

SAFETY FILE CHECKLIST

			
CONTRACTOR	COMPLYING	NOT COMPLYING (I.E. COMMENTS)	NOT APPLICABLE
1. Site Specific Organogram of reporting structure. This document must provide all persons appointed in terms of OHS Act No. 85 of 1993 including contact details. (rev, date, approval)			
2. Contractor scope of work information (Company Profile)			
3. Notification of Construction Work to the Department of Labour: Document to display required information as per OHS Act No.85 of 1993 – Construction Regulations Annexure A, must carry the stamp of acceptance from the Department of Labour (<i>if applicable</i>)			
4. Application for a permit to do construction work (<i>if applicable</i>)			
5. Valid Letter of Good Standing with FEM/WCA: And proof of relevant insurances to carry out work.			
MANAGEMENT PLANS			
6. Copy of reference documents: Health & Safety, Security, Quality, Environmental, and other applicable Specifications Including a signed register of communication to Managers, Supervisors & Safety Officers			
7. Approved Contractor Execution Plan correlating with Specification provided by Transnet (i.e. Approved health and safety plan, environmental plan, security plan etc.)			
8. Contractors Health and Safety Policy			
9. Site Specific Emergency Plan			
10. Contractors Traffic Management Plan (if applicable)			
11. Procedure for handling Hazardous Chemical Substance's and Applicable Safety Data (if applicable)			
APPOINTMENTS			
12. Fully completed appointments of the following (depends on the scope of work) but not limited to:			
<ul style="list-style-type: none"> • Sec.16(2) – Delegated Authority (Assistant to the CEO) 			
<ul style="list-style-type: none"> • CR 8(1) – Construction Manager 			
<ul style="list-style-type: none"> • CR 8(1) – Construction Supervisor 			
<ul style="list-style-type: none"> • CR 8(8) – Assistant Construction Supervisor 			
<ul style="list-style-type: none"> • CR 8(5) – Construction Safety Officer 			

<ul style="list-style-type: none"> • CR 9(1) – Risk Assessment 			
<ul style="list-style-type: none"> • CR 10(1)(a) – Fall Prevention Planner (if applicable) • CR 10(2)(b) (fall risk) Physical and Psychological Fitness 			
<ul style="list-style-type: none"> • CR 23(d)(k) – Vehicle Operator and Inspector 			
<ul style="list-style-type: none"> • GSR 3.4 – First Aider 			
<ul style="list-style-type: none"> • CR 29(h) – Fire Fighter 			
<ul style="list-style-type: none"> • Sec 24, GAR 9(2) – Incident Investigator 			
<ul style="list-style-type: none"> • CR 13(1)(a) – Excavation Supervisor 			
<ul style="list-style-type: none"> • CR 28(a) – Stacking and Storage Supervisor 			
<ul style="list-style-type: none"> • CR 12(1) – Temporary works designer 			
<ul style="list-style-type: none"> • CR 14(1) – Demolition work supervisor 			
<ul style="list-style-type: none"> • CR 16(1) – Scaffolding work supervisor 			
<ul style="list-style-type: none"> • CR 17 (1) – Suspended platform work supervisor 			
<ul style="list-style-type: none"> • CR 18(1)(a) – Rope access supervisor 			
<ul style="list-style-type: none"> • CR 19(8)(a) – Material host Inspector 			
<ul style="list-style-type: none"> • CR 20(1) – Bulk mixing plant supervisor 			
<ul style="list-style-type: none"> • CR 21(2) – Explosive actuated fastening devices inspector 			
<ul style="list-style-type: none"> • Sec 17(1) – SHE Rep (more than 20 employees) 			
<ul style="list-style-type: none"> • GSR 13(a) – Ladder Inspector <p>An abbreviated CV of the above appointed persons shall be attached to the appointment. Competency certificates will also be attached as required in specifications</p>			
13. Elevated work training (Rescue/Safety harnesses) – Accredited Training (if applicable)			
14. Fall Protection Plan by competent person / Rescue Plan (if applicable)			
15. Contract / Project Specific Risk Assessment indicating the full scope of work and risk profile – High risk task inventory registers to be attached			
16. Risk Assessment (HIRA), Method Statement, Safe Work Procedure to be generated for each specific task to be performed on the contract/project i.e. Site establishment, confined spaces, working at heights, working near water, excavations etc. Note: before establishment they can supply what they will start with – Site Establishment, fencing, clear and grub...so only request what is relevant at the time			
17. PPE Policy and most recent issue register			
INDUCTION			
18. Induction application forms completed for every employee of the contractor performing work on site; The following shall be attached:			

• Employee dossier with applicable documentation			
• Proof of site-specific induction			
• Copy of ID document			
• Legal letter of appointment			
• Proof of competence i.e. Artisans, drivers, operators, etc.			
• Valid medical certificate of fitness done by an Occupational Health Practitioner (i.e. Annexure 3 for construction work)			
REGISTERS			
19. Copy of equipment registers to be used with copy of each item's inspection checklist. The registers and not limited to the following, depends on the scope of work:			
• Site visitors register			
• Excavation inspection register			
• Hand tools inspection register			
• Barricading inspection register			
• Traffic inspection register			
• Mobile toilet inspection register			
• Daily risk assessment and toolbox talk			
• PPE inspection register			
• First aid kit inspection register			
• Fire fighting equipment register			
• Portable electrical equipment register			
• Pneumatic tool register			
• Compressor checklist			
• Ladder inspection register			
• Vehicle inspection register			
• Working at height equipment register			
INCIDENT / ACCIDENT MANAGEMENT			
20. Incident / Accident Management Procedure including reporting, recording and investigation of incidents and accidents			
21. Register of first aid injuries			
22. Register of reportable injuries to the Provincial Director			
OTHERS			
23. Section 37(2) mandatory agreement between client – contractor and contractor – sub-contractor. As well as:			
• CR5.1(k) Principal contractor appointment			
• CR 7(1)(c)(v) Sub-contractor appointment			

24. Training Matrix (Management, Supervisors and Employees)			
25. Copy of the OHS Act and its Regulations, COID Act Regulations			