

The South African Institute of Refrigeration and Air Conditioning[®]
SAIRAC Johannesburg Centre – TECHNICAL TALK

Unpacking Your Health and Safety File

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Technical Talk: Unpacking Your Health and Safety File

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Health and Safety Acronyms

MEWP **HSE** **DSTI**

COF **Client** **H&S** **MS**

SACPCMP **DOEL** **CR** **Agent**

LOGS **FPP** **HCA** **Contractor** **FPPD**

Principal Agent **Hot Work** **OHSA**

COIDA **PPE** **RA**

WAH



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What is a Health and Safety File



Commonly known as

- A Health and Safety File
- A Safety File



As required by the Occupational Health and Safety Act in South Africa
manage safety:



Construction Sites
Industrial Workplace

A comprehensive record of documentation

It serves as a, "contractor's best defense against liability".

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Legislative Requirements

- Occupational Health and Safety Act (No. 85 of 1993)
- Compensation for Occupational Injuries and Diseases Act (COIDA)
- General Safety Regulations, 2025
- Environmental Regulations
- Major Hazard Installation Regulations
- Fire Precautions
- Construction Regulations

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Legislative Requirements

- Occupational Health and Safety Act (No. 85 of 1993)
mandates that Employers
 - provide a safe, risk-free workplace
 - covers most industries
 - Requires risk assessments
 - Protective equipment, (PPE)
 - Training to prevent injuries.

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Legislative Requirements

- Compensation for Occupational Injuries and Diseases Act (COIDA)
 - Provides for compensation in the event of
 - workplace injuries
 - illnesses.
 - disablement,
 - diseases,
 - death resulting from workplace injuries.

It covers employees injured at work, paid from a central fund generated by employer levies.



LOGS
Letter of Good Standing



The Federated Employers Mutual Assurance Fund Company (RF)(Pty) Ltd

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Legislative Requirements

- General Safety Regulations
 - The safe use of machinery and equipment.
 - Safe practices for working from elevated platforms or confined spaces.
 - Strict guidelines on personal protective equipment (PPE) usage
 - Prevention of intoxicated individuals from entering or remaining on work premises
 - These regulations extend to all industries

Ensures that stringent safety measures are adhered to in routine office environments as well as high-risk workplaces, such as construction or manufacturing sites.

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Legislative Requirements

● Environmental Regulations



Noise



Lighting



Air quality

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Legislative Requirements

- Major Hazard Installation Regulations

governs sites that store or process dangerous materials.



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Legislative Requirements

- Fire Precautions

Requires adequate fire-fighting equipment and exit routes.

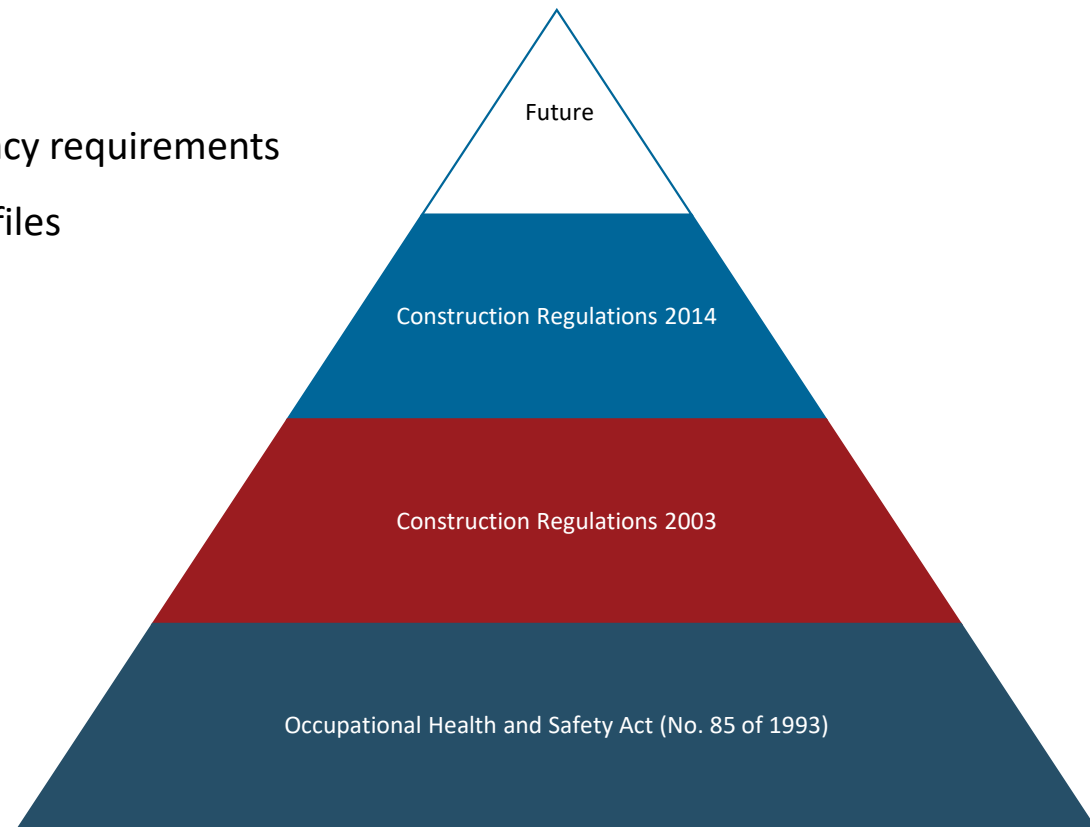


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Legislative Requirements

- Construction Regulations
 - includes strict competency requirements
 - mandatory safety files
 - specific duties for clients, designers, and contractors



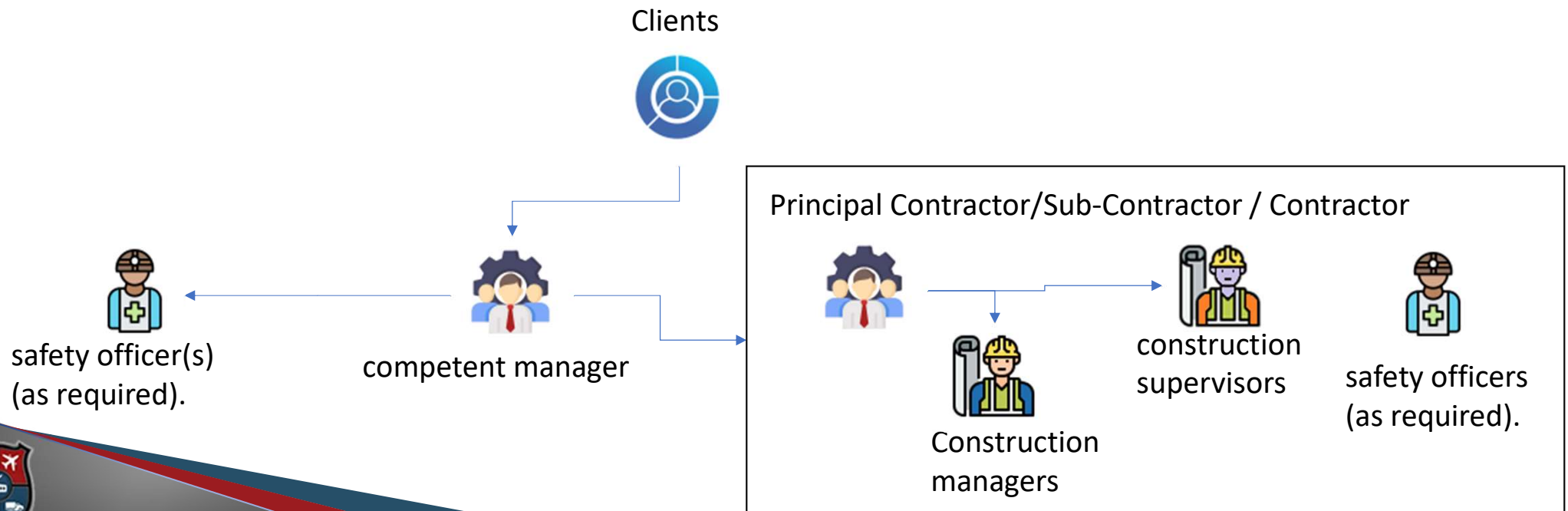
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Legal Appointments

Construction Regulations 2014

Mandatory Appointments: Clients must appoint competent persons



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Client Health and Safety Specification (CHSS)

Construction Regulations 2014

Clause 5(1)(b)

5. (1) A client must-

- (a) prepare a baseline risk assessment for an intended construction work project;
- (b) prepare a suitable, sufficiently documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment contemplated in paragraph (a);



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Client Health and Safety Specification

Construction Regulations 2014
Clause 5(1)(b)



Client

Principal contractor

Principal contractor

DOEL
Notification to
Work



DOEL
Notification to
Work

Contractor/Sub-contractor



Contractor/Sub-contractor

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Structure of the Safety File

1. Index of the H&S File
2. Notification to DOEL and proof of submission
3. H&S Plan
4. Updated Project and OHS organogram
5. List of employees with relevant details (see staffing on site)
6. Medical Certificates of Fitness
7. List of competent person appointments, letters of appointment + proof of competency
8. Issue Based Risk Assessments, Registers and DSTI records
9. Risk monitoring and review records
10. Contractor list
11. Training and Competency Matrix and Training records
 - a. a. H&S Induction records
 - b. b. Visitor Induction Records
 - c. c. Training and competency records for method statements, operating procedures and safe work instruction
12. H&S planned task observations and inspections
13. H&S engineering Inspection & Maintenance Registers
14. Contractor designs records
15. Incident Register & Investigation reports & COIDA Accident and incident management
16. Internal Audits
17. Letters of approval of contractors and sub-contractors H&S Plans
18. Letters appointment of contractors and sub-contractors
19. Signed Section 37(2) agreements
 - a. Agreement between the Client and the Principal Contractor
 - b. Agreement between the Client and each Contractors and Sub-Contractors
 - c. Agreement between the Principal Contractor and each Contractors and sub-contractors
20. Inspections and audits by Client Agent
21. Corrective / Preventive Action plans for client findings and audits
22. Principal Contractor's contractor- and sub-contractor audits
23. Safety Data Sheets
24. Certified documents (COC- PV test- Lifting equipment certificates, blasting, etc)
25. Waste Manifests
26. H&S management system of Principal Contractor (if referred to in H&S plan)
27. This CHSS
28. Copy of OHSA & CR
29. Archived documents

Example

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Structure of the Safety File

Health & Safety Plan

Index of the H&S Plan

2. Signed page 2 of CHSS (contractors sign page 3)
3. OHS competency of Principal Contractor (Contractors)
4. Letter of good standing COIDA
5. Commitment to the client's H&S policy
6. Principal contractor's Occupational Health and Safety Policy
7. Scope & activities, construction program, machinery, plant, equipment, hazardous articles and selected contractors to be used and hazardous materials and articles used in the project
8. Project-specific baseline hazard identification and risk assessment & risk register
9. Health and Safety Resources and Budget
10. Planned H&S Organisational chart
11. Safety officer: duty, responsibility, authority, document control, communication
12. Camp site method statement
 - a. Camp site plan
 - b. Access, public H&S, security and access/egress management
 - c. Traffic controls and parking
 - d. Employee facilities management
 - e. Camp site (an on-site) manufacturing
13. H&S document control on site
14. Emergency arrangements, first aid, accident & incident management
15. Fall protection plan

Example

16. Principal Contractor H&S management method statements or procedures for:
 - 1) DSTI, issue-based risk-, risk review- and risk monitoring
 - 2) H&S training (Induction (employees, visitors) safe work instructions, method statements)
 - 3) PPE
 - 4) Safety Inspections and Inspection Register
 - 5) Health and Safety Representatives and Committee meetings
 - 6) Internal H&S audit
 - 7) Contractors and Sub-contractors
 - 8) Permits to work
 - 9) Principal contractors' communication and coordination
 - 10) Design by contractors
 - 11) Workplace organisation, safety signage, housekeeping
 - 12) Weather impacts
 - 13) Illumination
 - 14) Night-, Weekend-, Overtime-Work and Fatigue
 - 15) Demolition
 - 16) Hazardous chemical agents
 - 17) Storage and use of flammable liquids
 - 18) Fire prevention, fire equipment & hot work
 - 19) Construction plant and machinery
 - 20) Hired plant and machinery
 - 21) Lifting and rigging
 - 22) Material handling and on-site storage
 - 23) Temporary work
 - 24) Scaffolding
 - 25) Ladders
 - 26) Electrical management, including LOTO
 - 27) Confined space work
 - 28) Waste
 - 29) Hazardous Biological Agents
 - 30) Other



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Legal Appointments

Appointments

Section 16(1) OSHA	CEO
Section 16(2) OSHA	CEO has appointed a senior staff member in the company to ensure the OHS act is complied with and meets all legal requirements
CR 6	Designer
CR 8.1	full-time competent person as the construction manager
CR 8.2	one or more assistant construction managers for different sections
CR 8.7	Construction supervisor
CR 8.8	Assistant construction supervisor(s)
CR 9	Risk Assessor(s)
CR10	Fall Protection Plan Developer Fall Protection Plan Supervisor
Section 17 OHSA	Health and Safety Representative(s) Health and Safety Officer(s)

South African Council for the
Project and Construction
Management Professions

→ SACPCMP

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Legal Appointments

Appointments

GAR 9	Incident Investigator
GSR 3	First Aiders
CR 29	Firefighting Equipment Inspector
HSCR	Hazardous Chemical Substances Supervisor
GSR 13(a)	Ladder Inspector
CR 24 (e)	Electrical Machinery Inspector
OHS Act 8(2)(a)	Hand Tool Inspector
CR 16(2)	Scaffold Supervisor / Scaffold Erectors / Scaffold Inspector / Scaffold Team Leader
CR 23	Mobile Plant Inspector

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Legal Appointments

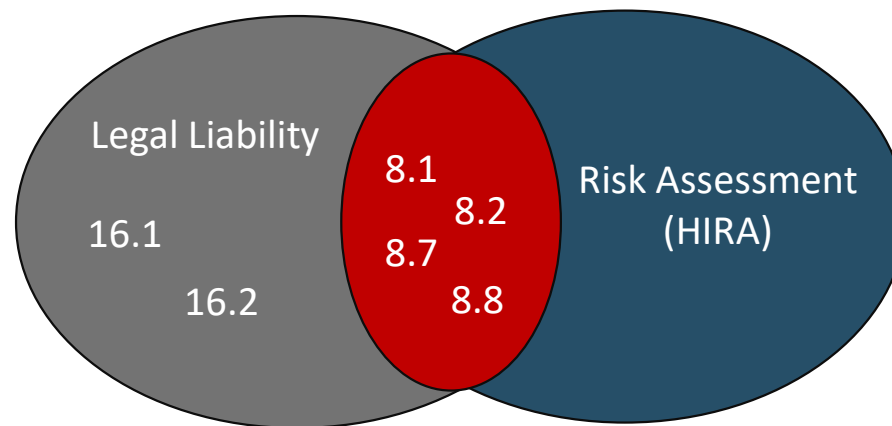
Appointments

- CR 23(d) Construction Vehicle/Mobile Plant Operator
- CR 28(a) Stacking and Storage Supervisor
- CR 10 (2) (d) Safety Harness Inspector

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Training



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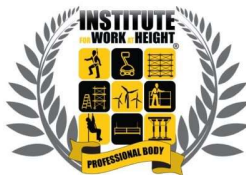


Training

Working At Heights



Working At Heights Basic
Working At Heights and Fall Arrest System
Working At Heights and Fall Arrest System & Rescue
Fall Protection Planner
Scaffolding Erector
Scaffolding Inspector

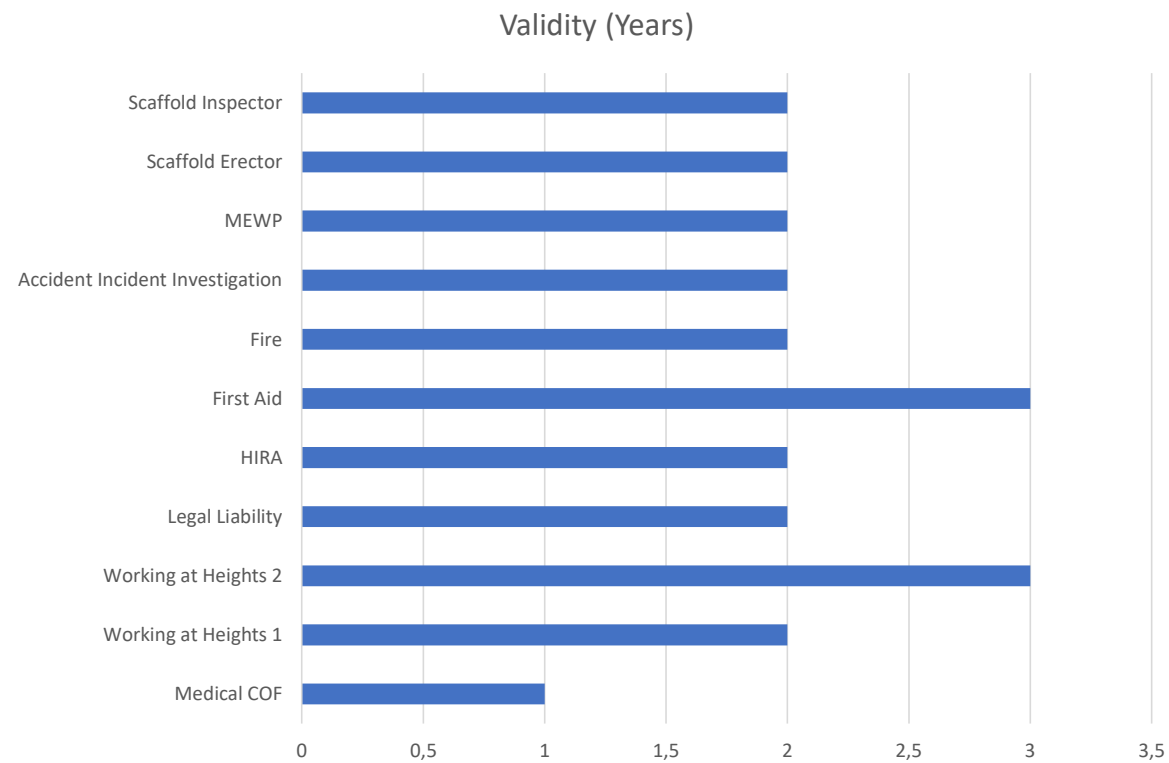


Registration No : 2008/023831/08

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Training



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Medical Certificates

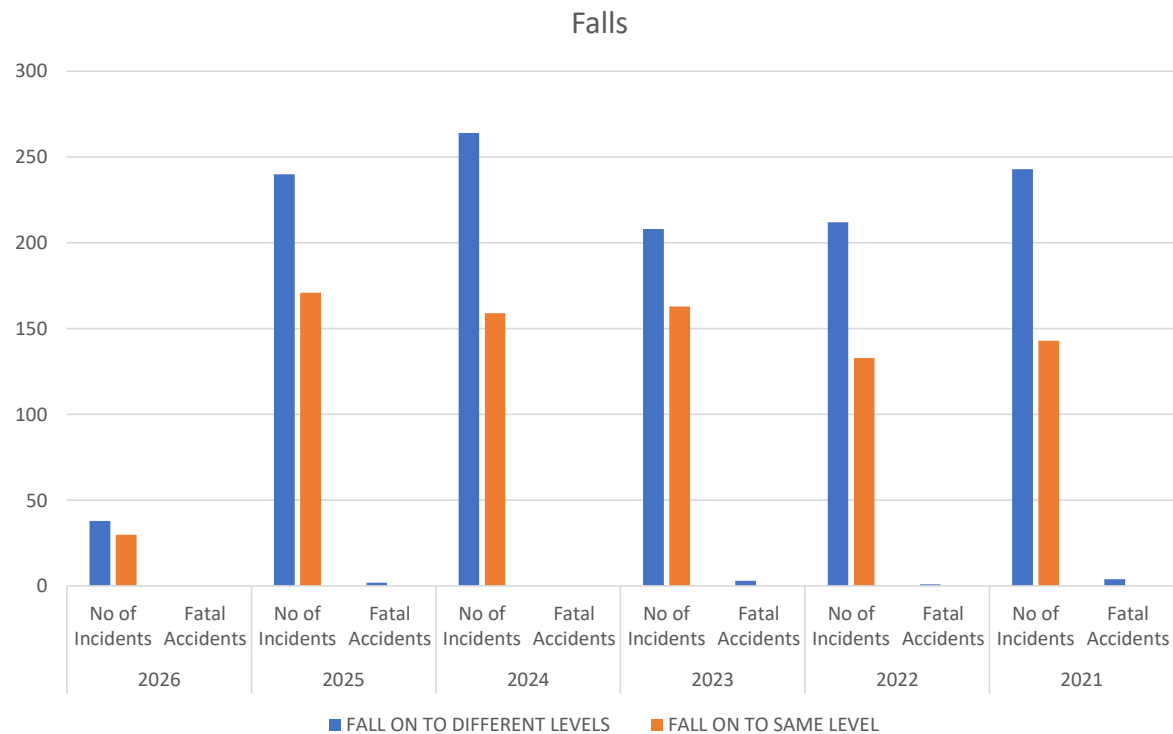
Medical Certificate of Fitness (or Annexure 3 for construction)

- confirming an employee is physically/mentally capable of performing specific job duties under the OHS Act.
- Ensures employees can safely perform job duties (e.g., working at heights, operating machinery) without endangering themselves or others.
- These are issued by registered Occupational Health Practitioners (doctors or nurses) after assessing fitness
- Must be signed by a medical practitioner registered with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC), declaring the employee is fit or unfit.
- Contains occupational history, physical exams (BP, vision, hearing), and a "Fit to Work" statement.

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Statistics



Source: FEM

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Q & A

Q & A



Thank You