

## List Of Documents Included in this Safety File

### Main File

#### 1. General

- 1.01 INDEX - Start of the Main File
- 1.02 INDEX - Working File
- 1.03 Emergency Telephone List
- 1.08 Client Health and Safety Specifications
- 1.09 LOG - Letter of Good Standing - COID
- 1.10 Construction Work Notification (Dept. of Labour)
- 1.11 Public Liability Insurance
- 1.16 Building Council, Regulatory Body, ECA, etc.
- 1.17 Company Registration Document
- 1.18 Proof of Bank Account
- 1.19 VAT Registration Certificate

#### 2. Appointments

- 2.00 INDEX - Appointments
- 2.01 Site Organogram / Company Structure

#### Senior Management and Contractors:

- 2.02 CEO - OSHA16(1)
- 2.03 Appointed Responsible Person OSHA16(2)
- 2.04 Contractor CR7(1)(c)(i)
- 2.05 Principal Contractor CR5(1)(k)

#### Construction and Site:

- 2.08 Construction Manager CR8(1)
- 2.09 Assistant Construction Manager CR8(2)
- 2.10 Safety Officer CR8(5)
- 2.11 Risk Assessor CR9(1)
- 2.12 Construction Supervisor 8(7)
- 2.13 Assistant Construction Supervisor CR8(8)
- 2.14 Operations Supervisor of temporary works CR12(2)
- 2.15 Excavations Supervisor CR13(1)(a)
- 2.16 Demolitions Supervisor CR14(1)

#### Tools and Equipment:

- 2.21 Portable Electrical Tools Inspector EMP10
- 2.22 Hand Tool Inspector
- 2.23 PPE Inspector
- 2.27 Supervisor of Machinery GMR2(1)
- 2.28 Supervisor of Machinery Assistant GMR 2(7)(a)

#### People and Environment:

- 2.30 COVID-19 Officer
- 2.31 First Aider GSR3(4)
- 2.33 Hygiene Inspector CR30
- 2.36 Health and Safety Representative
- 2.39 Person Responsible for Traffic Management

#### Height:

- 2.41 Fall Protection Planner CR10(1)
- 2.43 Ladder Inspector CR13(a)
- 2.44 Harness Inspector CR10(2)(d)
- 2.45 Rope Access Works Supervisor CR18(1)(a)

**Special Skills:**

- 2.49 Incident Investigator GAR9(2)
- 2.50 Fire Equipment Inspector CR29(h)
- 2.51 Fire Fighter CR29(1)
- 2.52 Angle Grinder Operator
- 2.53 Painter
- 2.55 Bulk Mixing Plant Supervisor CR20(1)
- 2.56 Concrete Mixer Operator and Inspector
- 2.57 Welding and Cutting Technician

**Housekeeping:**

- 2.65 Housekeeping Supervisor
- 2.67 Stacking and Storage Inspector CR28(a)

**Electrical:**

- 2.72 Temporary Elec. Connection Insp. CR24(c)
- 2.73 Earth Leakage Inspector

**Hazardous Substances:**

- 2.80 Asbestos Removal Supervisor
- 2.81 Transportable Gas Container Inspector
- 2.82 Hazardous Chemicals and Substances Controller

**Vehicles and Plant:**

- 2.86 Constuction Vehicle and Mobile Plant Supervisor CR23(1)(a,b,c)
- 2.87 Operator - Vehicle or Plant CR23(1)(d)(i)
- 2.88 Construction Vehicle/Plant Inspector 23(1)k
- 2.90 LDV Operator
- 2.91 HDV Operator 16(1)
- 2.94 Chainsaw Operator
- 2.95 TLB Operator
- 2.96 Tractor Operator
- 2.96 Tractor Operator

**Scaffold and Formwork:**

- 2.105 Scaffold Inspector CR16(2)
- 2.106 Scaffold Supervisor CR16(1)
- 2.107 Scaffold Teamleader CR16(1)
- 2.108 Scaffold Erector CR16(1)
- 2.109 Suspended Platforms Supervisor CR17(1)
- 2.110 Suspended Platforms Tester CR17(2)
- 2.111 Supervisor of temporary works CR12(1)

**Lifting:**

- 2.120 Lifting Machine Operator GMR(2)(7)(a)
- 2.121 Lifting Tackle Inspector
- 2.122 Material Hoists Inspector CR19(8)(a)

**Explosives:**

**General:**

- 2.135 Manager
- 2.139 Warehouse Manager
- 2.140 Kitchen Manager
- 2.141 Food and Beverage Manager
- 2.142 Cleaning Supervisor

- 2.143 Stores Manager
- 2.144 Transport Manager
- 2.145 Workshop Manager
- 2.148 Floor Manager
- 2.149 Security Controller
- 2.150 Risk Assessor

### **3. Personnel**

- 3.00 Personnel
- 3.01 Employees on Site
- 3.02 Staff ID, Next of Kin
- 3.04 Copies of Medical Certificates
- 3.10 Training Documents
- 3.24 Health and Safety Representative
- 3.26 Man Hours on Site
- 3.27 Warning Letters

### **Policy, Plans and Procedures**

- 4.00 Index - Plans Policy Procedure

### **4. Policy**

- 4.01 Health and Safety Policy OHS(7)
- 4.03 Workplace Policy
- 4.06 PPE Policy
- 4.07 Drugs and Substance Abuse
- 4.08 Alcohol Policy
- 4.09 Smoking Policy
- 4.12 HIV Policy
- 4.22 Site Waste Management Policy
- 4.25 Hearing Conservation
- 4.26 Safety Review Policy
- 4.28 COVID-19 Policy
- 4.34 Human rights policy

### **5. Plans**

- 5.01 Health and Safety Plan CR(7)(1)
- 5.03 Environmental Plan
- 5.04 Waste Management Policy
- 5.05 Traffic Management Plan
- 5.08 COVID-19 Workplace prevention plan
- 5.13 Fatigue management plan

### **6. Emergency and Procedure**

- 6.01 Emergency plan and procedure
- 6.02 Hazardous substance management procedure
- 6.04 Procedure for a positive COVID-19 case
- 6.05 COVID-19 Investigation report
- 6.06 Emergency Route Layout
- 6.07 Near-miss Procedure
- 6.09 COVID-19 business startup procedure

### **7. Risk**

- 7.00 INDEX - Risk
- 7.01 List of Risks on Site
- 7.02 Risk Assessment Plan
- 7.03 Risk Monitoring Plan CR9(1)(d)
- 7.04 Risk Assessment Review Plan CR9(1)(e)
- 7.07 List of Task Specific Risk Assessments Included
- 7.08 SOP - Safe Operating Procedures
- 7.09 Safe Work Procedure
- 7.10 Summary of all Controls Identified in Risk Assessments
- 7.12 Fall Protection Plan

### **8. Incidents**

- 8.00 Index - Incidents
- 8.01 Incident Investigation Procedure
- 8.04 Incident and Accident Reporting WCL2
- 8.06 NCR - Non Compliance Report
- 8.07 WCL 2 - Employers Report of an Accident
- 8.08 Incident Report Summary
- 8.09 Incident Document Control Reconciliation
- 8.11 Incident Classification

**9. Legal Register**

- 9.01 Occupational Health and Safety Act
- 9.02 Construction Regulations
- 9.03 General Safety Regulations
- 9.04 COID Act - Compensation for Occupational Injuries and Diseases
- 9.06 Asbestos Regulations
- 9.07 Electrical Regulations
- 9.12 COVID-19 Regulations

**10. MSDS and Hazchem**

- 10.01 Hazardous Products and Substance Register

**WORKING FILE INDEX (Next page)**

- 11. Training and Induction**
- 12. Toolbox Talks**
- 13. Registers**
- 14. Inspections and Checklists**
- 15. Operational Management**

**Additional notes:**

