BLUERISK LKD

Safety File Checklist for Contractors

Check your file before a client, mine or power station reviews it.

A Safety File is the written on-site record your client expects to see before you start work. Use this checklist to find gaps early, so the file is not sent back. Tick each box as you go. Some items depend on your site and your client's specification.

1. Before you start: what you need from your client

Without these, the file cannot be written for your actual project.

- [ ] Client baseline risk assessment
- [ ] Client health and safety specification
- [ ] Project name and physical site location
- [ ] Detailed scope and sequence of work

2. Information about your company

- [ ] Workforce details, including your organogram and responsible persons
- [ ] Plant, tools and equipment to be used on site
- [ ] Access methods (for example, work at heights and confined spaces)
- [ ] Training certificates for the people who will work on site
- [ ] Medical certificates of fitness for those people

3. Company and legal documents (if applicable to your site)

- [ ] Company registration documents
- [ ] Letter of good standing from the Compensation Fund (COIDA)
- [ ] Insurance cover required by your client
- [ ] Signed OHS policy from top management
- [ ] Legal appointments signed, dated and accepted
- [ ] Section 37(2) mandatory agreements with your client

4. What your Safety File may include

- [ ] Site-specific Health and Safety Plan (Regulation 7)
- [ ] Task risk assessments (HIRA) and method statements
- [ ] Legal appointments and proof of competence
- [ ] Employee medicals and training records
- [ ] Plant and tool inspection registers
- [ ] Incident investigation procedures

5. Site safety arrangements (if applicable)

- [ ] Site induction records for every person on site
- [ ] Emergency procedures and emergency contact numbers
- [ ] First aid arrangements and appointed first aiders
- [ ] Fire equipment and fire safety arrangements
- [ ] PPE requirements and PPE issue records
- [ ] Safe work procedures for the main tasks
- [ ] Safety data sheets for any hazardous substances you will use
- [ ] Toolbox talk and safety meeting records
- [ ] Incident and accident register

6. Before you submit: check these

- [ ] Every name and appointment in the file matches the people actually on site
- [ ] Appointments are signed and dated, and proof of competence is attached
- [ ] Training certificates and medicals are valid for the whole project period
- [ ] Risk assessments match the work you will really do, not a generic job
- [ ] The file reflects your client's specification and baseline risk assessment
- [ ] The document index is complete and every page is where the index says it is
- [ ] Someone has named responsibility for each document and for keeping it up to date
- [ ] Any earlier audit findings on your previous files have been fixed

7. Rotran (coal transport to power stations)

- [ ] Rotran requires an accepted Safety File before your company can join the Eskom Rotran database
- [ ] The file has been compiled and checked before it goes to Rotran for acceptance

Please note: A compiled Safety File supports legal compliance, but it does not replace your own duty to implement controls, appoint competent persons, train staff, maintain records and update the file. Client approval depends on complete and accurate information. This checklist is a general guide, not legal advice. Requirements differ between clients and sites.

Would you like us to compile it for you?

We complete Safety Files for mines, power stations and all contractor sites, and we work with you personally from the first document request to the finished file. We also help with tender, bid and RFI submissions and shutdown work.

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