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CONTRACTOR SAFETY FILE CONTENTS LIST

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued. This checklist was revised to cater for COVID-19 requirements.

Name of the Contractor:

Project:

Safety File Assessor and Date:

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit (If applicable and as defined in the 2014 Construction Regulations)		
4	Valid Letter of Good Standing		
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports and Work Permits for foreign Nationals. Employee register to include home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts		
6	Approved Organizational Structure		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
7	Approved S/HE Policy		
8	Approved COVID 19 Policy / Declaration		
9	Approved S/HE Plan		
10	Risk Assessments for the projects as per project scope approved by the Risk Assessor and they should cover COVID 19 related risk and mitigation measures.		
11	Proof of medical fitness of employees who will be working on the project, from an Occupational Health Practitioner not a General Practitioner (Provide completed Annexure 3 of the Construction Regulations).		
12	Statutory Appointments including competency certificates and CVs e.g. First Aider, SHE Officer, etc. (Signed by the appointer and accepted by appointee's include CV's and competency certificates)		
13	Tool inspections Checklists and Register	Yes	

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
14	PPE Matrix and Records include COVID 19 PPE Requirements when necessary.		
15	<p>Safe Working Procedures or Method Statements for the scope of work.</p> <p>The following should also be included:</p> <ul style="list-style-type: none"> - Waste management protocols - Incident reporting procedure. - Emergency procedures - COVID 19 case handling 		
16	Tool box Talks Templates and contractor's induction material		
17	Equipment Maintenance (Calibrations, Safe Working load certificates and Decontamination or Sanitation Records etc) if applicable		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
18	Chemicals substances list; MSDSs for chemicals to be used (14 point format) including Proof of training on MSDS if applicable.		
19	Excavation plan (when applicable)		
20	Scaffolding plan (when applicable)		
21	Declaration of Sub-contractors (when applicable)		
22	Proof of Third Party Liability Cover (Not older than 1 year)		
	Conclusion / Statement of Compliance		