BLUERISK LKD

10 Common Safety File Mistakes

Check these before you submit your Safety File.

A Safety File that is rejected or returned can delay your project and stop your team starting work. These are the mistakes we see most often, and how to avoid each one.

1 Not checking the client's requirements

Check: Get the client's current Safety File requirements or checklist first, and confirm which documents must be submitted. A generic file is not automatically suitable for every project.

2 Missing or incomplete health and safety policies

Check: Check every required policy is included, completed, approved where necessary and shows the correct company details.

3 Incomplete hazard identification and risk assessments (HIRA)

Check: Base each assessment on the actual work, hazards and control measures. Do not copy one from another project.

4 Missing method statements where required

Check: Check which activities need one, describe the work clearly, and keep it consistent with your risk assessments.

5 Incomplete training and competency records

Check: Keep certificates and attendance records for each role. Check expiry dates, and record task-specific instruction and competency.

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6 Missing medical fitness documentation where applicable

Check: Confirm what your project requires, check certificates are valid, and handle medical information securely and confidentially.

7 Incomplete appointments and responsibilities

Check: Identify the appointments you need. Use correct names and positions, get signatures and acknowledgements, and keep them up to date.

8 Missing inspection, maintenance or equipment records

Check: Identify the equipment on the project and keep its inspection, maintenance and test records and certificates current.

9 Expired documents and incorrect company information

Check: Check company details, client and project information, certificate dates, employee names, signatures and revision dates.

10 No final quality check before submitting

Check: Use the client's checklist. Look for missing pages, incomplete forms and unreadable scans, and ask someone to review the file before it goes in.

Bonus tip: do not wait until the last minute. Preparing a Safety File should be part of your project planning. Start early, talk to the client, and allow time for review and corrections.

Please note: Compiling a Safety File does not, by itself, guarantee approval. The contents must address the applicable legal requirements, the actual work and the client's project-specific requirements. This guide gives general information and is not legal advice.

Need help with your contractor Safety File?

BlueRisk LKD compiles Safety Files for construction, mining and industrial contractors, and works with you personally from the first document request to a properly organised submission.

Request your quotation: www.blueriskllkd.co.za/safety-files/