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SHEQ REQUIREMENTS FOR SUB CONTRACTORS BEFORE COMMENCING WORK

Sub Contractor	
Contract and brief description of work to be carried out	
Duration of Contract	
Sub Contractor Supervisor and contact telephone number	
Sub Contractors Safety Appointee and contact number	

DOCUMENTATION REQUIRED (To be placed on Sub Contractors File

No.	Document	Yes	No
1	Section 37(2) Contractors Agreement		
2	Organogram structure of Sub Contractor		
3	Letter of Good Standing with Compensation Commissioner		
4	Risk Assessments (for all tasks to be performed)		
5	Work Procedures (for all tasks to be performed)		
6	Medicals – Proof		
7	Client Induction – Proof		
8	FAT Site Specific Training		
9	Training Certificates. This includes Driver licences, operator certificates, machinery or any other specialised task. (original certificates only no copies)		
10	Client Legal Appointment (if required)		
11	FAT Appointments (if required)		
12	Client Operators Permit		
13	PPE Issues		
14	Equipment Registers – tools, machinery etc		
15	PTO		
16	Toolbox talks		