



Minimum requirements – SHE File in accordance to Construction Regulations 2014 of Occupational Health and Safety Act and Regulations 85 of 1993.

To meet the minimum requirements of CSIR contractor management procedure for a SHE file perusal, pending approval.

All contractors shall have the following documents included in a SHE file, which must be always kept on site.

Name of contractor:

Scope of work:

Date:

No of employees on site/working area:

NB

- All contractors shall ensure that all documentation is always up to date, such as the medical certificates of fitness, letter of good standing, risk assessments etc.
- All contractors shall ensure that the Client (FM&SS and Safety Department) is informed of its new workers for the SHE contractor induction purposes.
- All contractors shall ensure that all the workers are certified medically fit before they attend an induction session.

***No work shall commence without a SHE file approval.**

Item	Regulation	Yes	No	N/A
1	<p>Proof of notification of construction work to the Department of Employment and Labour, 7 days before commencement of the work.</p> <p>- Must have a stamp from the Department of Employment and Labour local office.</p>			
2	<p>Safety, Health and Environmental Plan</p> <p>- To cover the scope of works i.e. renovations - demolition work, plastering, painting etc.</p>			
3	<p>Waste Management Plan</p> <p>- 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>			
4	<p>Site specific SHE risk assessment (to include environmental aspects and impacts)</p> <p>- Clearly indicate all the activities on construction site i.e. site establishment, scaffolding use, bricklaying, plastering, paintwork, use of portable electrical tools etc.</p> <p>- To have a proof of signatures of the team performing the SHE risk assessment, the workers to sign off, include the date, and review date.</p> <p>COVID-19 Risk Assessment in terms of Department of Employment and Labour COVID-19 Directive.</p>			
5	<p>Legal Appointment letters;</p> <p>- Construction Manager/Supervisor, - Scaffolding Supervisor etc. - Risk Assessor - A Fall Protection Plan Developer - Excavation Supervisor - Full time/part time Health and Safety officer.</p>			
6	<p>Incident recording, reporting and investigation procedure</p> <p>- blank forms - WCL 2 and Annexure 1</p>			
7	Fall Protection Plan – if applicable			

	<ul style="list-style-type: none"> - to cover the scope of work and appoint a fall protection plan developer, as per CR 10(1)(a). - a valid copy of a competency training certificate of a fall protection plan developer. 			
8	<p>Medical certificates of fitness</p> <ul style="list-style-type: none"> - All the workers shall have valid medical certificates of fitness issued by a registered Occupational Health Nursing Practitioner. 			
9	SHE structure/organogram			
10	Proof of induction training			
11	A valid “letter of good standing” from Compensation Fund or any other private insurer			
12	<p>Competency certificates;</p> <ul style="list-style-type: none"> (i) Qualified artisans such as bricklayers, air conditioners, electricians, plumbers etc. (ii) Construction manager, Site Supervisor, Safety Officer etc. (iii) Scaffolding inspector/erector/team leader (iv) Health and safety representative (20 workers and more – on site) (v) First Aider and a provision of a first aid box on site (vi) Other (please specify)..... 			
13	<p>List of registers;</p> <ul style="list-style-type: none"> (i) Tool box talks (ii) PPE issuing (iii) Scaffolding checklist (iv) Ladder checklist (v) Portable electrical tools (vi) General attendance register (vii) Attendance register for visitors (viii) Construction vehicles and mobile plants (ix) Hand tools (x) Monthly SHE rep reports (xi) Minutes of the safety committee meetings (xii) SHE audit reports (xiii) Other (please specify)..... 			
13	All employees must be in proof of SHE induction training session conducted by CSIR safety department before commencement of the work. (duration +/- 20min)			

14	<p>APPROVAL OF A SAFETY FILE;</p> <ul style="list-style-type: none"> - A Contractor shall receive a letter of appointment from the Client as per Construction Regulations 5(1)(k) <p>and</p> <ul style="list-style-type: none"> - Sign off a 37(2) Mandatory agreement before commencement of the work. (Every page shall have a signature or initials). <p>NB No work shall commence without a SHE file approval.</p>			

Signature: _____

Safety and Regulatory Compliance Officer/Safety Officer/Safety Management Specialist

Date _____

1. Document Change History

Revision Number & Date	Author	Change Description
Rev 03 15/06/2023	D. Makalima	Exclude COVID 19 requirements

***These minimum requirements are subject to change**