

SUB-CONTRACTOR SAFETY FILE REQUIREMENTS

Note: The safety will be audited as per these requirements. Contractors will not be allowed to work on site unless the 10 item listed below are in place and a score of 85% or above is achieved

1	37(2) Mandatory Agreement, signed by the 16,2 Appointed person
2	7(1)(c) Appointment of a Sub-Contractor, signed by the 16,2 Appointed person
3	All other Legal Appointments required for the Contractor.
4	Valid Letter of Good Standing WCA/FEM
5	Health and Safety Plan.
6	Health and Safety Policy.
7	Fall Protection Plan with Proof of Communication for Working at Heights
8	Risk assessments, method statements and Safe Work Procedures, Communicated and Signed
9	WBHO Inductions conducted on site.
10	All required PPE

nr	Section/ Regulation	Subject	Requirement
1	COID Act. Section 80 and Construction Regulations 4(1)(g)	Letter of Good Standing	In place and Up to date
			At least 3 blank copies of Employer's report of an accident forms available
2	General Administrative Regulations 4	Copy of the Act	A copy of the OHS Act and Regulations available on site
3	Construction Regulations 5.	Health and safety Plan	Plan Available
			All Tasks & Risks covered
			Plan Approved
			Plan implemented
4	Section 7 of the act	Health and Safety Policy	Dated & Signed by the company CEO
			Description of organization
			Arrangements for reviewing the policy
			Communicated to all employees
			Policy implemented
5	Section 13 of the Act	Work Place Rules & Policies	Dated & Signed by the company CEO
			communicated to all employees
			Policy implemented

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6	General Safety Regulations 2 (a) (b)	Substance Abuse Policy	Dated & Signed by the company CEO
			Communicated to all Employees
			Policy implemented
7	Section 14 of the Act	General Duties of the employees	On file
			Communicated to all employees
8	Section 37 (2) of the act	Mandatory Agreement (Document supplied by WBHO)	Signed by the 16,2 appointee
			Signed by WBHO
			Agreement with First Aid
			Agreement with Safety Reps and Safety Committees
			Agreement been communicated and adhered to
9	Construction Regulation 7(1)(c)	Appointment of a subcontractor	Signed by the 16,2 appointee
			Signed by WBHO
10	Construction Regulation 9.	Risk Assessments	Hazards & Risks Identification
			Evaluation of the Hazard & Risks
			Method Statements & Safe Work Procedures
			Lock out Procedures
			Review Plan
			Monitoring Plan
			Approved by Management
			Communicated to all employees
11	Construction Regulation 10.	Fall Protection Plan	Elevated Work Risk Assessment
			Approved by Management
			Employees training on the Fall Protection Plan
			Implemented
			Procedure for Inspecting and Maintenance of Fall Protection Equipment
12	Construction Regulation 7(1)(g)	Medicals	Valid medical certificate from a occupational health practitioner for all employees
13	Section 17 / 18 of the Act	Health & Safety Representatives	One OHS rep for more than 10 employees and 1 for every 50 thereafter
			The OHS reps forms part of WBHO OHS Committee
			Name and contact number list for all OHS reps available
			OHS rep reports been conducted monthly
			All nonconformance on the above report been action by management

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14	Construction Regulation 5, 7 & 9 / Section 13(a).	Induction	Inductions conducted for all employees
15	General Administrative Regulations 8, 9 / General Safety Regulation 3	Accident procedures	A First Aider for More than 10 employees on site and 1 for every 50 thereafter
			A First Aid Box for More than 5 employees on site
			First aiders name and contact number on the First Aid Box
			Name and contact number list for all first Aiders available
			Accident / Incident /Near Miss/ First Aid Reporting Procedures
			All employees trained on the above Procedures
			Annexure 1 forms
			Emergency Contact Numbers available
			Monthly Man Hour & Injury reports
16	Hazardous Chemical Substances Regulations 3	Hazard Chemicals	MSDS available for all Chemicals
			Displayed at storage area
			All employees trained on the MSDS's
			Chemicals stored as per Regulations
17	Construction Regulation 29 / Pressure Equipment Regulations	Fire Equipment	Fire equipment serviced Annual
			Fire Equipment Pressure Tested
18	Good Practice	Tool Box Talks	Tool box talks been conducted at least once a week
19	Good Practice	Identification Document	A Copy of ID for all employees on site.
Registers			
20	General Safety Regulations 3	First Aid Treatment	Daily Register in place and up to date
21	Construction Regulation 13	Excavation	Daily Register in place and up to date
22	Construction Regulation 14	Demolition	Daily Register in place and up to date
23	Construction Regulation 12	Formwork & Support work	Daily Register in place and up to date
24	Construction Regulation 19	Material Hoist	Daily Register in place and up to date
25	HCSR 6	Hazardous Gas Monitoring	Daily Register in place and up to date

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26	General Safety Regulations 2	Personal protective Equipment Issue	Daily Register in place and up to date
27	Construction Regulation 23	Construction Vehicle / Mobile Plant Checklists	Daily Register in place and up to date
29	Construction Regulation 16 / SANS10085	Scaffolding	Weekly Register in place and up to date
30	Construction Regulation 21	Explosive Powered Tool	Weekly Register in place and up to date
31	Construction Regulation 29	Fire Equipment	Weekly Register in place and up to date
32	Construction Regulation 24	Distribution Board	Weekly Register in place and up to date
33	Construction Regulation 12	Temporary Works Equipment	Monthly Register in place and up to date
34	General Machinery Regulations 3	Generator	Monthly Register in place and up to date
35	General Safety Regulations 9	Welding Machine	Monthly Register in place and up to date
36	Good Practice	Hand Tools	Monthly Register in place and up to date
37	General Safety Regulations 9	Flame Cutting Equipment	Monthly Register in place and up to date
38	General Safety Regulations 13	Ladder	Monthly Register in place and up to date
39	Pressure Equipment Regulations	Pressure Vessel	Monthly Register in place and up to date
40	Construction Regulation 10.	Fall Protection Equipment	Monthly Register in place and up to date
41	Construction Regulation 28	Stacking & Storage Supervisor	Monthly Register in place and up to date
42	HCSR	Hazardous Chemical Substances	Monthly Register in place and up to date
43	Driven Machinery regulations 18	Lifting Tackle	Monthly Register in place and up to date
44	Driven Machinery regulations 18	Mobile Lifting Equipment	Monthly Register in place and up to date
45	Construction Regulation 20	Bulk Mixing Plant Supervisor	Monthly Register in place and up to date
46	General Safety Regulations 3	First Aid Equipment	Monthly Register in place and up to date

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Appointments			
47	Good Practice	Safety appointment structure	Safety appointment structure in place
48	Section 16(2) of the Act	Delegation Of Duties	Appointment
49	Construction Regulation 8	Construction Work Supervisor	Appointment Proof of competence
		Subordinate Constr Work Supervisor	Appointment Proof of competence
50	General Machinery Regulations 2	Supervisor Of Machinery	Appointment Proof of competence
		Subordinate Supervisor Of	Appointment Proof of competence
51	General Safety Regulations 3	First Aider	Appointment Proof of competence
			Appointment Proof of competence
52	Construction Regulation 13	Excavation Work Supervisor	Appointment Proof of competence
			Appointment Proof of competence
53	Construction Regulation 14	Demolition Supervisor	Appointment Proof of competence
			Appointment Proof of competence
54	Construction Regulation 16 / SANS10085	Scaffold Supervisor	Appointment Proof of competence
		Scaffold Inspector	Appointment Proof of competence
		Scaffold Erectors	Appointment Proof of competence
55	Construction Regulation 12	Temporary Works Supervisor	Appointment Proof of competence
			Appointment Proof of competence
56	Construction Regulation 21	Explosive Powered Tools Supervisor	Appointment Proof of competence
		Explosive Powered Tools Inspector	Appointment Proof of competence
		Explosive Powered Tools operator	Appointment Proof of competence
57	Construction Regulation 29	Fire Prevention Supervisor	Appointment Proof of competence
			Appointment Proof of competence
58	General Safety Regulations 9	Flame Cutting / Welding Supervisor	Appointment Proof of competence
			Appointment Proof of competence
59	Construction Regulation 10	Fall Protection Supervisor	Appointment Proof of competence
			Appointment Proof of competence
60	Driven Machinery regulations 18	Lifting Equipment Supervisor	Appointment Proof of competence
		Lifting Equipment Inspector	Appointment Proof of competence
		Lifting Machine Operator	Appointment Proof of competence
		Lifting Machine Operator	Appointment Proof of competence

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61	Construction Regulation 23	Mobile Plant And Construction Vehicle	Appointment
			Proof of competence
		Mobile Plant, Construction Vehicle	Appointment
			Proof of competence
62	Construction Regulation 20	Bulk Mixing Plant Supervisor	Appointment
			Proof of competence
		Bulk Mixing Plant Operator	Appointment
			Proof of competence
		Concrete Mixing Plant Supervisor	Appointment
			Proof of competence
		Concrete Mixing Plant Operator	Appointment
			Proof of competence
63	Construction Regulation 19	Material Hoist Supervisor	Appointment
			Proof of competence
		Material Hoist Operator	Appointment
			Proof of competence
64	Construction Regulation 18	Rope Access Inspector	Appointment
			Proof of competence
		Rope Access Operator	Appointment
			Proof of competence
65	General Machinery Regulations 4	Banksman / Slinger	Appointment
			Proof of competence
66	Construction Regulation 13(2)(k)	Competent person in the use of explosives for excavation	Appointment
			Proof of competence
67	Construction Regulation 24	Temporary Electrical Installations & Machinery Inspector	Appointment
			Proof of competence
68	Construction Regulation 28	Stacking & Storage Supervisor	Appointment
69	HCSR	HCS Supervisor	Appointment
70	Good Practice	Hand Tool Work Supervisor	Appointment
71	General Safety Regulations 13	Ladder & Access Supervisor	Appointment
72	Construction Regulation 8(5)	CHS Officer	Appointment
			Proof of competence
73	General Administrative Regulations 8 , 9	Incident / Accident Investigator	Appointment
			Proof of competence
74	Environmental Regulations 9	Emergency Evacuation	Appointment
			Proof of competence
75	Construction Regulation 9	Risk Assessor	Appointment
			Proof of competence
76	Section 17 of the Act	OHS Representatives	Appointment
			Proof of competence
77	Section 18 of the Act	OHS Committee Members	Appointment
			Proof of competence