

Safety file requirements

1. Company Health, Safety and Environmental Policy
2. Company HIV and AIDS Policy
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 from Principal Contractor or 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)
20. Method statement (how you are going to do your work)
21. Hazard identification and risk assessments – based on method statement
22. Registers and checklists – general (if required as per scope of work)

- Material Safety Data Sheet register and supporting documentation if hazardous substances will be used
- 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, etc.
- 26. Certificates of competency of operators
 - Medical Certificates for drivers and operators (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

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.