

**\* Denotes items applicable to both Construction Projects and Contractors, Plant and Storage Yards**

**1. Administrative and Legal Requirements**

Section/Regulation: Subject	Requirements	Possible	Achieved
CR 3: Notice of carrying out construction work.	Department of Labour notified	2	
CR 4: Client Specifications.	Did you receive a Client's specification (If no - proof requesting a copy)	2	
	Specification available	2	
	Specifications relating to Contractors relayed to them	2	
	Client's or Agent performing monthly inspections	2	
GAR 4: Copy of the OHS Act (Act 85 of 1993).	Updated copy of Act and Regulations on site	2	
	Readily available for perusal by employees	2	
COID Act. Sec 80 and CR 4:(1)(g): Registration with Compensation Insurer.	Written proof of registration / letter of good standing on site	2	
CR 5: Principal Contractor (PC) OH&S Plan.	PC OH&S plan available	2	
	PC OH&S plan approved by client	2	
	PC OH&S plan implemented	2	
	All Contractors OH&S plan available	2	
	PC maintaining monthly audits of contractors	2	
	OH&S file maintained and available to the client	2	
Sec 37(2): Agreement with Mandatories (Contractors).	Written agreement with Contractors	2	
	All Contractors Appointments in writing - List displayed	4	
	Proof of registration with Compensation Insurer/Letter of good standing	2	
	Construction Work Supervisor designated	2	
	<b>Written arrangements re</b>		
	* OH&S Representatives and Committees	2	
CR 7: Hazard Identification and Risk Assessments.	Hazard Identification conducted (2) Recorded (2)	4	
	"Competent" Construction Site Risk Assessor appointed in writing	2	
	Risk Assessment and - Plan drawn up/Updated	2	
	Employees informed/trained	2	
CR 9: Geo-Science Technical Reports	Geo-technical report available	2	
	Method statement of sequence of construction	2	
Sec 16(2): Assign Duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO	2	
CR 6(1): Designation of Construction Supervisor.	Construction Work Supervisors designated	2	
CR 6(2): Designation of subordinate Construction Supervisor.	Subordinate Construction Work Supervisor/s designated	2	
CR 6(6): Appointment of Construction Safety Officer.	"Competent" person appointed in writing as a Safety Officer	2	
Sec 17 & 18: Designation of Health and Safety Representatives.	More than 20 employees - one OH&S Representative, one additional OH&S Representative for each 50 employees or part thereof	2	
	Designation in writing, period and area of responsibility specified	2	
	Meaningful OH&S Representative reports	2	
	Reports actioned by Management	2	
Sec 19 & 20: Occupational Health and Safety Committee/s.	OH&S Committee/s established	2	
	Members appointed in writing	2	
	Meetings held monthly	2	
	Minutes kept	2	
CR 14: Erection, Inspection and Supervision of Scaffolds.	Actioned by Management	2	
	"Competent" person appointed in writing to Supervise Scaffold work	2	
	"Competent" person appointed in writing as a Scaffold Team Leader	2	
	"Competent" person appointed in writing as a Scaffold Erector	2	
	"Competent" person appointed in writing as a Scaffold inspector	2	
	Inspected weekly, after inclement weather and after major alterations	2	
CR 10: Erection, Inspection and Supervision of Form/Support Work.	Register up to date	2	
	"Competent" person appointed in writing to Supervise Form/Support Work	2	
	"Competent" person appointed in writing to examine and inspect Form/Support Work	2	
	Inspected daily, before, during and after placement of load	2	
CR 11: Inspection of Excavations.	Register up to date	2	
	"Competent" person appointed in writing to examine and inspect all excavation work	2	
	Excavations involving explosives - Method statement developed by "Competent" person appointed in writing	2	
	Inspected before every shift, after rain, after blasting, ground fall and after any damage	2	
	Register up to date	2	
		<b>Sub-Total</b>	<b>110</b>
		<b>%</b>	<b>0%</b>

**Administrative & Legal requirements continued**

<b>Section/Regulation: Subject</b>	<b>Requirements</b>	<b>Possible</b>	<b>Achieved</b>
CR 12: Demolition Work.	Demolition Work Method Statement developed by a "Competent" person is available	2	
	"Competent" person appointed in writing to Supervise and Control all demolition work	2	
	"Competent" person appointed in writing to check Structural integrity during all demolition work	2	
	Demolition Work involving Explosives' Method Statement is available	2	
	"Competent" person appointed in writing to use explosives for demolition work	2	
	Inspections as per the method statement	2	
	Structural Integrity Register up to date	2	
GSR 13A: Inspection of Ladders.	"Competent" person appointed in writing to inspect ladders	2	
	Ladders inspected at arrival on site and monthly thereafter	2	
	Register up to date	2	
EMR 9 & 10 and CR 22: Inspection and Maintenance of Electrical Installation and Equipments (Including Portable Electrical Tools)	"Competent" person appointed in writing to control all temporary electrical installations	2	
	Electrical installation inspected after installation, after alterations and weekly - register/s up to date (Certificate of Compliance)	2	
	Portable electrical tools, lights and extension leads identified/numbered and on register	2	
	Equipment inspected monthly by "Competent Person" appointed in writing - register/s up to date	2	
	Earth leakage unit tested (2) and results recorded (2)	4	
CR 17 & 20 and DMR 18: Inspection of Lifting Equipments, Material Hoist & Cranes.	"Competent" person appointed in writing to inspect Lifting Machines and Equipment (LME/LMI)	2	
	Written proof of competence of above appointee available on Site	2	
	Cranes & Lifting tackle identified / numbered and on register:	2	
	<b>Inspection:</b>		
	*Tower Crane/s- load test on installation and every 12 months	2	
	* Tower Crane/s - inspected 6 monthly ( all ropes chains/brakes etc )	2	
	* Lifting tackle - load tested every 12 months	2	
	* Lifting tackle (slings, ropes, chain slings etc.) - inspection 3 monthly	2	
	* Materials hoist - weekly	2	
	Log Book for each individual Crane/Hoist	2	
Log books / registers up to date and signed off.	2		
DMR 18(11) and CR 20: Training of Lifting Machine Drivers.	Drivers/Operators in possession of valid certificates of training	2	
	All operators trained for particular type of lifting machine operated	2	
	Operators designated in writing	2	
CR 15: Suspended Platforms.	"Competent" person appointed in writing to Supervise the use of Suspended Platforms	2	
	"Competent" person appointed in writing to Erect Suspended Platforms	2	
	"Competent" person/s appointed in writing to Operate Suspended Platforms	2	
	"Competent" person appointed in writing to Inspect Suspended Platforms	2	
	All relevant design Certificates and Calculations available	2	
	Inspection and Test Register up to date	2	
	All relevant Load Test Certificates are available	2	
	Proof of Operators Training available	2	
Medical Certificates of Fitness of Operators available	2		
CR 16: Boatswain Chairs/Rope Access.	"Competent" person appointed in writing to Inspect Boatswain's Chair daily before use	2	
	Register up to date	2	
	All relevant Test Certificates are available	2	
CR 18: Batch Plants.	"Competent" person appointed in writing to Operate and Supervise Batch Plant operations	2	
	"Competent" person appointed in writing to inspect Batch Plants	2	
	Register up to date	2	
GMR 4: Concrete Mixer.	"Competent" person appointed in writing to Operate and Inspect Concrete Mixers	2	
CR 21: Construction Vehicles and Mobile Plant.	"Competent" person appointed in writing to Operate Construction Vehicles or Mobile Plant	2	
	"Competent" person appointed in writing to Inspect Construction Vehicles or Mobile Plant	2	
	Register up to date	2	
	All relevant Load Certificates are available	2	
	Valid Operator Training Certificate available	2	
	Medical Certificates of Fitness of Operators available	2	
	<b>Sub-Total</b>	<b>102</b>	<b>0</b>

**Administrative & Legal requirements continued**

Section/Regulation: Subject	Requirements	Possible	Achieved
Good Practice: Hand Tools Inspections.	"Competent" person appointed in writing to inspect and control all hand tools	2	
	Register up to date	2	
CR 8: Fall Protection	"Competent" person appointed in writing to Develop a Fall Protection Plan and ensure implementation and regular updating	2	
	Programme includes Training, Inspections, Tests and Maintenance of equipment	2	
	Medical Certificates of Fitness of persons working at elevated positions	2	
CR 13: Tunnelling Mines Health and Safety Act 29 of 1996	Training done (2) proof available on site (2)	4	
	Recovery plan in place (2) training records available (2)	4	
CR 24: Water Environments.	Copy of Mines Health and Safety Act Available	2	
	Copy of Minerals Act Available	2	
CR 26(1)(a): Designation of Stacking Supervisor.	Work done in close proximity to water : Steps taken to prevent accidental falling in	2	
	Steps taken to facilitate rescuing of workers in danger of drowning	2	
	Suitable and sufficient Life Jackets supplied and worn	4	
CR 19 (2)(b) and 9 (3)(b): Designation of a person inspect and service Explosive Power Tools. Competent to use tool.	"Competent" person appointed in writing. Supervise all Stacking and Storage Areas/ proof of inspection	2	
	"Competent" person appointed in writing. Supervise and Control the use and safekeeping of Explosive Power Tools and equipment	2	
	"Competent" person appointed in writing. Inspect all Explosive Power Tools before use	2	
	All inspections/maintenance/repairs/issues and returns recorded (incl. Cartridges/empty cartridge cases/nails/fixing, bolts etc.)	2	
GSR 9: Inspection and Use of Welding/Flame Cutting equipment	Person certified competent to use tool	2	
	Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment	2	
	Equipment identified/numbered and entered into register	2	
	Equipment inspected monthly	2	
ER 9: Designation of a Person to Co-ordinate Emergency Planning.	Register on site and up to date	2	
	Person/s with specific knowledge and experience designated to co-ordinate fire prevention, emergency contingency planning and execution.	2	
CR 27: Fire Precautions	"Competent" person appointed in writing. Inspect all Fire Fighting Equip.	2	
	Inspected weekly	2	
	Pressure tested (36 monthly )	2	
	Fire Risks Identified (2) action taken (2) reviewed as conditions alter (2)	6	
Sec 24, GAR 8 and COIDA Act Sec.38, 39 and 41: Reporting of Incidents (Dept. of Labour)	Register/s on site and up to date	2	
	Incident Reporting Procedure displayed	2	
	All incidents in terms of Sect.24 reported to the Provincial Director, Dept of Labour within 7 days (WCL 1 or 2)	2	
	Cases of Occupational Diseases Reported	2	
GAR 9: Investigating and Recording of Incidents.	Copies of Reports available on Site	2	
	Copies of Reports available on Site	2	
	Remarks by OH&S Committee	2	
	Action taken by site Management	2	
GSR 3: First Aid	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing (Annexure 1)	2	
	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)	2	
	First Aid freely available	2	
	Equipment as per the list in the OH&S Act	2	
	One qualified First Aider appointed where more than 10 persons are employed. One additional First Aider for every 50 persons employed	2	
	List of First Aiders and Certificates on record	2	
	Name of person/s in charge of First Aid box/es displayed	2	
	Location of First Aid box/es clearly indicated	2	
	Record of First Aid injuries kept	2	
Signs instructing employees to report all Injuries/illness including first aid/injuries	2		
HCSR: Control of Storage and Usage of HCS	Person/s with specific knowledge and experience designated to Control the Storage and Use of HCS	2	
	All substances identified and list available e.g. acids, poisons etc.	2	
	Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file or readily available	2	
<b>Sub-Total</b>		<b>104</b>	<b>0</b>
		%	0%

	TOTAL SECTION 1	316	0
		%	0%