



Health & Safety File Content Index

The following items must be kept in the Safety File at all times. Documents need to be kept up to date as far as reasonably practicable for the purpose of ensuring current data and transparency with regards to all health and safety matters on the site. The Safety file must be audited annually by a competent person to ensure the validity and integrity of the file and its contents as proof of the application of The Occupational Health and Safety Act 85 of 1993 and its regulations, in the workplace.

List of documents to be kept on hand and maintained:

- Contractor appointment letter.
- Contractor 37.2 agreement
- Notification of construction work (if applicable)
- Copy of the Occupational Health and Safety Act 85 of 1993
- Occupational Health and Safety Management Plan
- Company Occupational Health and Safety Policy
- Company Smoking Policy
- Company Substance Abuse Policy
- Company Covid Policy
- Company PPE Policy
- All other policies which have a bearing on Occupational Health and Safety.
- Letter of Good Standing
- Material Safety Data Sheet for Hazardous chemicals used.
- Risk Assessments (Including previous revisions)
- Health and Safety Audit Reports
- Safe Work Procedures (SOP's)
- Fall Protection Plans (If required)
- Load Testing certificates (If required)
- Compliance Certificates (Such as Electrical COC)
- Legal Appointment Letters
- Proof of training for Legal Appointments
- Incident reporting Procedures
- Incident reports
- Incident/Accident Investigation Procedure
- Reports of previous Accidents investigated
- Incident registers
- Emergency Preparedness and Response Documents
- First Aid Documents
- Induction records
- Medical Surveillance Records
- Authorised Inspection Authority Documents pertaining to Hygiene Surveys (Noise, Lux, Dust, Ergonomics, Thermal etc.)
- Safety Communication records (such as Toolbox talks, memo's, Emails etc.)
- Minutes of Health and Safety Committee Meetings
- Inspection registers (Fire Extinguishers, Ladders, First Aid Boxes etc.)

Contact us:

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