant forms.

7. Company references

7.1 Please provide the following information for the three most recent contracts completed by the company:

	Contract 1	Contract 2	Contract 3
Contract description:			
Client:			
Contact person:			
Phone number:			
Number of lost time injuries:			
Number of person days on contract:			
Total days lost due to injuries:			

REVIEW OF TENDERER'S OHS MANAGEMENT SYSTEM QUESTIONNAIRE

Contract name:			
Contract description:			
Contract manager:		Date:	
Contractor:			

Indicate in the following manner:
√ – acceptable × – not acceptable N/A – not applicable

1. OHS policy and management

Company health and safety policy

The policy provided by the tenderer should indicate the following:

- Be signed by the CEO or equivalent
- Outline clear objective statements
- Show commitment to improve performance
- Be relevant to the company's operations
- Be reviewed on a regular basis (at least once a year)

Certified OHS management system

Certification demonstrates that the tenderer meets the minimum standards, and that it was verified by an independent party.

- The company indicated the independent party, e.g.: NOSA, etc.
- Indicated certification

OHS management system or plan

The company's OHS manual or plan should have included as a the following:

- An OHS policy
- Management's OHS responsibilities
- General OHS procedures
- Safe work procedures relevant to the company's operations
- A waste management plan and procedures
- An incident/accident management plan and procedures
- Induction and training procedures
- Issued resolution and OHS consultation mechanisms

Health and safety responsibilities

Health and safety responsibilities in the company should have been documented and must demonstrate the following:

- OHS responsibility statements
- Employee's job description (especially those utilized for the project)
- Demonstrate formal and informal performance appraisal on Health and Safety issues

- Issued and signed appointment letters
- Accountability of line managers and supervisors for health and safety performance of their employees.

2. Safe work practices and procedures

The tenderer should have demonstrated safe work procedures which:

- Are relevant to the company's operations
- Contain a description of the tasks and associated hazards
- Outlined control measures and methods to minimize health and safety risks
- Make reference to any relevant legislation, codes of practice, standards or regulations

Safe work permits

Where relevant, the tenderer should have demonstrated that safe work permits for the following types of work have been issued:

- Work in confined spaces (confined space entry permits)
- Hot work (hot work permits)
- Lockout permits (plant, electrical systems, steam)

Incident reporting and investigation

Tenderers should have provided evidence of the following:

- Incident/accident reporting and investigation form
- Incident/accident investigation procedure
- Evidence of completed investigation forms
- Corrective measure adopted to correct future similar situations

Plant safety

The tenderer should demonstrate that mechanisms are in place for the identification of hazards, assessment of risks and the implementation of control measures associated with the plant. This should have included:

- Documented risk assessments for the relevant plant or risk assessment procedure
- A copy of plant operator licenses and/or permits
- A register of plant requiring registration
- A list of persons responsible for undertaking plant risk assessments
- Plant maintenance and inspection forms
- Pre-start daily safety inspection forms for plant
- Plant fault reporting system and forms
- Public and client employee health and safety reports

Hazardous substances

Tenderer should have provided evidence to demonstrate the safe handling and storage of hazardous substances by supplying the following documentation:

- A manifest or register of chemicals used by the company
- Copies of material safety data sheets for chemicals used
- Safe handling procedures, including personal protective equipment issued
- Proof of the relevant training

Manual handling

The tenderer should have supplied documented evidence of the following:

- The risk assessments for manual handling of hazards
- Systems used to control manual handling of risks e.g. lifting aids, work procedures, etc.

3. OHS training

Tenderer should have supplied evidence of the following:

- Training records and competencies of employees (licenses, permits, certificates)
- Records of 'on the job' training
- Toolbox talk sessions conducted
- Induction training programmes

4. Health and safety workplace inspections

Regular inspections undertaken

Tenderer should have provided evidence of the following:

- Plant inspection schedules
- Completed inspection reports
- Types of inspections undertaken

Standard inspection checklists

Tenderer should have supplied:

Copies of the types of inspection checklists used.

Hazard reporting from tenderer

The tenderer should have supplied evidence of the following:

- Documented hazard reporting procedures and forms
- Copies of completed hazard reports

5. Health and safety consultation

Health and safety committee

The tenderer should have supplied evidence of the following:

- Structure of the committee/s
- Meeting schedule/s
- Minutes of meetings

Employee consultation

The tenderer should have provided evidence of the following:

- The list of employee health and safety representatives
- Documented procedures for consultation and dissemination of information
- Employee involvement in inspections and accident investigations

6. OHS performance monitoring

Safety performance statistics

The tenderer should have supplied evidence of the following:

- Reports on the company's health and safety injury trend data
- Performance targets established e.g. lost time injuries, person days lost, etc.

Health and safety performance information

The tenderer should have supplied evidence of the following:

• Records of who received reports	
• Types of reports produced and supplied	

Conviction of health and safety offence

If the tenderer had been convicted of a health and safety offence, details/casefile should be supply for the client to determine:

• The nature and circumstances of the incident/accident	
• Proof of corrective actions undertaken	

Comments:

The checklist below is included as a guide only and may be modified to suit specific contract requirements.

GENERAL HEALTH AND SAFETY CHECKLIST

Contract name:			
Contract description:			
Contractor:			
Worksite location:		Date:	
Persons completing inspection:			

Indicate in the following manner:

√ – acceptable × – not acceptable N/A – not applicable

1.	**Health and safety systems evidence:**	
1.1	OHS policy displayed	
1.2	Accident report book available	
1.3	Induction records	
1.4	Rehabilitation policy available	
1.5	Workplace inspection records	
1.6	Emergency procedures	
1.7	Training records	
1.8	Documented safe work procedures	
1.9	Protective clothing and equipment records	
1.10	Material safety data sheets (MSDS) available	
1.11	Health and safety systems manual	
1.12	Health and safety representatives appointed	
1.13	Management safety representative appointed	
1.14	Contract risk assessment available	
1.15	Contract health and safety plan available	

2.	**Housekeeping**	
2.1	Work areas free from rubbish and obstructions	
2.2	Surfaces safe and suitable	
2.3	Surfaces free from slip/trip hazards	
2.4	Floor openings covered	

2.5	Stock/material stored safely	
	Aisles:	
2.6	Unobstructed and clearly defined	
2.7	Adequate lighting	
2.8	Vision at corners	
2.9	Wide enough	

3. Electrical

3.1	No broken plugs, sockets, switches, etc.	
3.2	No frayed or defective leads	
3.3	Power tools in good condition	
3.4	No work near exposed live electrical equipment	
3.5	Tools and leads inspected and tagged	
3.6	No strained leads	
3.7	No cable-trip hazards	
3.8	Switches/circuits identified	
3.9	Lock-out procedures/danger tags in place	
3.10	Earth leakage systems used	
3.11	Start/stop switches clearly identified	
3.12	Switchboards secured	
3.13	Appropriate fire fighting equipment	

4. Mobile plant and equipment

4.1	Plant and equipment in good condition	
4.2	Daily safety inspection procedures/checklists	
4.3	Fault reporting/rectification system used	
4.4	Operators trained and licensed	
4.5	Warning and instructions displayed	
4.6	Warning lights operational	
4.7	Reversing alarm operational	
4.8	Satisfactory operating practices	
4.9	Fire extinguisher in good condition and operational	
4.10	Tyres satisfactory	
4.11	SWL of lifting or carrying equipment displayed	

5. Machinery and workbenches

5.1	Adequate work space	
5.2	Clean and tidy	
5.3	Free from excess oil and grease	
5.4	Adequately guarded	
5.5	Warnings or instructions displayed	
5.6	Emergency stops appropriately placed and clearly identifiable	
5.7	Operated safely and correctly	
	Workbenches:	
5.8	Clear of rubbish	
5.9	Tools in proper place	
5.10	Duckboards or floor mats provided	

6. Hazardous substances

6.1	Stored appropriately	
6.2	Containers labelled correctly	
6.3	Adequate ventilation/exhaust systems	
6.4	Protective clothing/equipment available/issued and used	
6.5	Personal hygiene – dermatitis control	
6.6	Waste disposal procedures	
6.7	Material safety data sheets (MSDS) available	

6.8	Chemical handling procedures followed	
6.9	Chemical register kept	
6.10	Appropriate emergency/first aid equipment (shower, eye bath, extinguishers)	
6.11	Hazchem signing displayed	

7. Welding

7.1	Gas bottles securely fixed to trolley	
7.2	Welding fumes well ventilated	
7.3	Fire extinguisher near work area	
7.4	Only flint guns used to light torch	
7.5	Flash back spark arresters fitted	
7.6	Vision screens used for electric welding	
7.7	LPG bottles within 10 year stamp	
7.8	Personal protective equipment issued and worn	
7.9	Hot work permit system used	

8. Excavations

8.1	Shoring in place and in sound condition	
8.2	Excavation well secured	
8.3	Signage displayed	
8.4	Banks battered correctly and spoil away from edge	
8.5	Clear and safe access around excavation	
8.6	Separate access and egress points from excavation	
8.7	Safe work procedure in place	

9. Prevention of falls

9.1	All work platforms have secure handrails, guarding or fence panels	
9.2	Harnesses and lanyards or belts provided	
9.3	All floor penetrations covered or barricaded	
9.4	Unsafe areas signposted and fenced	
9.5	Safe work procedure in place	

10. Stairs, steps and landings

10.1	No worn or broken steps	
10.2	Handrails in good repair	
10.3	Clear of obstructions	
10.4	Adequate lighting	
10.5	Emergency lighting	
10.6	Non-slip treatments/treads in good condition	
10.7	Kick plates where required	
10.8	Clear of debris and spills	
10.9	Used correctly	

11. Ladders

11.1	Ladders in good condition	
11.2	Ladders not used to support planks for working platforms	
11.3	Correct angle to structure 1:4	
11.4	Extended 1.0 metre above top landing	
11.5	Straight or extension ladders securely fixed at top	
11.6	Metal ladders not used near live exposed electrical equipment	

12. Personal protection

12.1	Employees provided with personal protective equipment	
12.2	Personal protective equipment worn by employees	
12.3	Sun cream and sunglasses provided	

12.4	Correct signage at access points	

13. Manual handling

13.1	Mechanical aids provided and used	
13.2	Safe work procedures in place	
13.3	Manual handling risk assessment performed	
13.4	Manual handling controls implemented	

14. Workplace ergonomics

14.1	Workstation and seating design acceptable	
14.2	Ergonomic factors considered in work layout and task design	
14.3	Use of excessive force and repetitive movements minimised	
14.4	Appropriate training provided	

15. Material storage

15.1	Stacks stable	
15.2	Heights correct	
15.3	Sufficient space for moving stock	
15.4	Material stored in racks/bins	
15.5	Shelves free of rubbish	
15.6	Floors around stacks and racks clear	
15.7	Drums checked	
15.8	Pallets in good repair	
15.9	Heavier items stored low	
15.10	No danger of falling objects	
15.11	No sharp edges	
15.12	Safe means of accessing high shelves	
15.13	Racks clear of lights/sprinklers	

16. Confined spaces

16.1	Risk assessment undertaken	
16.2	Communication and rescue plan in place	
16.3	Safety equipment in good working condition	
16.4	Suitable training provided to employees	
16.5	Confined space permit used	

17. Lasers

17.1	Operator has laser operator licence	
17.2	Signage displayed	
17.3	Laser not used in a manner to endanger other persons	

18. Demolition

18.1	Risk assessment undertaken in advance	
18.2	Access prevented to demolition area	
18.3	Overhead protection in place	
18.4	Protection of general public	
18.5	Safe work procedures in place	

19. Public protection

19.1	Appropriate barricades, fencing, hoarding, gantry secure and in place	
19.2	Signage in place	
19.3	Suitable lighting for public access	
19.4	Footpaths clean and free from debris	
19.5	Dust and noise controls in place	
19.6	Site access controlled	

19.7	Traffic control procedures in place	
19.8	Public complaints actioned	

20. Amenities

20.1	Washrooms clean	
20.2	Toilets clean	
20.3	Lockers clean	
20.4	Meal rooms clean and tidy	
20.5	Rubbish bins available – covered	

21. First aid

21.1	Cabinets and contents clean and orderly	
21.2	Stocks meet requirements	
21.3	First aiders names displayed	
21.4	First aiders location and phone numbers	
21.5	Qualified first aider(s) (Certificates available)	
21.6	Record of treatment and of supplies dispensed	

22. Lighting

22.1	Adequate and free from glare	
22.2	Lighting clean and efficient	
22.3	Windows clean	
22.4	No flickering or inoperable lights	
22.5	Emergency lighting system operational	

23. Fire control

23.1	Extinguishers in place	
23.2	Firefighting equipment serviced/tagged	
23.3	Appropriate signing of extinguishers	
23.4	Extinguishers appropriate to hazard	
23.5	Emergency exit signage	
23.6	Exit doors easily opened from inside	
23.7	Exit pathways clear of obstruction	
23.8	Alarm/communication system – adequate	
23.9	Smoking/naked flame restrictions observed	
23.10	Minimum quantities of flammables at workstation	
23.11	Flammable storage procedures	
23.12	Emergency personnel identified and trained	
23.13	Emergency procedures documented – issued	
23.14	Emergency telephone numbers displayed	
23.15	Alarms tested	
23.16	Trial evacuations conducted	
23.17	Personnel trained in use of firefighting equipment	