32-Section South African Safety File Index

Aligned with OHS Act 85 of 1993 & Construction Regulations 2014 | Manual Audit Checklist

Company Name:	**Project / Site Name:**
Principal Contractor / Client:	**Safety File Ref No:**
Prepared / Audited By:	**Audit Date:**

Sec	Statutory Document / Section Title	Legal Reference	In File (Y/N)	Expiry Date / Notes
01	Company Profile, Organogram & Contact Details	OHS Act 85/1993	☐ Y ☐ N	
02	Health, Safety & Environmental Policy (Signed by CEO)	OHS Act Sec 7	☐ Y ☐ N	
03	COIDA Letter of Good Standing (Valid & Current)	COID Act 130/1993	☐ Y ☐ N	
04	Section 37(2) Mandatory Contractor Agreement (Signed)	OHS Act Sec 37(2)	☐ Y ☐ N	
05	Notification of Construction Work (Annexure 2) / Permit	CR 2014 Reg 4	☐ Y ☐ N	
06	Client Health & Safety Specification	CR 2014 Reg 5(1)(b)	☐ Y ☐ N	
07	Site-Specific Health & Safety Plan (Approved)	CR 2014 Reg 7(1)(a)	☐ Y ☐ N	
08	Section 16(1) CEO & Section 16(2) Management Appointments	OHS Act Sec 16	☐ Y ☐ N	
09	Construction Manager & Safety Officer Appointments (SACPCMP)	CR 2014 Reg 8	☐ Y ☐ N	
10	Health & Safety Representative Appointments & Inspection Logs	OHS Act Sec 17-18	☐ Y ☐ N	
11	Health & Safety Committee Charter & Quarterly Minutes	OHS Act Sec 19	☐ Y ☐ N	
12	First Aider & Fire Marshal Appointments + Valid Certificates	GSR 3 / ERW 9	☐ Y ☐ N	
13	Baseline & Issue-Based HIRA Risk Assessments	CR 2014 Reg 9	☐ Y ☐ N	
14	Safe Work Procedures (SWPs) & Method Statements	OHS Act Sec 8	☐ Y ☐ N	
15	Fall Protection Plan & Working at Heights Permits	CR 2014 Reg 10	☐ Y ☐ N	
16	Emergency Evacuation Plan, Drills & Emergency Contact List	ERW 9 / CR 2014	☐ Y ☐ N	

32-Section South African Safety File Index (Continued)

Sections 17 to 32 | Operational Registers, Medicals, Equipment & Statutory Audits

Sec	Statutory Document / Section Title	Legal Reference	In File (Y/N)	Expiry Date / Notes
17	Employee ID Copies & Annexure 3 Medical Fitness Certificates	CR 2014 Reg 7(1)(g)	☐ Y ☐ N	
18	Site Induction Register & Competency / Training Certificates	OHS Act Sec 8(2)(e)	☐ Y ☐ N	
19	Daily Safe Task Instructions (DSTI) & Pre-Start Records	OHS Act Sec 8	☐ Y ☐ N	
20	Weekly Site Toolbox Talk Register & Signed Attendance	OHS Act Sec 8	☐ Y ☐ N	
21	PPE Issue Register & Maintenance / Inspection Records	GSR 2	☐ Y ☐ N	
22	Hand Tools, Power Tools & Portable Electrical Equipment Logs	EMR / GSR	☐ Y ☐ N	
23	Ladder, Scaffolding & Harness Inspection Registers	GSR 6 / SANS 10085	☐ Y ☐ N	
24	Lifting Machinery, Cranes & Tackle Load-Test Certificates	DMR 18	☐ Y ☐ N	
25	Vehicles, Mobile Plant & Operator Licences / Pre-Shift Checks	CR 2014 Reg 23	☐ Y ☐ N	
26	Hazardous Chemical Substances (HCS) Register & Valid SDS Sheets	HCS Regs	☐ Y ☐ N	
27	Fire Extinguisher & First Aid Box Monthly Inspection Logs	GSR 3 / ERW 9	☐ Y ☐ N	
28	Subcontractor Management & Section 37(2) Audit Records	CR 2014 Reg 7	☐ Y ☐ N	
29	Incident, Near-Miss & Non-Conformance Investigation Register	GAR 9	☐ Y ☐ N	
30	COIDA W.Cl.2 / Annexure 1 Statutory Incident Forms	COIDA / GAR 9	☐ Y ☐ N	
31	Internal Monthly Safety Audits & Corrective Action Tracker	OHS Act Sec 8	☐ Y ☐ N	
32	Department of Employment & Labour (DEL) / Client Audit Reports	OHS Act Sec 29	☐ Y ☐ N	

SAFETY FILE AUDIT SIGN-OFF & VERIFICATION

Overall File Score: _____ / 32 Sections Complete (_____%) Status: [ ] Approved for Site Access [ ] Remedial Action Required

Audited By (Name): _____ Signature: _____ Date: _____

Client / Sec 16(2): _____ Signature: _____ Date: _____