

SITE SHEQ FILE

- SHE Structures (Organogram illustrating OHS Act S16.2; OHS Act S8 appointees; SHE Reps; First aiders; Fire fighters; etc)
- SHE Appointment letters
- COVID-19 Compliance Officer Appointment letters
- SHEQ policy
- A valid letter of good standing from COIDA or any other private insurer i.e. RMA
- SHE Committee minutes
- SHEQ Training records
- SHE Risk assessments
- COVID-19 Risk assessments
- Waste management plans and records
- Working at heights (competency training records) – ladders, scaffolding, cherry picker, fall protection planner etc. (if applicable).
- COVID-19 Work plan
- COVID-19 Daily screening of the workers
- PPE issue records
- Material Safety Data Sheets (training of personnel on MSDS's or cleaning chemicals).
- Medical surveillance schedules
- Asbestos Register where applicable
- Environmental Aspects and Impacts Registers
- Environmental Objectives and Targets
- Environmental Risk Assessments
- Environmental incident Register
- Environmental Management Programs for achieving environmental objectives and targets
- Environmental authorisations and permits
- Environmental Training and Awareness records
- Waste disposal certificates and manifestos
- Commitment to continual improvement

NOTE:

1. Know where the records are kept for evidence of completed work
 2. Know the controls in place for verification or validation of results
 3. Ensure that all procedures/ work instructions have a unique document number
- Be prepared to share records/documents via virtual platforms if required