

To achieve compliance, the following safety file includes the following heading:

### Section 1 – Administration

(a 2<sup>nd</sup> flip file with a copy of all documents in this section must be submitted to Elawini Luxury Residential Estate Manager at the Induction meeting)

1. Elawini Luxury Residential Estate Documentation
  - (a) Accreditation letter
  - (b) Approved Contractor application
  - (c) Signed Mandatary contract
  - (d) Signed contractors code of conduct
  - (e) Signed contractor's safety handbook
  - (f) NHBRC enrolment certificate
  - (g) A4 Building plan
  - (h) A4 Municipal Services plan (electrical, sewerage, water)
2. Safety File Index
3. Company Structure/Site Organogram
4. Emergency telephone list
5. Sub-Contractors/contractor appointment CR37(2)
6. Letter of Good Standing
7. Company Registration document
8. Proof of insurance

### Section 2 – Appointments of responsible/competent person, with competency and certification

(\* where applicable)

CEO appointment OSHA (1)  
 CEO appointee OSHA 16(2)  
 Contractor appointment CR7(1)(c)(i)  
 Construction Manager CR8(1)  
 Assistant construction manager CR8(2)  
 Safety Officer CR8(5)  
 Health & Safety Representative  
 Construction Supervisor CR8(7)  
 Assistant construction supervisor  
 Risk Assessor CR9(1)  
 Fall protection planner CR10(1)  
 Safety Harness Inspector CR10(2)(d)  
 Operations supervisor of temporary works CR12(2)  
 Excavations Supervisor CR13(1)(a)  
 Explosives supervisor CR13(2)(k)  
 Demolitions supervisor CR14(1)  
 Scaffold supervisor (CR16(1)  
 Scaffold erector CR16(1)  
 Scaffold team leader CR16(1)  
 Scaffold inspector (16(1)  
 Suspended platforms inspector CR17(1)  
 Suspended platforms test officer CR17(2)  
 Rope access works supervisor CR18(1)(a)  
 Material hoist inspector CR19(8)(a)

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- A copy of this signed/initialed document must be insert into the site safety file as indicated on Index
- Revised October 2018

Bulk mixing plant supervisor CR20(1)  
Suspended platforms inspector CR17(1)  
Crane supervisor CR22  
Construction vehicle and mobile plant supervisor CR23(1)(a.b.c)  
Fire Fighter CR29(1)  
Portable electrical tools inspector EMP10  
Operator – vehicle or plant CR23(1)(d)(1)  
Temporary electrical connections inspector CR24(c)  
Stacking and storing inspector CR28(a)  
Fire equipment inspector CR29(h)  
Environmental officer  
Housekeeping supervisor  
Hand tool inspector  
Portable electrical equipment inspector  
Earth leakage inspector  
Hygiene inspector  
Ladder inspector CR13(a)  
PPE inspector  
First aider GSR3(4)  
Incident investigator GAR9(2)  
Hazchem, MSDS, DSTI supervisor HCSR5  
Supervisor of machinery GMR2(1)  
Supervisor of machinery assistant GMR2(7)(a)  
Lifting machine operator GMR(2)(7)(a)  
Lifting tackle inspector  
Transportable gas container inspector  
Concrete mixer operator and inspector  
Welding and cutting technician  
Person responsible for traffic management  
Fall protection supervisor CR10(b)  
Angle grinder operator  
Painter

### Section 3 – Personnel

List of all employees on site  
Staff personnel info (ID, next of kin, training documents, populated WCA1 form)  
Medical certificates  
Disciplinary documentation

### Section 4 – Plans, policies and procedures

Health and safety policy OHS7  
Health and safety plan CR7(1)  
Site evacuation plan  
Fall protection plan CR10(1)  
*All plans below can be incorporated into a consolidated plan*

- Traffic management plan
- Environmental policy
- Environmental plan
- Waste management plan
- Risk monitoring plan CR9(1)(d)
- Emergency preparedness and response
- Near-miss policy

First aid list  
Snake emergency plan  
Safety signs

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Health and safety representative duties

### Section 5 – Risk

Method statement  
Task specific risk assessments  
Safe work procedures  
Daily planned task observations

### Section 6 – Incidents

Incident and accident reporting  
Employers report of an accident  
Incident report summary

### Section 7 – Acts and Legislation

Occupational Health and Safety Act  
Construction Regulation  
General Safety Regulations  
• **Any other regulation with regards to specific services e.g. electrical**

### Section 8 – MSDS and Hazchem

Hazardous chemicals and substances register  
MSDS sheets (chemical materials, pesticides and flammables)

### Section 9 – Personnel on site

Staff attendance register  
Visitors on site

### Section 10 – Toolbox Talks (all employees must sign attendance for each toolbox talk received)

- **Administrative**  
*Designation of health and safety representative / functions*  
*Weekly general safety meeting minutes*  
*Daily safe work procedure discussion*
- **Personal**  
*Personal hygiene*
- **PPE**  
*Head and foot protection*  
*Eye and face protection*  
*Respiratory and hearing protection*  
*Hand and fall protection*
- **Tools**  
*Hand tools*  
*Compressed gas*  
*Abrasive wheels*
- **Scaffold and Ladder**  
*Working at heights*  
*Safe use of stepladders*  
*Ladder inspections*  
*Scaffold do's and don'ts*  
*Edges and openings*
- **Electricity**  
*General electrical safety*

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*Distribution boards and earth leakage*

*Voltage drop*

- **Working on site**

*Waste removal system*

*Excavations*

*Public safety – notices and signs*

*Fire prevention*

*Hazardous chemicals on site*

*Snake emergency*

- **Housekeeping – a place for everything and everything in it's place**

*Good housekeeping*

*Stacking and storage*

*Nails, tools, materials, stairways and passages*

*Facilities*

## **Section 11 – Registers**

PPE issued

Portable electrical tools

Training

Scaffold deviations

Barricades

Plant and equipment

Ladder register GSR13(a)

First aid treatment

Incident register

Firefighting equipment CR29(g)

Fire extinguisher training

Safety harness training

## **Section 12 – Checklists**

Daily hand tool inspection

Daily portable power tools inspection

Daily vehicle inspection

Daily/weekly PPE inspection

Daily scaffold inspection

Daily crane inspection

Motorized plant and equipment inspection

Monthly ladder inspection

Daily/weekly stacking and storage inspection

Daily housekeeping inspection

Daily environmental equipment inspection

Daily SHE inspection

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