

**Minimum requirements for Maintenance contractors – Safety file in accordance with Construction Regulations 2014 of Occupational Health and Safety Act and Regulations, 85 of 1993.**

In order to meet the minimum requirements of CSIR contractor management procedures for safety file approval, all maintenance contractors shall have the following documents included in a health and safety file, which must be kept on site at all times.

Name of contractor:

Scope of work:

No of employees on site/working area:

Item	Records	Yes	No	N/A
1.	A valid “letter of good standing” from Workman’s Compensation Commissioner or private insurer.			
2.	<ul style="list-style-type: none"> <li>• <b>Site specific SHE risk assessment (to include environmental aspects and impacts)</b> i.e. air-conditioner installations, painting, tiling, roof waterproofing etc. (must be signed off by all the workers).</li> <li>• <b>Health and Safety Risk Assessment in terms of Department of Employment and Labour COVID-19 Directive.</b></li> <li>• <b>Workplace Plan in accordance to COVID-19 (including COVID-19 Appropriate Safety Precautions).</b></li> </ul>			
3.	<b>Fall protection plan</b> - working at heights i.e. use of ladders and scaffolding, use of a cherry picker - to be done by a person with a valid competency certificate as a fall protection plan developer/planner.			
4.	Proof of medical certificates of fitness for each worker, conducted by an Occupational Health Practitioner.			
5.	<b>Legal appointees and competency certificates;</b> <ul style="list-style-type: none"> <li>(i) Supervisor</li> <li>(ii) Qualified artisans - air conditioning, refrigeration, electrical work, plumbing etc.</li> <li>(iii) Scaffolding inspector, ladder inspector etc.</li> <li>(iv) <b>Compliance employee in terms of CIDB COVID-19 Level 4 lockdown</b></li> </ul>			
6.	Incident reporting procedure; i.e. blank forms, Annexure 1 and WCL2.			
7.	First aid box (5 or more persons working on site).			

8.	<p>Types of paints to be used;</p> <ul style="list-style-type: none"> <li>Obtain all Material Safety Data Sheets in the form of Annexure 8 – HCSR 9A, from the paint supplier.</li> </ul>			
9.	<p>Proof of registers;</p> <ul style="list-style-type: none"> <li>Personal protective equipment register, i.e. safety shoes, overalls, dust masks, etc.</li> <li>Scaffolding and or ladder inspection checklists.</li> <li>Fall protection equipment, portable electrical tools etc.</li> <li>Tool box talks, etc.</li> </ul>			
10.	<p>- <b>Waste Management Plan</b> – to cover safe handling, proper storage and provide proof of safe disposal i.e. types of waste to be generated, storage of waste, safe disposal certificate to be issued to a client, as per NEMWA 59 of 2008.</p>			
11.	<p><b>Electrical Installations, lifting equipment and pressure vessels</b></p> <ul style="list-style-type: none"> <li>Proof of registration as an electrical contractor with the Department of Labour.</li> <li>Proof of registration and approval as a Lifting Machinery Inspector from a Lifting Machinery Entity.</li> <li>Proof of registration and approval as an accredited training provider by TETA.</li> <li>Proof of accreditation and registration as an AIA – SANAS and the Department of Labour.</li> </ul>			
12.	<p><b>Legal document;</b></p> <p>A 37(2) mandatory agreement – each page must be initialised and signed by both representatives (client and contractor)</p> <p><b>No work shall commence without a health and safety file approval.</b></p>			
13	<p><b>Before commencement of the work, all workers must receive SHE contractor induction training, conducted by a representative from CSIR FM/Safety Department.</b></p> <ul style="list-style-type: none"> <li>Proof of induction training must be kept on records with the CSIR Safety Department at all times.</li> </ul>			

**NB**

- All contractors shall ensure that all documentation is up to date i.e. medical certificates of fitness, letter of good standing, SHE risk assessments etc.**
- All contractors shall ensure that the client (Facilities Management/Safety Department) is informed of its new employee(s) for SHE contractor induction purposes.**
- These minimum requirements are subject to change.**