

	Contractor Health & Safety File	Document reference LR-14 – CR- IND-01
	INDEX	Rev: 0
		Date: 11 June 2015

1. Client as per Construction Regulation

Hulamin Health and Safety Specification – Contractor to request a copy from Hulamin

2. Contracting Company OHS Management

OHS Company policy statement as per OHSAS 18001 and ISO 14001
Contractors Health and Safety Plan

3. Risk Management

Hazard Identification and risk Assessments
Safe working procedures
Fall Protection Plan

4. Principle Contractors/Contractor

Health and Safety Specification
Agreement with mandatary – 37(2)

5. Appointments with applicable Competency and Medical Certificates

Appointment letter – Hulamin
Signed 37(2) - Hulamin

6. Emergency preparedness

Letter of good standing
Emergency Evacuation Plan
Emergency telephone numbers
Minimum Contents of a first Aid box
First Aid box register

7. Incidents and Accident Management

Incident Register
Incident Reporting Procedure
Recording and investigating of Incidents (Annexure 1)
Employers Report of an Accident (W.Cl.2)
Incident Investigation Reports

8. Induction and Communication

Completion of Hulamin Induction programme
Personnel Health and Safety Induction – contractor
Safety Toolbox Talks – daily
Daily Safe Task Instruction (DSTI)

9. Inspection of Equipment

Equipment Inspection File
Equipment Inspection records

10. Health and Safety Committees

Requirements as per **(GAR. 929 of 25 June 2003)/ Section 19 of OHSA 85 of 1993)**
Health and Safety Representative Reports
Minutes of Safety Committee meetings

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11.Legal Compliance

Letter of notification to the Department of Labour
 Contractors all risk insurance (CAR) for public liability
 Material Safety Data sheets (MSDS)
 Load test certificates on lifting equipment
 Air quality test in confined spaces – obtain permit from Hulamín
 Electrical Installations / Certificate of compliance/ registration of electrical contractor
 Medical Surveillance / Noise / Asbestos and Eye

12.Correspondence

Internal Audit Reports
 External Audit Reports