**SAFETY FILE CONTENTS**

1. Introductory Material
2. Legal registers
3. Legal appointments
4. Consultation and Communication
5. Risk Management
6. Training
7. Instructions, Procedures and Standards
8. Employee Records
9. Inspections Checklist
10. Inspection records
11. Planned maintenance
12. Emergency plans
13. Incident management
14. System Audit
15. Environmental Management
16. Legislation
17. Sample forms

**FILE No. 1 - INTRODUCTORY FILE CONTENTS**

1. Company Details
2. Contract Details
3. SHE Plan
4. Policies
5. COID Letter of Good Standing
6. Notification of Construction Work
7. Tax Clearance Certificate
8. Mandatory Agreement

**FILE No. 2 - LEGAL REGISTERS FILE CONTENTS**

**2.1** Legal Appointment

**2.2** Hand Tools

**2.3** Earth Moving Equipment

**2.4** Power Tools

**2.5** Ladders

**2.6** Scaffolds

**2.7** Confined Spaces

**2.8** Pressure Equipment

**2.9** Lifting Machines and Lifting Equipment

**2.10** Fire Equipment

**2.11** First Aid Equipment

**2.12** Fist Aid Treatment

**2.13** Emergency Rescue Equipment

**2.14** Electrical Equipment and Installations

**2.15** Risk Assessment

**2.16** Personal Protective Equipment

**2.17** Safe Work Procedures and Instructions

**2.18** Identified Hazards

**2.19** Incidents

**2.20** Mobile Plant and Equipment

**2.21** Hazardous Chemical Substance

**2.22** Training and Licencing for Legal Compliance

**2.23** Explosive Power Tools and Cartridges

**2.24** Task and Job Safety Analysis

**2.25** Visitors Register

**2.26** Overhead Cranes

**2.27** Earth Leakage

**2.28** Construction Equipment

**2.29** Safety Task Assessment

**2.30** Toolbox Talks

**2.31** PPE Issue

**2.32** Hand Tool Register

**2.33** Material Data Sheet

**FILE No. 3 – LEGAL APPOINTMENTS**

LIST AND INCLUDE ALL YOUR LEGAL APPOINTMENTS WITH THE DOCUMENTATION SUPPORTING THE COMPETENCIES OF THE APPOINTTED EMPLOYEE.

**FILE No. 4 – CONSULTATION AND COMMUNICATION**

**4.1** SHE Committee Agenda

**4.1** SHE Committee Minutes

**4.3** SHE Committee Reports

**4.4** Other SHE Committee Communications

**FILE No. 5 – RISK MANAGEMENT FILE CONTENTS**

**5.1** Baseline Risk Assessment

**5.2** Issue Based Risk Assessment

**5.3** Pre-Task Risk Assessment

**FILE No. 6 - TRAINING FILE CONTENTS**

**6.1 TRAINING PLANNING**

5.1.1 Site Training Needs

 5.1.2 List of Approved Safety Training Providers

 5.1.3 Approved Training Budget

 **6.2 TRAINING PROGRAM MATERIAL**

 5.2.1 Induction Training

 5.2.2 In-house Training

5.2.3 Toolbox Talks

**6.3 TRAINING RECORDS**

5.3.1 Training Certificates

5.3.2 Course Attendance Register

5.3.3 Toolbox Talk Attendance Register

**6.4 TRAINING MATRIX**

**FILE No. 7 - INSTRUCTIONS, PROCEDURES AND STANDARDS FILE CONTENTS**

**7.1 WORK INSTRUCTIONS, PROCEDURES AND STANDARDS**

**7.1.1** Building Construction

**7.1.2** Mechanical

**7.1.3** Road Construction and Earth Moving

**7.1.4** Welding and Fabrication

**7.1.5** Electrical

**7.1.6** Agriculture

**7.1.7** Carpentry

**7.1.8** Civil’s

**7.1.9** Mining

**7.2 SYSTEM PROCEDURES AND STANDARDS**

**7.2.1** Risk Management Procedure

**7.2.2** Incident Investigation Procedure

**7.2.3** Site Emergency Planning Procedure

**7.2.4** Document Control Procedure

**7.2.5** Training Procedure

**7.2.6** Purchasing Procedure

**7.2.7** Delegation of Responsibility Procedure

**7.2.8** System Monitoring Procedure

**7.2.9** System Review Procedure

**7.2.10** System Audit Procedure

**7.2.11** Environmental Management Procedure

**7.2.12** Personal Protective Equipment Procedure

**7.2.13** Substance Abuse Procedure

**7.2.14** Change Management Procedure

**7.2.15** Preventative Action Procedure

**7.2.16** Corrective Action Procedure

**7.2.17** Fall Protection Procedure

**7.2.18** Incident Reporting Procedure

**7.2.19** Emergency Evacuation Procedure

**7.2.20** HIV and Aids Procedure

**FILE No. 8 - EMPLOYEE DATA**

**7.1 MEDICAL EXAMINATION DOCUMENTATION**

 7.1.1 Personal Job Specification

 7.1.2 Medical Questionnaire

 7.1.3 Medical Examination

**7.2 EMPLOYEE MEDICAL FITNESS CERTIFICATES**

**7.3 EMPLOYEE QUALIFICATIONS**

**7.4 EMPLOYEE PERSONAL DATA AND IDENTIFICATION**

**7.5 JOB DESCRIPTIONS**

**7.6 EMPLOYEE CURICULLUM VITAE**

**FILE No. 9 - INSPECTION RECORDS FILE CONTENTS**

**9.1** Air Compressor Inspection Checklist

**9.2** Air Conditioner Inspection Checklist

**9.3** Construction Vehicle Inspection Checklist

**9.4** Daily on-site Risk Assessment and Matrix Inspection Checklist

**9.5** Electrical Equipment in Hazardous Locations Inspection Checklist

**9.6** Emergency Lighting

**9.7** Environmental impact Assessment on-site Inspection Checklist

**9.8** Equipment Register Monitoring Inspection Checklist

**9.9** Ergonomics Inspection Checklist

**9.10** Explosive Power Tools Inspection Checklist

**9.11** Extraction System Inspection Checklist

**9.12** Fibre Rope Inspection Checklist

**9.13** FireExtinguisher Inspection Checklist

**9.14** Fire Fighting Equipment Inspection Checklist

**9.15** First Aid Box and Equipment Inspection Checklist

**9.16** Full Body Harness Inspection Checklist

**9.17** Gas Mask Inspection Checklist

**9.18** Gas Welding and Cutting Inspection Checklist

**9.19** General Electrical Installation Inspection Checklist

**9.20** Good Hoist Inspection Checklist

**9.21** Hand Tools Inspection Checklist

**9.22** House Keeping Inspection Checklist

**9.23** Hydraulic Jack Inspection Checklist

**9.24** Ablution Inspection Checklist

**9.25** Canteen Inspection Checklist

**9.26** Ladders Fixed Inspection Checklist

**9.27** Ladders Portable Inspection Checklist

**9.28** Lifting Tackle Inspection Checklist

**9.29** Motor Vehicle daily Inspection Checklist

**9.30** Portable Electrical Equipment Inspection Checklist

**9.31** PPE Daily Inspection Checklist

**9.32** PPE Monthly Inspection Checklist

**9.33** Public Safety Inspection Checklist

**9.34** Refrigeration Inspection Checklist

**9.35** Safety Harness Belt Inspection Checklist

**9.36** Scaffold Inspection Checklist

**9.37** Self-Contained Breathing Apparatus Inspection Checklist

**9.38** Stacking Inspection Checklist

**9.39** Trailer Inspection Checklist

**9.40** Vehicle Fire extinguisher Inspection Checklist

**9.41** Forklift Inspection Checklist

**FILE NO 10 – INSPECTION RECORDS FILE CONTENTS**

**FILE No. 11 - PLANNED MAINTENANCE FILE CONTENTS**

**11.1** Building and Structures

**11.2** Housekeeping

**11.3** Tools and Equipment

**11.4** Vehicles and Licences

**11.5** Drivers and Licences

**11.6** Operators Licences

**11.7** Documentation

**11.8** Plant and Equipment

**11.9** First Aid Boxes and Supplies

**11.10** Fire Equipment

**11.11** Emergency Rescue Equipment

**11.12** Lifting Machines and Lifting Equipment

**11.13** Measuring Devices – Calibration

**FILE No. 12 - EVACUATION PLAN FILE CONTENTS**

**12.1 VULNERABILITY ASSESSMENT**

**12.2 EMERGENCY PLANS**

**12.2.1** Fall from heights rescue

**12.2.2** Confined space rescue

**12.2.3** Fire

**12.2.4** Chemical Spillages

**12.2.5** Electrical contact

**12.2.6** Vehicle accidents

**12.2.7** Machine operator accident

**12.2.8** Medical Emergencies

**12.2.9** Labour unrest

**12.2.10** Strike

**FILE No. 13 - INCIDENT MANAGEMENT FILE CONTENTS**

**13.1** Compensation of Injuries and Diseases (COID)

**13.2 INCIDENT REPORTING**

**13.2.1** Final or Progress Medical Report

**13.2.2** First Medical Report

**13.2.3** Incident and Injury Report

**13.2.4** Incident Report and Investigation Form

**13.2.5** Incident Reporting

**13.2.6** Notice of Accident and Claims for Compensation

**13.2.7** Injury on Duty Report

**13.2.8** Occupational Disease Report

**13.3** Incident Investigations

**13.4** Change Management

**13.5** Incident Recall

**13.6** Incident Statistics

**13.7** Incident Register

**13.8** Registering of Claims

**FILE No. 14 - SYSTEM AUDIT FILE CONTENTS**

**14.1** System Audit Schedules

**14.2** Audit Reports

**14.3** Action Plans

**14.4** Audit Checklist

**FILE No. 15 – ENVIRONMENTAL MANAGEMENT FILE CONTENTS**

**15.1** Waste Management Policy

**15.2** Waste Management Procedure

**15.3** Environmental Impact Assessments for Waste Management

**FILE No. 16 - LEGISLATION FILE CONTENTS**

**16.1** Occupational Health and Safety ACT

**16.2** Mine Health and Safety ACT

**16.3** Basic Conditions of Employment ACT

**16.4** Compensation of Injuries and Disease ACT

**16.5** Construction Regulations 2014

**16.6** Facilities Regulations

**16.7** Environmental Conditions for Work Places Regulations

**16.8** General Safety Regulations

**16.9** General Administrative Regulations

**16.10** Noise Induced Hearing Loss Regulations

**16.11** Hazardous Chemicals Regulations

**16.12** Environmental Regulations for Work Places

**16.13** Driven Machinery Regulations

**16.14** Electrical Installations Regulations

**16.15** Ergonomic Regulations

**FILE No.17 - SAMPLE FORMS**

**17.1 INSPECTION REGISTERS**

**17.1.1** First Aid Box Contents

**17.1.2** Fire Equipment

**17.1.3** Fall Protection Equipment

**A –** Full Body Harnesses

**B –** Lanyards

**C -** Anchors

**17.1.4** Breathing Apparatus

**A –** Self contained

**B –** Air supplied

**17.1.5** Gas and face masks

**17.1.6** Hand Tools

**17.1.7** Scaffolds

**17.1.8** Ladders

 **A –** Fixed

 **B –** Portable

**17.1.9** Lifting Equipment

 **A –** Lifting Tackle

 **B –** Slings

**17.1.10** Portable Electrical Tools

**17.1.11** Vehicles

**A –** Cars and LDVs

**B –** Trucks

**C –** Forklifts

**D –** Tractors

**E –** Busses and mini – busses

**F -** Motorcycles

**17.1.12** Earth Moving Equipment

**17.1.13** Electrical Equipment in Hazardous environments

**17.1.14** Pressure Vessels

**17.1.15** Hydraulic Equipment

**17.1.16** Refrigeration

**17.1.17** Gas Welding Equipment

**17.1.18** Air Conditioner

**17.1.19** Extraction system

**17.1.20** Stacking and Storage

**17.1.21** Hygiene Facilities (Ablutions, change rooms and toilets)

**17.1.22** Hygiene Facilities (Kitchen and Canteen)

**17.1.23** Goods Hoist

**17.1.24** Earth Leakage

**17.1.25** Emergency Lighting

**17.1.26** Explosive Power Tools

**17.1.27** Explosive cartridges

**17.1.28** Stairways, walkways and platforms

**17.1.29** Personal Protective Equipment (PPE)

**17.1.30** Pneumatic Power Systems

**17.1.31** Cranes

**A -** Gantry crane

**B -** Pendant crane

**C -** Mobile crane

**D -**Tower Crane

**E –** Derrick

**F –** HIAB

**G -** Truck Mounted crane

**17.1.32** Mobile Elevated Working Platforms (MEWP)

**17.1.33** Machine Guards

**17.1.34** Pneumatic Power Systems

**17.1.35** Lifts and Passenger Conveyors

**17.1.36** Hazardous Chemical Storage

**17.1.37** Electric Fences

**17.1.38** Conveyors

**17.1.39** Band saw

**17.1.40** Reciprocating saw

**17.1.41** Circular saw

**17.1.42** Temporary Electrical Installations