



SHE 002 ANNEXURE 1	
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SAFETY, HEALTH AND ENVIRONMENT	
CONTRACTOR MANAGEMENT – ANNEXURE 1 SHE STATISTICS	

(√) Required (=) Not Required

Contractor	Purpose	Contractor Requirements													15. SHE Stats Reporting								
		1. Letter of good standing	2. Public Liability	3. Induction	4. Occupational Medical	5. Identify document	6. Risk Assessment	7. Formal SHE Management System	8. Certified 3rd party SHE Management System	9. Section 37.2 Appointments	10. Construction regulation requirements	11. Registration certificates	12. Training & Appointments	13. Incident register	14. SHE Statistics	Report to TH	Independent report	Non reportable					
		RESIDENT FULLTIME																					
Cleaning contractor	On site cleaning	√	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√		
Security	On site security	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
Gardening Services	On site garden services	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
Cane removal	On site removal of old cane	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
CTS	On site cane testing services	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
Building Services	On site building services	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
Gardening Services	On site gardening services	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
Canteen services	Operation of on site canteen	√	√	√	√	√	√	=	√	=	√	√	√	√	√	√	√	√	√	√	√	√	
Shops	On site shops and beer halls	√	√	√	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	
Cane Haulage	On site cane haulage	√	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
Transport service	Passenger transportation	√	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
		NON-RESIDENT FULLTIME																					
Fire Contractor	fire equipment repairs on site and at workshop	√	√	√	√	√	√	=	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Contractor	Purpose	Contractor Requirements																					



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		SHORT TERM											
Contractor	Purpose	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Building Contractor	On site construction work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sandblasting	On site sandblasting / engineering	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rail wagon security	Clamping of rail wagons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pest control	On site pest control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Air conditioner providers	On site air conditioner repairs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alarms installations	On site installations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CCTV security	On site maintenance of CCTV equip.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
General repairs to building	On site repairs to office windows etc	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electrical repairs	On site electrical maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Signage services	On site signage installations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Machinery repairs	Repairs to forklifts, cranes, loaders etc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vehicle repairs	Repairs to vehicles	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Engineering repairs	On site general engineering	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Crane hire	Hire of cranes, front end loaders etc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scaffolding services	Store and erect scaffolding off-crop	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Beltting repairs	On site repairs to conveyors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electrical maintenance	On site maintenance of transformers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Instrumentation maintenance	On site maintenance on	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Railway contractor	Repairs to rail tracks and locos	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cleaning services	On site cleaning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Boiler maintenance	On site maintenance of boilers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Turbine maintenance	On site maintenance of turbine	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Land preparation	On site agricultural work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contractor	Purpose	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Municipal services	Provision of services on site	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contractor Requirements		=	=	=	=	=	=	=	=	=	=	=	=



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COLLECTION CONTRACTOR												
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sugar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Molasses Transport	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pith transport	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Waste Removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Laboratory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clinic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DELIVERY CONTRACTOR												
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cane Transport / haulage	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rail Transport of cane/sugar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Kwa gjima	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Deliveries	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Coal Delivery	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SERVICE CONTRACTORS - FACTORY												
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hygiene services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Security services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Training contractor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Municipal services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ambulance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
City of uMhlatuze - Fire rescue	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ecolab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BCX	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Siemens	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
On site cleaning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Armed response	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provide on site training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provision of services on site	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provision of emergency services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provision of emergency services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Response to Emergency	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
On site pest control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
On site IT maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
On site repairs to telephone system	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LEGAL COMPLIANCE CONTRACTORS												
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bay rigging	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Load testing on site	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Contractor Requirements

Purpose



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Section

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		AUDITORS / CONSULTANTS															
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PTIS	Pressure testing of pressure equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Motulor tank services	fuel tank inspections and testing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NOSA	SHE audits	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
SABS ISO 14001 & 9001	ISO 14001 and 9001 audits	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
Impact consulting	Consultant for ISO9001	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
MIB (Aon)	Fire risk auditor	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
ASIB	Automatic sprinkler audits	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
Eskom	Consultant	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
Apex	Occupational hygiene and health surveys	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
TEG	Consultants from Head office	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
Company Doctor	Provides a medical service	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	✓	✓
CASUAL / SEASONAL																	
Gracon	On site engineering work mainly off crop and Mondays	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FTC - fixed term contractors	Employee in various sections	=	=	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
KKS	On site tea room	=	=	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Employees from other mills	Collection of samples / site visits	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓
Employees from TEG	Employees from Engineering team	=	=	✓	=	=	=	=	=	=	=	=	=	=	=	=	✓

Explanation of contractor requirements.

- Letter of good standing**
This is a document that ensures that the contractor is registered and is in good standing so that no claim can be made against TH if there is an injury to any contractor's employees.
- Public liability**
This is a TH requirement, and the amount is set at R 5 million.
- Induction**
This is non negotiable and everyone entering the mill must go through an induction at least once a year.

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4. **Occupational Health Medical Examination**
All contractors exposed to TH risks need to undergo an occupational health medical examination which should include but must not be limited to eye test, lung function, audiometry and general medical condition. A medical certificate from an Occupational Health practitioner is therefore required.
5. **Identify document**
This is done to ensure that the contractor is identified.
6. **Risk Assessment**
This is required to ensure that contractor is aware of relevant risks and has sufficient control measures to prevent incidents at TH.
7. **Formal SHE Management System**
This is required for relevant full time contractors that work at TH as provided for in clauses 6.1, 6.2 and 6.3 of this Procedure – SHE 002.
8. **Certified 3rd party SHE Management System**
This is required for relevant contractors that work at TH as provided for in clauses 6.1 and 6.2 of this Procedure – SHE 002..
9. **Section 37.2 Appointments**
This is an agreement in terms of Section 37 of the OHS Act appointing the contractor as a mandatory, making them responsible for their employees.
10. **Construction regulation requirements**
This is only applicable when construction work occurs as defined in the Construction Regulations.
11. **Registration certificates**
This is a requirement when contractors conduct work for statutory compliance. For example, contractors conducting checks on our lifting equipment must be registered with the Department of Labour and the Engineering Council of South Africa.
12. **Training & Appointments**
This refers to all legal appointments e.g. If a contractor erects a scaffold on a TH site the contractor shall ensure that all scaffolding work is carried out under the supervision of a competent person who has been appointed in writing.
13. **Incident register**
All incidents occurring on TH site must be recorded on an incident register which must be kept on site and available for inspection.
14. **SHE Statistics**
All contractors will keep statistics from all SHE incidents, injuries, and employee hours worked whilst working on any TH site. These statistics must be communicated to the relevant SHE department on a monthly basis, on or before the 25th of the month. This includes all employee-hours worked by the contractor and includes all over time work conducted for the month. Reports to TH include full time and short term contractors who will report their statistics to TH. Independent reports include contractors who will keep their own statistics but will make it available to TH for perusal. Non-reportable statistics includes contractors who do not need to keep or report statistics to TH.



