



## Health and safety file index with guidelines for contractor

Template CM06 (version 02)

ArcelorMittal

No	Headings	Guidelines
0	<b>H&amp;S file index</b>	File index with signatures [ <b>Template CM05</b> ] and/or H&S file index with guidelines [ <b>Template CM06</b> ]
1	<b>Health and safety file audit report</b>	During the duration of the project or contract the task initiator must verify the content of the file (with the contractor). Findings to be listed for corrective actions. Tools available to register findings: <ul style="list-style-type: none"> <li>• H&amp;S file audit report [<b>Template CM07</b>].</li> <li>• Incident management systems (e.g. Pivot or WorkSafe).</li> <li>• All findings must be closed out before Site establishment meeting will be scheduled.</li> </ul>
2a	<b>Section 37.2 written agreement</b>	Clear copy of the Section 37.2 written agreement (no expiry date). This document needs to be signed by both parties (ArcelorMittal South Africa Vendor Management and the Principal contractor). Principal contractor must read and understand the document.
2b	<b>Sub-Contractor 37.2</b>	Sub-contractor service agreement Principal Contractor with Sub-Contractor
3a	<b>Technical and SHE scope</b> as defined in the RFQ [ <b>Template CM02</b> ]	This is the technical scope and SHE requirements as contained in the ArcelorMittal South Africa contract or purchase order with the contractor. It should not include any commercial or other sensitive contractual information. The scope of work is important for contractor management as the health and safety plan must be compiled from the technical scope and health and safety requirements.
3b	<b>Purchase order</b>	Copy of the purchase order (it should not include any commercial or other sensitive contractual information)
4	<b>Site establishment meeting</b> [ <b>Template CM04</b> ]	<p><b>Reference documentation</b></p> <ul style="list-style-type: none"> <li>• <b>Template CM04.</b></li> </ul> <p><b>Site meeting with principal contractor and sub-contractors</b></p> <ul style="list-style-type: none"> <li>• This will include a site visit.</li> <li>• Contractor responsible person that will work on site must attend this meeting (Construction Manager or Construction Supervisor = permit receiver).</li> <li>• If this is not practically possible the site supervisors from the principal contractor and sub-contractor will attend the meeting.</li> <li>• The site establishment meeting is a comprehensive meeting with the contractors to discuss all aspects of work including health and safety plan. <ul style="list-style-type: none"> <li>○ [<b>Template CM04</b>]: Should be fully completed including signatures.</li> <li>○ [<b>Template CM04-1</b>]: Additional declaration by contractor to AMSA (for tools, equipment, fitness of workers, PPE, competencies, licences, etc.).</li> <li>○ [<b>Template CM04-2</b>]: Additional authorization by AMSA to contractor for bringing chemicals, vehicles, trailers, trolleys, lifting machines or other specialised equipment onto AMSA premises.</li> </ul> </li> </ul> <p><b>Minimum members to attend meeting:</b></p> <ul style="list-style-type: none"> <li>• Task initiator (AMSA responsible person)</li> <li>• Permit issuer (AMSA responsible person)</li> <li>• Permit receiver (Contractor – Construction Managers or Construction Supervisor = Permit receiver)</li> <li>• Principal contractor</li> </ul>

		<ul style="list-style-type: none"> <li>Sub-contractor</li> <li>Project Manager for projects (Project Management)</li> </ul> <p><b>Frequency of Site establishment meetings:</b></p> <ul style="list-style-type: none"> <li>Capital projects: Once off</li> <li>Long term contractors: Annually (to be conducted by Task initiator)</li> <li>Day to day contractors: Annually (to be conducted by Task initiator)</li> </ul>
<b>5</b>	<b>Applicable AM and AMSA SHE procedures</b>	
5a	<b>Index list AMSA procedures</b> that may be applicable	File AMSA list of applicable FPS-related procedures [ <b>Template CM01</b> ]. (Acknowledgement for understanding of FPS related procedures to all contractors – only attendance registers) <b>Recommendation:</b> Related FPS procedures should be filed in a separate file.
5b	<b>AMSASHE00084</b> AMSA SHE contractor requirements and expectations	<ul style="list-style-type: none"> <li>This AMSASHE00084 document is provided to the contractor as part of all the tender documentation. Procedure is also available from the Task initiator.</li> <li>The rules must be read, understood and acknowledged by the contractor representative (initiated on each page of the document).</li> <li>Requirements stipulated in this document must be used during the development of the health and safety plan and task HIRAs</li> <li>Procedure kept in H&amp;S file with proof of acknowledgement for understanding by all contractor employees.</li> </ul>
<b>6</b>	<b>Emergency preparedness</b>	
6a	<b>Contractor's emergency plan</b>	Which includes strategies for working at heights, in vessels, confined spaces and on gas lines, as and where applicable (based on site and/or plant procedures).
6b	<b>Site/Area and Plant emergency plan/procedure</b>	Proof of acknowledgement for understanding of Emergency plan/procedure by all contractor employees must be kept in the H&S file.
6c	<b>Emergency evacuation and desktop drill reports</b>	<ul style="list-style-type: none"> <li>AMSA plants should schedule and plan Emergency drills where contractors are included. File a copy of the Emergency drill report with the attendance list in the file (if available).</li> <li>In this tab contractors may file their own Emergency drills and evacuations.</li> </ul> <p><b>Recommendation:</b> Before entering a confined space a drill should be performed.</p>
7	<b>Letter of Good Standing</b>	Letter of Good Standing must be valid for the duration of the work on site. If the letter is not available the contractor shall supply proof of payment to the Compensating Commissioner and sign a declaration form. (Third party insurance is also acceptable.) Action must be taken before the expiry date.
8	Application for construction work permit (CR Annexure 1)	<p><b>Client Agent</b> is responsible for the application of work permit. Action must be taken before the expiry date (if applicable). <b>Note:</b> Application for construction work permit only applies to Projects:</p> <ul style="list-style-type: none"> <li>Exceeds 365 days</li> <li>Will involve more than 3 600 person days of construction work</li> <li>The tender value limit is grade 7, 8 or 9 of the Construction Industry Development Board (CIDB) grading (this would be the upper limit of grade 7, i.e. 60 million ZAR (SAIOSH_PERMIT_EXEMPTION 2)</li> </ul>
9	<b>Notification of construction work</b> (CR Annexure 2)	<p>If a stamped (valid) notification is not available (waiting for) then the evidence of application (fax) must be filed in the H&amp;S File. Action must be taken before the expiry date (if applicable). <b>Note:</b> Notification of construction work if the intended construction work will include:</p> <ul style="list-style-type: none"> <li>Excavation work</li> <li>Working at a height where there is a risk of falling</li> <li>Demolishing of a structure</li> <li>Use of explosives to perform construction work</li> </ul>
<b>Site and plant access matrixes</b>		<b>Good practice: Clear copy of ID with employee information such as contact details of family, medical fund, etc.)</b>
10	<b>Medical fitness certificates (medical records)</b>	<ul style="list-style-type: none"> <li>Compile a <b>Medical fitness matrix</b> (Name, ID number, Job title, Medical expiry date, Restriction or condition and Comments (for follow-ups). [<b>Template CM12</b>].</li> <li>File medical fitness certificates behind the matrix (no personal health detail in the file).</li> <li>All contractor employees to undergo medical surveillance and must be declared fit by an Occupational Medical Practitioner.</li> <li>Action must be taken before the expiry date of the medical fitness certificate.</li> </ul>

11	<b>AMSA SHERQ Induction</b> and Plant specific inductions	<ul style="list-style-type: none"> <li>• Compile an <b>induction course matrix</b> (Name, ID number, Job title, AMSA SHERQ induction dates, Plant induction dates per department (for follow-up). [<b>Template CM13</b>].</li> <li>• File proof of training (attendance registers) at the back of matrix. Need proof of all contractor employees.</li> <li>• <b>Validity of Induction:</b> One year.</li> <li>• Action must be taken before the expiry date of the Induction courses.</li> </ul>
12	Proof of all <b>FPS related training</b> courses (matrix)	<p><b>Reference document:</b> AMSA FPS training model (guidelines, rules and matrix), including e-learning (AMSASHE00121).</p> <p>At Newcastle: Utilising the AMSA Contractor Training Contractor to support / provide the contractor with a training matrix, indicating the training requirements (also issued during the Site establishment meeting).</p> <ul style="list-style-type: none"> <li>• Compile a <b>FPS matrix</b> applicable to contractor as per scope of work and exposures (Name, ID number, Job title, FPS training status per course based on the FPS training requirements. [<b>Template CM14</b>].</li> <li>• The training expiry date needs to be reflected on this matrix.</li> <li>• File proof of training (attendance registers) at the back of matrix.</li> <li>• Action must be taken before this expiry date of FPS courses.</li> </ul>
13	<b>Competencies</b> and competency certificates	<ul style="list-style-type: none"> <li>• Compile a <b>Job specific competency matrix</b> (Name, ID number, Job title, List of competencies) [<b>Template CM15A or CM15B</b>].</li> <li>• File competencies at the back of matrix per employee.</li> </ul> <p><b>Competencies</b> of all staff (staff may be declared competent in specific tasks as per the Safe working procedures).</p> <p><b>Competency declaration note:</b> Contractor to confirm (declaration) that employees are medically fit, competent, in possession of any relevant licenses; accreditation will be maintained while on site. Part of Site establishment meeting [<b>Template CM04-1</b>].</p>
<b>Appointments letters</b>		
14	<b>Appointments by AMSA</b>	These refer to appointments made by ArcelorMittal South Africa: e.g. Permit Receiver, Principal contractor, Agent, etc. [ <b>Template CM16</b> ]
15	<b>Appointments made by contractor</b>	<ul style="list-style-type: none"> <li>• Compile an <b>Appointment matrix</b> (Name, ID number, Job title, Appointment type and Validity of appointment) [<b>Template CM17</b>].</li> <li>• File appointment letters behind the matrix.</li> <li>• Action must be taken before the expiry date of appointments such as the First aider.</li> </ul> <p>Contractor appointment letters with roles and responsibilities (including an organogram). Contractor legal appointment letters for <b>example</b>:</p> <ul style="list-style-type: none"> <li>• 16.2 Assistant to CEO</li> <li>• CR 8(1) Construction manager</li> <li>• CR 8(2) Assistant construction manager</li> <li>• CR 8(5) Safety officer, etc.</li> <li>• CR 8(7) Construction Supervisor</li> <li>• CR 8(8) Assistant construction supervisor</li> <li>• CR 9(1) Risk assessor</li> <li>• CR 13(1)(a) Excavation supervisor</li> <li>• CR 16 (1) Scaffolding erector/Team leader/Inspector</li> <li>• CR 28(a) Firefighting equipment inspector</li> <li>• CR 29(h) Firefighting equipment inspector</li> <li>• GSR 3: First aider (one first aider for 10 workers)</li> </ul>
<b>Safety scope, specifications and risk assessments from ArcelorMittal South Africa</b>		
16	<b>Health and safety specification</b>	<p><b>Reference documentation:</b> [<b>Template CM03</b>].</p> <p>Additional information to be completed (First meeting with contractor: H&amp;S specification 1-36 questions) and signed off by AMSA and contractor.</p> <p><b>The health and safety specification will be discussed during the first meeting with the contractor (to be seen as the Baseline risk assessment).</b></p>

17	<b>Plant area HIRA</b>	<p><b>Reference documentation</b></p> <p>Area HIRA to be completed on the AMSA HIRA template by an AMSA person. This HIRA will be used by the contractor to compile the health and safety plan with task specific. Plant area HIRA to be discussed during the tender meeting.</p> <p>The purpose of the HIRA is to inform the contractor of the dangers and risks where he/she is to perform work. The Area HIRA must stipulate all control measures/actions to address identified risks; it must also include applicable site/are and plant specific Safe working procedures as well as emergency and evacuation plans/procedures.</p>																
<b>Health and safety plan and task specific HIRAs and other plans compiled by contractor</b>																		
18	<b>Contractor's Health and Safety plan</b>	<p>The Construction Regulations defines a health and safety plan as follows: "A health and safety plan means a site, activity or project specific documented plan in accordance with the client's health and safety specifications."</p> <ul style="list-style-type: none"> <li>• Taking into account all of the health and safety specifications and requirements e.g. RFQ, AMSASHE00084, FPS AMSA procedures, Area HIRA given to the contractor.</li> <li>• The contractor has to develop his H&amp;S plan which will be the application of the requirements from the agent or AMSA responsible person (to be <b>approved</b> by Management and <b>acknowledged</b> by all staff).</li> <li>• Stipulated in this plan, the contractor will define his/her H&amp;S plan system which will include risk assessments and specific Safe working procedures to mitigate, reduce or control hazards identified for the specific project/task.</li> </ul>																
19	<b>Daily task specific HIRA</b>	<p><b>Take note:</b> Use the AMSA HIRA template.</p> <ul style="list-style-type: none"> <li>• The task HIRA must take into account the different activities performed by neighbouring contractors/AM employees or interferences between equipment and materials that could create some risks. The various activities are to be separated by location and time.</li> <li>• When such risks are identified, measures are to be documented in an action plan with responsibilities.</li> <li>• It should be acknowledged by the team (contractor staff) and other parties (including neighbouring contractors).</li> </ul>																
20	<b>Fall protection plan</b>	<ul style="list-style-type: none"> <li>• The developer of a Fall prevention plan must be competent (company must designate a competent person CR 10(1) for the preparation of the Fall prevention plan). No appointment in writing.</li> </ul> <table border="1" data-bbox="461 1163 1552 1438"> <thead> <tr> <th data-bbox="461 1163 688 1203">U/S No</th> <th data-bbox="688 1163 1256 1203">Unit standard title (competencies)</th> <th data-bbox="1256 1163 1403 1203">Level</th> <th data-bbox="1403 1163 1552 1203">Credits</th> </tr> </thead> <tbody> <tr> <td data-bbox="461 1203 688 1268">229994</td> <td data-bbox="688 1203 1256 1268">Asses a worksite for work at heights and prepare a fall protection plan.</td> <td data-bbox="1256 1203 1403 1268">4</td> <td data-bbox="1403 1203 1552 1268">3</td> </tr> <tr> <td data-bbox="461 1268 688 1360">229995</td> <td data-bbox="688 1268 1256 1360">Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan.</td> <td data-bbox="1256 1268 1403 1360">2</td> <td data-bbox="1403 1268 1552 1360">3</td> </tr> <tr> <td data-bbox="461 1360 688 1438">229998</td> <td data-bbox="688 1360 1256 1438">Explain and perform fall arrest techniques when working at heights.</td> <td data-bbox="1256 1360 1403 1438">1</td> <td data-bbox="1403 1360 1552 1438">2</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Accompanying working at elevated position(s) risk assessment, detailing Safe working procedures and methods utilised to address the identified risks.</li> <li>• Acknowledgement of communication of the Fall protection plan by staff.</li> </ul>	U/S No	Unit standard title (competencies)	Level	Credits	229994	Asses a worksite for work at heights and prepare a fall protection plan.	4	3	229995	Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan.	2	3	229998	Explain and perform fall arrest techniques when working at heights.	1	2
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21	<b>Rigging study (lift plan) for high risk or abnormal lifts</b>	<p>High risk tasks or abnormal lifts are: liquid steel, multiple crane lifts, lifts over operating areas that may endanger personnel, lifts over power lines and hot rails, lifts involving personnel cages and lifts over or exceeding maximum rated loads.</p> <ul style="list-style-type: none"> <li>• <b>AMSA format:</b> Form G0220-A.</li> <li>• <b>Approved by:</b> ArcelorMittal responsible person (e.g. Rigging shop, Crane and lifting site champion).</li> </ul>																
<b>22 Safe working procedures and job observations</b>																		
22a	<b>Safe Working procedures for high risk tasks/projects</b>	<p>There are various Safe working procedures or documents which a contractor must have in his/her possession. Listed below are some of the required Safe working procedures/documents:</p> <ul style="list-style-type: none"> <li>• Contractor Safe working procedures for high risk activities such as roof work, lifting actions, working in confined spaces and gas hazardous areas. Safe working</li> </ul>																

		<p>procedures to define method statement (how to perform the task).</p> <ul style="list-style-type: none"> <li>• Task fall protection plan (to be aligned with the AMSA working at heights HIRA).</li> <li>• Relevant AMSA and site/plant specific Safe working procedures (Fatality Prevention Standards and other site/plant specific Safe working procedures).</li> <li>• Health and safety plan.</li> <li>• Demolishing plan.</li> <li>• Copies of applicable legislation/other requirements (e.g. SANS 10085)</li> <li>• Proof of <b>acknowledgement</b> of training by staff in said Safe working procedures.</li> </ul>												
22b	<b>Task Observations</b>	<ul style="list-style-type: none"> <li>• Contractor shall perform own task specific observations by responsible person/supervisor.</li> <li>• Records to be kept in file (recommendation at the back of Safe working procedures).</li> </ul>												
<b>23</b>	<b>Tools and equipment inspection inventory and inspection registers</b>													
	<b>Tool and equipment registers and inspections</b>	<p>Contractor to have available inspection registers of all tools and equipment used on site. Separate H&amp;S file may be kept for inspections performed.</p> <p>Up-to-date tool and equipment inspection registers, with clear dates and signatures, indicating condition of assets. Inspections must be daily/prior to task commencement.</p> <p>Examples are as follows: Electrical tools, hand tools, first aid box, ladders, firefighting equipment, safety harnesses, lifting equipment, etc. (<b>Note to the sites:</b> It important to communicate if these inspection sheets must be aligned to that of ArcelorMittal South Africa or site inspection sheets.</p>												
<b>24</b>	<b>Audits</b>													
	<p>Audits (internal and external)</p> <p>FPS protocol requirement [A.08.5.1]</p>	<p>Contractors are to undertake self-audits. Proof of current and previous audits to be maintained. Principal contractors are also required to audit their sub-contractors.</p> <p>AMSA responsible persons need to audit their contractors. Proof of current and previous audits to be maintained. Audit results to be captured on an action sheet and/or an incident management system for corrective actions (WorkSafe or Pivot).</p>												
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<b>25</b>	<b>Toolbox talks</b>													
	<b>Toolbox talks</b>	<p>Do daily <b>toolbox talks</b> relevant to the scope of work/tasks and exposures. Focus on Fatality Prevention Standards, daily activities, incidents, near hits and current site conditions. Daily toolbox talks must have a date and be signed by everybody.</p> <p><b>Good practice:</b> FPS toolbox talks: FPS booklet PS.0244 may be used to compile toolbox talks. Additional contractor toolbox talks (one page) are available to choose topics for discussions.</p>												
<b>26</b>	<b>Incident reports</b>													
	<p>Incident reports</p> <p>FPS protocol requirement [A.08.5.1]</p>	<p>Keep record of all incidents on AMSA premises.</p> <p>All incidents to be reported to the ArcelorMittal responsible person before the end of the shift (to be registered on an incident management system (e.g. WorkSafe. Pivot).</p> <p>Non-conformances to be registered on SAP. Corrective and preventative actions to be evaluated for effectiveness.</p>												

27	Other meetings / summary reports	
	Reports and other meetings  FPS protocol requirement [A.08.5.1]	Meetings between AMSA and contractors where contractor give feedback to AMSA, e.g. <ul style="list-style-type: none"> <li>• H&amp;S meetings</li> <li>• Contractor forums: Monthly Site/Business Unit or quarterly meetings (by AMSA Safety department with contractors)</li> </ul>
	COVID 19 •	<ul style="list-style-type: none"> <li>• Covid Procedure</li> <li>• Daily Safety Checks</li> <li>• Risk assessments</li> <li>• Safety Tasks</li> </ul>