

SAFETY FILE REQUIREMENTS

#	Content Description	Yes	No	n/a
1	Company Health, Safety and Environmental Policy		x	
2	Company HIV and AIDS Policy		x	
	Letter of good standing			
3	Company letterhead with contact details			
4	Company Profile			
5	Proof of company registration			
6	Proof of SARS registration			
7	Public Liability (insurance cover)			
8	Company Organogram (showing company reporting structure)			
9	Site Team organogram with names and cell numbers of the specific team working on specific site			
10	Scope of work			
11	List of employees working on this project (with their ID numbers and positions listed)			
12	List of tools and equipment to be used on this project			
13	Sub-contractor's internal Employee induction (focusing on specialist work, specific tasks, risk assessments related to these tasks, methods to be used and general site safety)			
14	Letter of Appointment / Award of Contract from Client			
15	Agreement with Mandatory signed by contractor and principal contractor			
16	Statutory Legal Appointments – (application to all contractors)			
	- CEO's delegation of duties – attach ID, CV & certificates			
	- Supervisor of construction work – attach ID, CV & certificates			
	- Subordinate supervisor of construction work – attach ID, CV & certificates			
	- Fall protection plan developer – attach ID, CV & certificates			
	- Risk assessor – attach ID, CV & certificates			
	- Portable electrical tools inspector			
	- Accident/Incident Investigator – attach ID, CV & certificates			
	- Safety committee member			

	- Stacking and storage inspecting			
	- Hand Tools inspector			
17	Other appointments (if required)			
	- Safety officer – attach ID, CV & certificates			
	- First aider (must be certified and certificate attached)			
	- SHE representative (must be certified and certificate attached)			
	- Emergency Evacuation Planner			
18	Company's Health and Safety Plan (must be site specific and related to your scope of work and signed by the CEO/owner)			
19	Environmental Management Plan (include waste management which must be signed by the CEO/owner)			
	Name of Waste Disposal Site where Waste will be Disposed off. Copies of waste Disposal certificates will be required.			
20	Method statement (how you are going to do your work)			
21	Hazard identification and risk assessments – based on method statement			
	Communication of Risks to be signed by ALL persons involved in the Project.			
22	Registers and checklists – general (if required as per scope of work)			
	- Material Safety Data Sheet register - MSDS			
23	Accident/Incident Procedure			
	- Appointment of accident/incident investigator			
	- Proof of competency of investigator (certificate and CV)			
	- Accident/Incident Register			
24	Certificate of competency			
	- First aider (training record)			
	- SHE representative (training record)			
25	Medical Certificates for persons working above 2m on edges, on scaffolding, painting, rooftops and any person operating any machinery, Specialized Truck or Vehicle or Equipment etc.			
26	Certificates of competency of operators			
	- Medical Certificates (to include lung function, hearing and eye tests)			

	- Vehicle maintenance records			
	- Operators appointments			
	- Inspector appointments			
	- Explosive power tools			
	- Portable electrical tools			
27	Toolbox talks			
28	Awareness training records (how to use equipment correctly/waste management/site safety rules)			
29	Accident/Incident Investigation			
	- Accident/Incident Register			
	- Accident/Incident Reporting Procedure			
	- Recording of the accident/ incident			
	- Employers report of the accident (WCL1 and WCL2)			
	- Emergency contact list			

NB: Please ensure that your safety file is created in this order
All information in this file must be specific to the site/project
You are responsible to provide the necessary PPE for your employees to conduct their work.
Approval for ALL Safety Files take 14 working days