

To achieve compliance, the following safety file includes the following heading:

Section 1 – Administration

(a 2nd *flip file* with a copy of all documents in this section must be submitted to Elawini Luxury Residential Estate Manager at the Induction meeting)

1. Elawini Luxury Residential Estate Documentation
 - (a) Accreditation letter
 - (b) Approved Contractor application
 - (c) Signed Mandatory contract
 - (d) Signed contractors code of conduct
 - (e) Signed contractor's safety handbook
 - (f) NHBRC enrolment certificate
 - (g) A4 Building plan
 - (h) A4 Municipal Services plan (electrical, sewerage, water)
2. Safety File Index
3. Company Structure/Site Organogram
4. Emergency telephone list
5. Sub-Contractors/contractor appointment CR37(2)
6. Letter of Good Standing
7. Company Registration document
8. Proof of insurance

Section 2 – Appointments of responsible/competent person, with competency and certification

(* where applicable)

CEO appointment OSHA (1)
CEO appointee OSHA 16(2)
Contractor appointment CR7(1)(c)(i)
Construction Manager CR8(1)
Assistant construction manager CR8(2)
Safety Officer CR8(5)
Health & Safety Representative
Construction Supervisor CR8(7)
Assistant construction supervisor
Risk Assessor CR9(1)
Fall protection planner CR10(1)
Safety Harness Inspector CR10(2)(d)
Operations supervisor of temporary works CR12(2)
Excavations Supervisor CR13(1)(a)
Explosives supervisor CR13(2)(k)
Demolitions supervisor CR14(1)
Scaffold supervisor (CR16(1)
Scaffold erector CR16(1)
Scaffold team leader CR16(1)
Scaffold inspector (16(1)
Suspended platforms inspector CR17(1)
Suspended platforms test officer CR17(2)
Rope access works supervisor CR18(1)(a)
Material hoist inspector CR19(8)(a)

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Bulk mixing plant supervisor CR20(1)
Suspended platforms inspector CR17(1)
Crane supervisor CR22
Construction vehicle and mobile plant supervisor CR23(1)(a.b.c)
Fire Fighter CR29(1)
Portable electrical tools inspector EMP10
Operator – vehicle or plant CR23(1)(d)(1)
Temporary electrical connections inspector CR24(c)
Stacking and storing inspector CR28(a)
Fire equipment inspector CR29(h)
Environmental officer
Housekeeping supervisor
Hand tool inspector
Portable electrical equipment inspector
Earth leakage inspector
Hygiene inspector
Ladder inspector CR13(a)
PPE inspector
First aider GSR3(4)
Incident investigator GAR9(2)
Hazchem, MSDS, DSTI supervisor HCSR5
Supervisor of machinery GMR2(1)
Supervisor of machinery assistant GMR2(7)(a)
Lifting machine operator GMR(2)(7)(a)
Lifting tackle inspector
Transportable gas container inspector
Concrete mixer operator and inspector
Welding and cutting technician
Person responsible for traffic management
Fall protection supervisor CR10(b)
Angle grinder operator
Painter

Section 3 – Personnel

List of all employees on site
Staff personnel info (ID, next of kin, training documents, populated WCA1 form)
Medical certificates
Disciplinary documentation

Section 4 – Plans, policies and procedures

Health and safety policy OHS7
Health and safety plan CR7(1)
Site evacuation plan
Fall protection plan CR10(1)
All plans below can be incorporated into a consolidated plan

- Traffic management plan
- Environmental policy
- Environmental plan
- Waste management plan
- Risk monitoring plan CR9(1)(d)
- Emergency preparedness and response
- Near-miss policy

First aid list
Snake emergency plan
Safety signs

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Health and safety representative duties

Section 5 – Risk

Method statement
Task specific risk assessments
Safe work procedures
Daily planned task observations

Section 6 – Incidents

Incident and accident reporting
Employers report of an accident
Incident report summary

Section 7 – Acts and Legislation

Occupational Health and Safety Act
Construction Regulation
General Safety Regulations
• **Any other regulation with regards to specific services e.g. electrical**

Section 8 – MSDS and Hazchem

Hazardous chemicals and substances register
MSDS sheets (chemical materials, pesticides and flammables)

Section 9 – Personnel on site

Staff attendance register
Visitors on site

Section 10 – Toolbox Talks (all employees must sign attendance for each toolbox talk received)

- **Administrative**
Designation of health and safety representative / functions
Weekly general safety meeting minutes
Daily safe work procedure discussion
- **Personal**
Personal hygiene
- **PPE**
Head and foot protection
Eye and face protection
Respiratory and hearing protection
Hand and fall protection
- **Tools**
Hand tools
Compressed gas
Abrasive wheels
- **Scaffold and Ladder**
Working at heights
Safe use of stepladders
Ladder inspections
Scaffold do's and don'ts
Edges and openings
- **Electricity**
General electrical safety

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- Distribution boards and earth leakage*
- Voltage drop*
- **Working on site**
 - Waste removal system*
 - Excavations*
 - Public safety – notices and signs*
 - Fire prevention*
 - Hazardous chemicals on site*
 - Snake emergency*
- **Housekeeping – a place for everything and everything in it's place**
 - Good housekeeping*
 - Stacking and storage*
 - Nails, tools, materials, stairways and passages*
 - Facilities*

Section 11 – Registers

- PPE issued
- Portable electrical tools
- Training
- Scaffold deviations
- Barricades
- Plant and equipment
- Ladder register GSR13(a)
- First aid treatment
- Incident register
- Firefighting equipment CR29(g)
- Fire extinguisher training
- Safety harness training

Section 12 – Checklists

- Daily hand tool inspection
- Daily portable power tools inspection
- Daily vehicle Inspection
- Daily/weekly PPE inspection
- Daily scaffold inspection
- Daily crane inspection
- Motorized plant and equipment inspection
- Monthly ladder inspection
- Daily/weekly stacking and storage inspection
- Daily housekeeping inspection
- Daily environmental equipment inspection
- Daily SHE inspection

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