
	STANDARD CHECKLIST	Document ID	TNCL-OHS-CHK-0014
		Document owner	OHS Manager
	CONTRACTOR OHS ASSESSMENT CHECKLIST	Revision	03
		Approve Date	21 st March 2024


Tembo Nickel host department and Contracts administrator to review prior to issuing a contract. This may also be given to the contractor for a self-assessment guide and as a document request.

Company Name:		Contact Person:	
Address:			
Phone:		E-mail	

Safety Performance: data showing a positive trend has been provided and the contractor has an effective means of analyzing trends and keeping management informed.	Yes	No
Has the contractor or subcontractor provided a documented history of their previous three (3) years' work injury record that demonstrates continuous improvement?		
Has the contractor provided examples of how they analyze incidents and resulting incident cost trends and keep management informed of their safety performance?		
Has the contractor's management "championed" the process and remained fully engaged?		
Safety Plan: Produced specifically for the job, outlining how the safety aspects of the job will be managed.	Yes	No
Has the contractor or subcontractor provided a copy of their environment, health, and safety management plan?		
Has the contractor submitted work procedures for issues identified in List 1?		
Has the plan been reviewed and accepted by the Tembo nickel site OHS site department?		
Safety Policy: Clear statement indicating responsibilities signed and dated by the Chief Executive, GM, or any other senior executive.	Yes	No
Has the contractor or subcontractor provided a copy of safety policies and responsibilities that have been signed by their senior executive?		
Has the policy been reviewed by the Tembo Nickel site OHS department?		
Safety Manual/Procedures: Clear procedures and systems, updated at least annually.	Yes	No
Has the contractor or subcontractor provided copies of their work permits and standards? Do they match with hazards identified in Checklist 1?		
Has the contractor provided procedures for storing and handling hazardous substances?		
Has the contractor provided documentation that the information has been given to all employees?		
Safety Professionals: An outline of how the safety advisors are involved.	Yes	No
Does the contractor or subcontractor have a designated safety contact for the contract?		
If the contract involves more than 50 employees or high risk, does the		


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contractor have a designated full-time safety person?		
Has the contractor provided a written document outlining the safety contact's duties and responsibilities sufficient for the scope of work? It must be the Supervisor's responsibility to ensure the safety of his crew.		
Training: Supervisor and employee training plans and documentation.	Yes	No
Have contractor or subcontractor employees received induction and standard work procedures training? Documentation must be provided to show who has attended.		
Has the contractor or subcontractor provided safety leadership training to supervisors?		
Is there documentation showing all employees have been trained in first aid?		
Have all employees been trained in Field Level Risk Assessment? Writing or using JSA or JHA's?		
Has the contractor provided documentation showing all other specific training employees have received appropriate to the work being performed?		
Audit System: Formal method of checking up on adherence to standards, housekeeping, etc.	Yes	No
Does the contractor or subcontractor conduct formal safety inspections?		
Do the contractor's management/supervisors lead the inspections and make themselves accountable for correcting deficiencies arising from the audit?		
Has the contractor supplied a copy of a standard workplace inspection checklist?		
Does the contractor have a method for evaluating daily worksite conditions (such as 5-point, Field Level Risk assessment, safety contact sheet, stop cards, etc.) Are examples provided?		
Does the contractor or subcontractor conduct formal audits of the safety program with team members from other facilities and departments no less than annually?		
Has an example of the audit protocol been provided?		
Health Surveillance: Pre-placement health evaluations take place and routine health surveillance are indicated, (e.g., Medicals for drivers, medical pre-screening for dust, and noise surveys, etc.).	Yes	No
Has the contractor or subcontractor provided a copy of a written health surveillance program?		
Does the contractor maintain health records for employees after their termination?		
Does the contractor have access to an industrial hygienist?		
Incident Management and Investigation: All incidents are reported according to a company procedure and there is line responsibility for investigation and follow-up.	Yes	No
Has the contractor or subcontractor provided a documented procedure for reporting, investigating, and following up on all incidents including medical, property damage, loss to process, environmental incidents, and near miss		

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incidents?		
Does the contractor convert these incidents and/or near misses into its ongoing safety awareness and training meetings?		
Has the contractor provided a copy of an incident report form?		

Risk Management: Appropriate techniques are used to assess risk and implement any changes needed (i.e., Job Safety Analysis, Field Level Risk Assessment, and Formal Risk Assessment).	Yes	No
Has the contractor or subcontractor provided a documented formal risk assessment process and procedure that includes all levels of risk assessment?		
Does the contractor have a Field Level Risk Assessment process that is used by all employees?		
Is there a process or procedure for employees to report safety issues, including follow-up and closure?		
Has the contractor provided documented risk assessments addressing at a minimum the hazards identified in checklist 1 for the specific contract?		
Rosters: Work schedules in place that minimize fatigue.	Yes	No
Do work schedules provide sufficient rest periods between night and day rotations? (Min 48 hours)		
Do work schedules conform to the legal requirements?		
Does the contractor provide adequate housing, food, and support for remote site locations to facilitate maximum rest (welfare)?		
Fitness for Work: Policies and procedures in place to ensure employees are not impaired by drugs, alcohol, poor health, or fatigue.	Yes	No
Has the contractor provided a copy of a drug and alcohol policy that matches or exceeds the site policy?		
Are there defined steps for supervisors to take if an employee is suspected of not being fit for duty, with consequences?		
Has the contractor provided written procedures for adherence?		
Is screening for drugs a part of the initial medical screen for work?		
Does the contractor have a fitness-for-work policy that includes fatigue and health issues?		
Management of Change:	Yes	No
The Contractor shall have a management of change process conducted to manage changes at Tembo Nickel activities prior to commencement of work to ensure all planned temporary and permanent changes that impact safety, health, environment, or productivity are identified, assessed, managed, and appropriately communicated to all affected personnel		
Motor Vehicle Safety	Yes	No
The Contractor shall have the procedure to standardize operation on the		

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surface and public roads. The procedure is also to put in place a system in place for identifying high-risk drivers, correcting their behaviors through further training and discipline		
Issuance and Use of Personal Protective Equipment (PPEs)	Yes	No
The Contractor shall provide freely appropriate PPEs for all tasks undertaken by the Contracting Company employees while on-site.		
“Stop” Work Authority	Yes	No
The Contractor shall have the policy/practice arrangement to encourage workers to use their “STOP WORK AUTHORITY” for any job that is unsafe – <i>Speak up, save a life!</i>		
Workplace Registration	Yes	No
Occupational Safety and Health Authority must register a contractor. A certificate of registration must be provided		
Emergency Procedure	Yes	No
Risk-based Emergency Management Plans should be developed including the schedule of mock drills with debrief records		
Safety Compliance Assurance	Yes	No
Has your Company been issued or has pending, any HSE-related fines, penalties, citations, a notice of violation, or civil suits in the past 3 years? (If yes provide summary, Penalties) assessed and resolutions		

Review

Reviewed by: (Contractor)		Signature:	
Reviewed by: (OHS dept)		Signature:	
Date:			
Comments			