

Safety File Requirements

- Health and Safety Policy
- Valid Letter of Good Standing (COID/FEM)
- Valid Public Liability Insurance
- Signed Section 37(2) Agreement
- Appointment letters for competent persons (relevant to task)
- Method Statement for the specific work
- Safe Work Procedures
- Risk Assessment (task-specific, with control measures that include the hierarchy of controls)
- Fall Protection Plan (if any work at heights)
- Lockout/Isolation Procedure (for electrical or mechanical tasks)
- Hot Work Permit procedure (if welding, grinding, cutting)
- Working At Heights
- Medical certificates of fitness for all workers
- Induction records
- Toolbox talk schedule or proof of last toolbox talk
- PPE issue records and list of required PPE
- Emergency procedures relevant to the site
- Contact details of site supervisor and safety representative
- Copies of operator licenses/competency certificates (ladders, power tools, machinery, MEWPs etc.) where applicable
- Inspection records for tools/equipment brought to site
- COCs, where applicable
- List of chemicals/substances (with Material Safety Data Sheets)
- Waste disposal plan (if applicable)
- Fire-fighting equipment certificates (where contractor brings their own)
- Incident Reporting (Annexure 1)
- WCL 2
- OHS Act

NB! Safety file needs to be submitted 5 days prior to commencing work.