# **REQUEST FOR SAFETY FILE TO BE COMPILED**

1. Please complete Site-Specific details for the requested Safety File

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name:** |   | **Date:**  |   |
| **Client Name and surname** |   |
| **Project Manager** |   |
| **Construction manager** |   |
| **Project Name** |   |
| **Site Name** |   |
| **Site Address** |   |
| **Project Duration** |   |
| **Start Date** |   |
| **End Date** |  |
| **Estimated value R in Millions** |  |
| **Estimated number of staff on site** |  |
| **Name of principal contractor** |  |
| **Client baseline Risk assessment provided** |  |
|  |  |
|  |  |

1. Please Select All Applicable “High Risk Working Environments”

 Driving Vehicles (tar roads < 150 Km) Public Safety - High Public Traffic

 Driving Vehicles (tar roads > 150 Km) Excavations & Trenching

 Driving Vehicles (off-roads) Street Work

 Staff Transportation Traffic Management

 Working at Heights (Ladders < 2.5m) Barricading

 Working at Heights (Ladders > 2.5m) Underground Utilities

 Working at Heights (Mobile Platforms > 2.5m) Pressure vessels & infrastructure

 Working at Heights (In Ceilings) Operating High Risk Equipment

 Working at Heights (Scaffolding) Lifting Equipment, Cranes, etc.

 Working at Heights (Cherry picker) Power Tools

 Working at Heights (Scissor Lift) Hot Works: Welding, cutting, etc.

 Working at Heights (Cage on Forklift) Hazardous Chemicals

 Working at Heights (on Rooftops) Confined Space work

 Working at Heights (on Structures) Storage or Warehousing

Electrical Work (LV= <50volts) Cold Storage

 Electrical Work (>50volts & Single Phase) Any place where there is a risk of falling

 Electrical Work (HV= 3Phase & >480 volts) Flammable storage or flammable liquids

 Electrical installations Water environments

 Electrical machinery Demolition work

 Structural work Temporary works

 Suspended platforms Rope access work

 Material hoists Bulk mixing plants

 Explosive actuated fastening device Construction vehicles and mobile plant

 Stacking and storage of equipment Waste generation

 Fire precautions Construction employees’ facilities

 Ergonomics Asbestos

 Diving Children

 Lead work Noise generation

 Pressure equipment Lifts, escalators, and passenger conveyors

 Food storage Food processing

 Biodiverse environments Water sources

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please give a detailed description of entire “Scope of Works”

a. Travel to site

b. Site establishment

c.

d.

e.

f.

g.

 h.

i. Site clearance

j. Site handover

|  |  |
| --- | --- |
| NB: Has a detailed Scope of work or **Method Statement** been attached or a **37(2) agreement**? | Y/N |
| Has the **client provided a SHE specification** – please attach if Yes | Y/N |
| **Letter of Good standing** provided | Y/N |
| **Medical certificates and CR Annexure 3’s with Identity documents** of each employee | Y/N |
| **Organogram** provided \* If non available please request a template for completion | Y/N |
| **SITE PERSONNEL** |
| # | Name and Surname | Position | Medical | Defensive driving | HR Rules | Company induction | First aid | Hand tools |
| 1 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 2 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 3 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 4 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 5 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 6 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 7 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 8 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 9 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 10 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 11 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 12 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 13 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 14 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 15 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 16 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 17 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 18 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 19 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 20 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 21 |   |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 22 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 23 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 24 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 25 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 26 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 27 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 28 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 29 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| 30 |  |  | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |

1. Please list all the site personnel and ensure a site-specific Method Statement is attached.