**Health and Safety Checklist**

**The contractor will be responsible to provide and display the following signage at entrances to the construction site:**

* “No unauthorized entry”
* “Site under construction”
* Personal Protective Equipment signage

**Other signs/posters to be displayed by the contractor on site include:**

* Name of contractor’s Safety Officer
* Emergency contact numbers (including the name of trained First Aider on site)
* Evacuation routes
* Location of first aid kit

**Health and Safety File Content**

The site safety file must be presented to SARS within five (5) days of the contractor’s appointment and the content thereof must be approved by SARS prior to commencement of works. The contractor must appoint a Safety Officer who will inspect all aspects of safety on site daily and whose responsibility it would be to maintain the safety file on site. The following must be included in the safety file:

1. Mandatory Agreement
2. Evacuation routes and procedures
3. Emergency Plan
4. Tax Clearance Certificate
5. Letter of Good Standing (Workmen’s Compensation Fund)
6. Health & Safety Policy and Plan
7. Company Risk Management Plan
8. Risk Assessment Reports
9. Registers and Inspections
10. Signed Safety Induction forms (applicable to all who enters construction site)
11. Personnel:
    1. Company Organogram
    2. ID Copies
    3. Qualifications
    4. Medicals
12. Site specific Fall Protection Plan
13. Waste Management Plan
14. Toolbox Talks:
    1. Ladders
    2. Hand Tools
    3. First Aid
    4. Safety Signs
    5. Snake Awareness
    6. HIV/Aids Awareness
    7. Chemicals
15. First Aid box content register
16. COID:
    1. Incident Reporting Procedure
    2. Incident Recording
    3. Accident/Incident Reports
    4. Resumption Reports
17. Acts & Regulations