

# MASTER BUILDERS SOUTH AFRICA

## Occupational Health And Safety Audit System



<b>Site/Contract</b>	<b>Audit Date</b>

<b>Client</b>	<b>Association</b>	<b>Contractor</b>

Category	A: Plant & Storage	C: Less than R15m	F: R100m to R250m	I: R750m plus
	B1: Allied Trades	D: R15m to R40m	G: R250m to R450m	<b>STARS</b>
	B2: Manufacturers	E: R40m to R100m	H: R450m to R750m	

<b>Safety Officer/Agent</b>	<b>Auditor</b>
Company _____	MBA/Company _____
Manager _____	Address _____
Foreman/Supervisor _____	_____
Address _____	_____
_____	_____
Cell phone _____	Cell phone _____
Email _____	Email _____

ALL SUB-CONTRACTORS	PRINCIPAL CONTRACTOR	
No. Contractors on site _____	Start Date _____	Completion Date _____
No. of Contractor employees _____	Employees on site _____	Months _____ -
Man-hours all Subcontractors _____	Man-hours _____	Total Man-hours _____ -
DI's _____	DI's _____ -	Total DI's _____ -

<b>TOTAL AVAILABLE POINTS</b>	<b>BASIC</b>	DIFR	DIFR Max.
<b>TOTAL POINTS SCORED</b>		<b>FINAL SCORE %</b>	

No.	SECTION [maximum points]	P	S	%	No.	SECTION [maximum points]	P	S	%	
1.	Administration and Legal Requirements [243]				11.	Emergency/Fire Prevention & Protection [43]				
2.	Education, Training and Promotion [25]				12.	Demolition [20]				
3.	Public Safety, Security and Emergency [27]				13.	Excavation [8]				
4.	Personal Protective Equipment [52]				14.	Tools [27]				
5.	Housekeeping [45]				15.	Cranes [67]				
6.	Scaffold and Temporary Works [119]				16.	Material Hoist [22]				
7.	Suspended Platform [12]				17.	Transport and Material Handling [20]				
8.	Ladders [16]				18.	Site Plant Machinery [58]				
9.	Fall Protection [16]				19.	Plant and Storage Yards [45]				
10.	Electrical Safeguarding [33]				20.	Workplace, Environment, Health and Hygiene [26]				
LEGEND: "P" – points available; "S" – points scored							<b>TOTALS [924]</b>	-		

Master Builders South Africa PO Box 1619 Halfway House 1685	Tel. 011 205 9000 info@masterbuilders.org.za www.masterbuilders.org.za
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[Date Issued: 27 March 2018]

**A. ESSENTIAL REQUIREMENTS FOR REGIONAL AND NATIONAL AUDITS**

Items that require 100% compliance before an audit can take place on a site:

**YES / NO**

1.	Proof of compensation registration and proof of good standing for the principal contractor	
2.	Principal Contractor's Safety Plan	
3.	A site specific risk assessment which must include the following: safe work procedures, a monitoring plan and a review plan	
4.	Disabling Injury Frequency Rate (DIFR)	(enter value) →
5.	Construction Work Permit	

**B. SCOPE OF WORK / APPLICABLE ITEMS: REGIONAL AND NATIONAL AUDITS**

ITEM/DESCRIPTION	APPLICABLE ON AUDIT DATE	NOTES
Access/System Scaffolding		
Free Standing Scaffolding		
Mobile Scaffolding		
Suspended Scaffolding		
Temporary Works		
Openings & Edges		
Working at Height		
Demolition Work		
Excavations		
Tower Cranes		
Mobile Cranes		
Hoist		
Site Vehicles		
Conveyors		
<b>Number of applicable items on date of audit</b>		

Senior Contracts Director/  
 Construction Manager: \_\_\_\_\_ Date \_\_\_\_\_

Regional Lead Auditor: \_\_\_\_\_ Date \_\_\_\_\_

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**CONSTRUCTION REGULATIONS 2014. 1. DEFINITIONS**

"competent person" means a person who-

(a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and

(b) is familiar with the Act and with the applicable regulations made under the Act;

1. ADMINISTRATION AND LEGAL REQUIREMENTS							COM- MENT
SUBJECT	CLAUSE	REQUIREMENT	P	S	N		
CONSTRUCTION WORK PERMIT	CR 3(2)	An application made to the Department of Labour for a construction work permit (1)	1				
	CR 3(4)	Permit number displayed at the main site entrance (1)	1				
	CR 3(6)	Permit included in the health and safety file (1)	1				
NOTIFICATION	CR 4(1)	Department of Labour notified and proof of notification (1)	1				
LETTER OF GOOD STANDING	COID Act - SEC 80 CR 5(1)(j)	PC registered and in good standing with the compensation fund or licensed compensation insurer, having a valid copy of letter of good standing on the site (1)	1				
CLIENT SPECIFICATIONS	CR 5(1)(a)(b)	Did you receive a Client's specification (if no - proof requesting a copy) (1) and Base Line Risk Assessment (1)	2				
	CR 7(1)(c)(i)	Specifications relating to Contractors relayed to PC at tender stage (1)	1				
COPY OF THE ACT	GAR 4	Updated copy of the Act and Regulations readily available to employees on site (1)	1				
PRINCIPAL CONTRACTOR OHS PLAN	CR 7(1)(c)(vi)	PC OH&S plan available (1)	1				
	CR 5(1)(l)	PC OH&S plan approved by client (1)	1				
	(7)(1)(c)(x)	All Contractors OH&S plan available and approved (1)	1				
	(7)(1)(c)(vii)	PC maintaining monthly audits of contractors/proof thereof (1)	1				
	CR 7(1)(b)	OH&S file maintained and available to the client (1)	1				
AGREEMENTS WITH MANDATORIES	SEC 37(2)	Written agreement with all Contractors (1)	1				
	CR 7(1)(c)(v)	All Contractors Appointments in writing (1), list displayed (1)	2				
	7)(1)(c)(iv)	Proof of registration with Compensation Insurer/Letter of good standing (1)	1				
	CR 8(7)	Construction Work Supervisor designated (1)	1				
		<b>Written arrangements with regard to:</b>					
	SEC 37(2)	OH&S Representatives and Committees (1)	1				
	SEC 37(2)	First Aid (1)	1				
HAZARD IDENTIFICATION AND RISK ASSESSMENT	CR 9(1) (a)-(e)	Hazard Identification conducted and results recorded (1)	1				
	CR 9(1)	"Competent" Construction Site Risk Assessor appointed in writing (1)	1				
	CR 9(1) (a)-(e)	Risk Assessment Plan drawn up (1) updated (1)	2				
	CR 9(3)	Employees informed/trained (1)	1				
GEO-SCIENCE TECHNICAL REPORTS	CR 6(1)(c)(ii)	Geo-technical report available (1) (where issued by the client)	1				
		Method statement of sequence of construction (1)	1				
ASSIGN DUTIES (MANAGERS)	SEC 16(2)	Responsibility of complying with the OH&S Act assigned to another person/s by CEO (1)	1				
DUTIES OF CONTRACTORS	CR 8(1)	Construction Manager designated (1)	1				
	CR 8(2)	Assistant Construction Managers designated (1)	1				
	CR 8(5),(6)	"Competent" person, and registered with the SACPCMP, appointed in writing as a Safety Officer (1)	1				
	CR 8(7)	Construction Work Supervisors designated (1)	1				
	CR 8(8)	Subordinate Construction Work Supervisor/s designated an area of responsibility clearly identified in his or her letter of appointment (1)	1				
DESIGNATION OF HEALTH AND SAFETY REPRESENTATIVES	SEC 17(1)	More than 20 employees - one OH&S Representative, one additional OH&S Representative for each 50 employees or part thereof (1)	1				
	SEC 17(1)	Designation in writing (1), period and area of responsibility specified (1)	2				
	SEC 18(1)(g)	Meaningful OH&S Representative reports (1)	1				
	Good practice	Reports actioned by Management (1)	1				
OCCUPATIONAL HEALTH AND SAFETY COMMITTEES	SEC 19(1)	OH&S Committee/s established (1)	1				
	SEC 19(1)	Members appointed in writing (1)	1				
	SEC 19(4)	Meetings held monthly (1)	1				
	SEC 19(3)	Minutes kept (1)	1				
	SEC 20(1)(b)	Incidents discussed at meetings (1)	1				
	Good practice	Actioned by Management (1)	1				
			Page total [45]				
COMMENTS							

1. ADMINISTRATION AND LEGAL REQUIREMENTS (continued)							COM- MENT
SUBJECT	CLAUSE	REQUIREMENT	P	S	N		
ERECTION INSPECTION AND SUPERVISION OF SCAFFOLD	CR 16(1)	"Competent" person appointed in writing to Supervise Scaffold work (1)	1				
	SANS 10085-1 CR 16(1)	"Competent" person appointed in writing as a Scaffold Team Leader (1)	1				
	SANS 10085-1 CR 16(1)	"Competent" person appointed as a Scaffold Erector (1)	1				
	SANS (10.1.1)	"Competent" person appointed as a Scaffold Inspector (1)	1				
	SANS 10085-1 CR 16(1)	Inspected weekly, after inclement weather and after major alterations (1)	1				
ERECTION, INSPECTION AND SUPERVISION OF TEMPORARY WORKS	CR 11(1)(c)	All drawings pertaining to the design of the relevant structure are kept on site and are available on request to an inspector, other contractors, the client and the client's agent or employee (1)	1				
	CR 12(1)	Designer appointed to design, inspect and approve temporary works (1)	1				
	CR 12(2)	Competent temporary works supervisor appointed in writing (1)	1				
	CR 12(3)(c)	Detailed specific drawings of temporary structure kept on site (1)	1				
	CR 12(3)(d)	Erectors provided with training and instruction to perform work safely (1)	1				
	CR 12(3)(e)	All equipment used inspected by a competent person before being used (1)	1				
	CR 12(3)(g)	Written authorisation secured before concrete is cast (1)	1				
	CR 12(3)(f)	Inspected by a competent person (1), before (1), during (1) and after (1) the placement of concrete. Register up to date (1)	5				
CR 12(3)(n)	Drawing include method statements (1) and sequence of construction (1)	2					
INSPECTION OF OF EXCAVATIONS	CR 13(1)(a)	Excavation supervisor appointed in writing (1)	1				
	CR 13(2)(b) (ii)(aa)	Written permission issued by supervisor to work in an excavation where there no need for shoring and/or bracing (1)	1				
	CR 13(2)(c)	Steps taken to ensure that the shoring or bracing contemplated in 13(2)(b) is designed and constructed in a manner that renders it strong enough to support the sides of the excavation in question (1)	1				
	CR 13(2)(h)	Register up to date (1)	1				
	CR 13(2)(i)	Inspected daily before every shift (1), after rain (1), after every blasting (1) and after any damage to supports (1)	4				
	CR 13(2)(k)	"Competent" person appointed in writing for excavations that <b>involve explosives</b> (1), method statement developed (1)	2				
DEMOLITION WORK	CR 14(1)	"Competent" person appointed in writing to Supervise and Control all demolition work (1)	1				
	CR 14(2)	Structural engineering survey done (1) Demolition Method Statement developed (1) by a "Competent" person, and available (1)	3				
	CR 14(2)	Inspections as per the method statement (1)	1				
	CR 14(3)	"Competent" person appointed in writing to check structural integrity during all demolition work (1), structural integrity register up to date (1)	2				
	CR 14(10)	Demolition risk assessment done (1)	1				
	CR 14(11)	Method Statement available where Demolition Work <b>involves explosives</b> (1)	1				
	CR 14(11)	"Competent" person appointed in writing to use <b>explosives</b> for demolition work (1)	1				
INSPECTION OF LADDERS	Good Practice	Person appointed in writing to inspect ladders (1)	1				
	Good Practice	Ladders inspected at arrival (1) on site and monthly thereafter (1)	2				
	Good Practice	Register up to date (1)	1				
INSPECTION AND MAINTENANCE OF ELECTRICAL INSTALLATIONS AND EQUIPMENT	CR 24(c)	"Competent" person appointed in writing to control all temporary electrical installations (1)	1				
	Good Practice	Earth leakage unit tested (1) and results recorded (1)	2				
	CR 24(d)	All temporary electrical installation inspected after installation (1), after alterations (1) and weekly (1) register/s up to date. COC	3				
	Good Practice	"Authorised" person appointed in writing to control all portable electrical tools (daily Inspection) (1)	1				
	CR 24(e)	Inspection conducted by authorised operator/user on a daily basis prior to use and recorded/register up to date (1)	1				
			Page total [51]				
COMMENTS							

1. ADMINISTRATION AND LEGAL REQUIREMENTS (continued)						
SUBJECT	CLAUSE	REQUIREMENT	P	S	N	COM-MENT
INSPECTION OF LIFTING EQUIPMENT, AND MATERIAL HOISTS	CR 22(a)	"Competent" person appointed in writing to inspect Lifting Machines and Equipment (LME/LMI) (1)	1			
	CR 22(a)	Written proof of competence of above appointee available (1)	1			
	Good Practice	Cranes & Lifting tackle identified/numbered and on the register (1)	1			
	DMR 18(10)(e)	Lifting tackle - load tested once, inspected 3 monthly (1)	1			
	CR 19(6)	Competent person appointed to operate a hoist (1)	1			
	CR 19 (8)(a)	Competent person appointed in writing to inspect material hoist on a daily basis (1)	1			
	CR 19(8)(b)-(d)	Inspection register conducted by a competent person that entire material hoist, including guides, ropes, etc. and records kept on premises (1)	1			
		Pre-ignition check done (1), check sheet completed (1), signed by supervisor (1)	3			
		Mobile crane outrigger base risk assessment done (1) underground services identified (1)	2			
	DMR 18(7)	Log Book for each individual Crane/Hoist (1)	1			
	DMR 18(7)	Logbooks / registers up to date and signed off (1)	1			
INSPECTION OF TOWER CRANES	CR 22(a)	Tower crane designed and erected under supervision of a competent person (1)	1			
	CR 22(b)	Relevant risk assessment and method statement developed and applied (1)	1			
	CR 22(c)	Effects of wind forces on the crane are taken into consideration (1) and that a wind speed device is fitted (1)	2			
	CR 22(d)	The bases for the tower cranes and tracks for rail-mounted tower cranes are firm, level and secured (1)	1			
	CR 22(e)	Tower crane operators are competent to carry out the work safely (1)	1			
	CR 22(f)	Tower crane operator(s) have a medical certificate(s) of fitness to work in such an environment, issued by an occupational health practitioner in the form of Annexure 3 (1)	1			
		Operator to do visual inspection whilst ascending and descending the access ladder (1) record his findings (1) report to his supervisor (1)	3			
		Structure - record of visible defects available (1) report to supervisor (1)	2			
	DMR 18(5)	Tower Crane - load test on installation and every 12 months (1)	1			
	DMR 18(6)	Tower Crane/s - inspected 6 monthly all ropes chains/brakes etc. (1)	1			
GANTRY CRANE		Logbook kept (1) updated (1) signed by supervisor (1)	3			
		Prescribed inspection of crane (1) lifting tackle (1) and findings reported (1)	3			
TRAINING OF LIFTING MACHINE DRIVERS	DMR 18(11)	Drivers/Operators in possession of valid certificates of training (1)	1			
	DMR 18(11)	All operators trained for particular type of lifting machine operated (1)	1			
	Good practice	Operators designated in writing (1)	1			
SUSPENDED PLATFORMS	CR 17(1)	"Competent" person appointed in writing to Supervise the use of Suspended Platforms (1)	1			
	CR 17(2)(b)	Contractor in possession of certificate of system design (1) issued by a professional engineer, certificated engineer or professional technologist (1)	2			
	CR 17(2)(c)	Contractor in possession of operational compliance plan (1) developed by a competent person (1) based on the certificate of system design	2			
		<b>Operational Compliance Plan includes:</b>				
	CR 17(2)(c)(i)	Proof of appointment of the competent person (1)	1			
	CR 17(2)(c)(iv)	Performance Tests results (1)	1			
	CR 17(2)(c)(v)	Sketches indicating the completed systems with operational loading of the platform (1)	1			
	CR 17(2)(c)(vi)	Procedures for and record of inspections carried out (1)	1			
	CR 17(2)(c)(vii)	Procedures for an record of maintenance (1)	1			
	CR 17(3)	Copy of the certificate of system design (1), operational design calculations (1), sketches and test results (1) submitted to the Provincial Director before the commencement of the use of the system and intended type of work use (1)	4			
			Page total [51]			
COMMENTS						

1. ADMINISTRATION AND LEGAL REQUIREMENTS (continued)						COM- MENT
SUBJECT	CLAUSE	REQUIREMENT	P	S	N	
SUSPENDED PLATFORMS (continued)	CR 17(6)(a)	Parts of the building for which outriggers of a suspended platform are supported checked by means of calculations (1)	1			
	CR 17(8)(a)	Entire installation examined by a competent person in accordance with manufacturer's specification (1)	1			
	CR 17(8)(b)(c)	Entire installation subjected to performance test (1) by a competent person (1) appointed in writing (1)	3			
	CR 17(8)(d)	Whole installation load tested to manufacture's standard or at 110% of the rated load (1)	1			
	CR 17(9)	Every hoisting rope, hook or other load-attaching device examined in accordance with manufacturers specification (1) by a competent person (1)	2			
	CR 17(10)	Daily inspections done prior to use (1)	1			
	CR 17(12)(c)(i)	Employees involved in the operation trained to access and egress suspended platform safely (1)	1			
	CR 17(12)(c)(ii)	Employees involved in the operation trained to correctly operate the controls (1)	1			
	CR 17(12)(c)(iii)	Employees involved in the operation trained on the dangers related to the operation (1)	1			
BULK MIXING PLANT	CR 20(1)	"Competent" person appointed in writing to supervise bulk mixing plant operations (1)	1			
	CR 20(2)	"Competent" person appointed in writing to operate bulk mixing plant (1)	1			
	Good practice	Person appointed in writing to inspect bulk mixing plant (1)	1			
	Good practice	Register up to date (1)	1			
	CR 20(8)	Records of repairs and maintenance available (1)	1			
CONSTRUCTION VEHICLES	CR 23(1)(b)	Inventory of vehicles on site (1) log books (1) and service records (1)	3			
	CR 23(1)(d)(i)	"Competent" (appropriate trained) person appointed in writing to Operate Construction Vehicles or Mobile Plant (1)	1			
	CR 23(1)(d)(i)	Valid Operator Training Certificate available (1)	1			
	CR 23(1)(d)(ii)	Medical Certificates of Fitness of Operators available (1)(Annexure 3)	1			
	CR 23(1)(k)	Inspected per checklist (1) findings recorded (1) record kept on premises (1)	3			
	CR 23(1)(k)	"Competent" person appointed in writing to inspect Construction Vehicles or Mobile Plant (1)	1			
	CR 23(1)(k)	All Site Vehicles, Dumpers, Bobcats, Loaders etc. pre-ignition check by operator (1) documented (1) action taken (1) signed by supervisor (1)	4			
	CR 23(1)(k)	Register up to date (1)	1			
	DMR 18(5)	All relevant Load Certificates are available (1)	1			
ROPE ACCESS	CR 18(1)(a)	Rope access supervisor appointed in writing (1)	1			
	CR 18(1)(c)	Rope access operators competent and licensed (1)	1			
	CR 18(2)(b)	Specific fall protection plan developed (1) by a competent person(1)	2			
	CR 18(2)(b)	Fall protection plan includes records of maintenance (1) and inspection (1) of all equipment used in the operation	2			
	CR 18(3)	A rescue plan developed and in place (1)	1			
HAND TOOLS	Good practice	A person appointed in writing to Inspect and control all hand tools(1)	1			
	Good practice	Register up to date (1)	1			
FALL PROTECTION	CR 10(1)(a-c)	Competent" person appointed in writing to develop a Fall Protection Plan and ensure implementation and regular updating (1)	1			
		<b>A fall protection plan includes:</b>				
	CR 10(2)(a)	A risk assessment for all work at fall risk positions (1)	1			
	CR 10(2)(b)	The evaluation of employees medical fitness for work at fall risk positions (1)	1			
	CR 10(2)(c)	A programme for the training of employees working from fall risk position (1)	1			
	CR 10(2)(d)	Procedure for training, inspections, tests and maintenance of equipment (1)	1			
	CR 10(2)(e)	Recovery plan in place (1) training records available (1)	2			
	CR 10(3)	Construction manager appointed under regulation 8(1) in possession of the most recently updated version of the fall protection plan (1)	1			
TUNNELLING	Good practice	Copy of Mines Health and Safety Act available (1)	1			
	Good practice	Copy of Minerals Act available (1)	1			
			Page total [52]			
COMMENTS						

1. ADMINISTRATION AND LEGAL REQUIREMENTS (continued)						COM- MENT
SUBJECT	CLAUSE	REQUIREMENT	P	S	N	
WATER ENVIRONMENTS	CR 26(1)(a)	A contractor must ensure that where construction work is done over or in close proximity to water, provision is made for preventing persons from falling into water (1)	1			
	CR 26(1)(b)	Steps taken to facilitate rescuing of workers in danger of drowning (1)	1			
	CR 26(2)	Suitable and sufficient Life Jackets supplied and worn (1)	1			
STACKING AND STORAGE	CR 28 (a)	Competent person appointed in writing to supervise all stacking and storage areas (1) and proof of inspection (1)	2			
EXPLOSIVE ACTUATED FASTENING DEVICE	CR 21(b)	User trained in the operation, maintenance and use of an explosive actuated fastening device (1)	1			
	CR 21(2)(g)(i)	"Competent" person appointed in writing to supervise and control the use and safekeeping of Explosive Actuated Fastening Device (1)	1			
	CR 21(2)(b)	"Competent" person appointed in writing (1) to clean and examine daily (1) all Explosive Actuated Fastening Device before use	2			
	CR 21(2)(g)(ii)	Inspections/maintenance/repairs/issues and returns recorded (incl. cartridges/empty cartridge cases/nails/fixing, bolts, etc.) (1)	1			
	CR 21(1)(b)	Person certified competent to use tool (1)	1			
WELDING, ARC AND FLAME CUTTING EQUIPMENT	GSR 9	Person/s with specific knowledge and experience designated to use and inspect Electric Arc, Gas Welding and Flame Cutting Equipment (1)	1			
	GSR 9	Equipment identified/numbered and Register up to date (1)	1			
	GSR 9	Equipment inspected monthly (1)	1			
	Good practice	Register on site and up to date (1)	1			
EMERGENCY COORDINATOR	ER 9	Person/s with specific knowledge and experience designated to co-ordinate fire prevention, emergency contingency planning and execution (1)	1			
FIRE PRECAUTIONS	CR 29(h)	"Competent" person appointed in writing to inspect all Fire Fighting Equipment (1)	1			
	CR 29(h)	Inspected in a manner indicated by the manufacturer thereof (1)	1			
	SANS 1475 (1&2)	Fire extinguisher type pressure tested as per applicable SANS standard (1)	1			
	CR 29(a)	Fire Risks Identified (1) action taken (1) reviewed as conditions alter (1)	3			
	CR 29(h)	Register/s on site and up to date (1)	1			
	CR 29(i)	Sufficient employees trained in the use of fire fighting appliances (1)	1			
REPORTING OF ACCIDENTS	Good practice	Incident Reporting Procedure displayed (1)	1			
	GAR 8(a)	All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour within 7 days (WCL 1 or 2) (1)	1			
	GAR 8	Cases of Occupational Diseases Reported (1)	1			
	GAR 8	Copies of Reports available on site (1)	1			
INVESTIGATION AND RECORDING OF ACCIDENTS	GAR 9(1)	Competent person appointed in writing as an incident and accident investigator? (1)	1			
		All injuries which resulted in the person receiving medical treatment other than first aid, recorded? (1)	1			
	GAR 9(3)	Copies of Annexure 1 available on Site (1)	1			
	SEC 20(1)(b)	Remarks by OH&S Committee (1)	1			
	Good practice	Action taken by site management (1)	1			
FIRST AID	GSR 3(3)(a)	Every workplace provided with a sufficient number of First Aid boxes. (Required where 5 persons or more are employed) (1)	1			
	GSR 3(1)	First Aid freely available (1)	1			
	GSR Annexure	Equipment as per the list in the OH&S Act (1)	1			
	GSR 3(4)	One qualified First Aider appointed where more than 10 persons are employed. One additional First Aider for every 50 persons employed (1)	1			
	Good practice	List of First Aiders and Certificates on record (1)	1			
	GSR 3(6)	Name of person/s in charge of First Aid box/boxes displayed (1)	1			
	GSR 3(7)	Record of First Aid injuries kept (1)	1			
	Good practice	Signs instructing employees to report all Injuries/illness, including first aid/injuries (1)	1			
HAZARDOUS CHEMICAL SUBSTANCES	HCSR 3(3)	Person/s with specific knowledge and experience designated to Control the Storage and Use of HCS (1)	1			
	Good practice	All substances identified and list available, e.g. acids, poisons, etc. (1)	1			
	Good practice	Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file or readily available (1)	1			
			Page total [44]			
<b>TOTALS SECTION 1 - ADMINISTRATION &amp; LEGAL [243]</b>						
COMMENTS						

2. EDUCATION, TRAINING AND PROMOTION						
SUBJECT	CLAUSE	REQUIREMENT	P	S	N	COM-MENT
OHS POLICY	SEC 7(1)	Policy signed by CEO and published and available to all (1)	1			
	SEC 7(3)	Policy displayed on Employee Notice Boards (1)	1			
HIV/AIDS	Good practice	Is there a HIV/Aids Awareness programme on site available? (1)	1			
SUBSTANCE ABUSE POLICY	Good practice	Policy signed by CEO and published and available to all (1)	1			
	Good practice	Policy displayed on Employee Notice Boards (1)	1			
OH&S RULES	SEC 13	Rules published (1)	1			
	SEC 13	Rules displayed on Employees Notice Boards (1)	1			
	SEC 13	Rules issued and explained to employees: written proof (1)	1			
INDUCTION AND TASK SAFETY TRAINING	CR 7(6)	All employees (1) and visitors (1) receive induction training	2			
	CR 9(3)	Training includes Task Safety Instructions and Hazard identification (1)	1			
	Good practice	Employees and visitors carry proof of training (1)	1			
	SEC 13	Toolbox Talks done on a regular basis: written proof (1)	1			
	SEC 14	All employees receive basic OH&S training: written proof (1)	1			
	CR 23 (1)(d)(i)	Operators of Plant and Equipment receive specialised training (1)	1			
	SEC 13	Follow-up to ensure employees understand and adhere to instructions (1)	1			
OCCUPATIONAL HEALTH AND SAFETY PROMOTION	<b>Incidents Experience Board indicating e.g.:</b>					
	Good practice	Number of hours worked without a compensation claim to date (1)	1			
	Good practice	Number of days worked without a compensation claim to date (1)	1			
	Good practice	Star Grading board kept up to date (1)	1			
	SEC 13	Safety Posters displayed (1) and changed weekly/monthly (1)	2			
	Good practice	Employee Notice Board for OH&S Notices (1)	1			
	Good practice	Site OH&S Competition (1)	1			
	Good practice	Company OH&S Competition (1)	1			
	Good practice	Participation in Regional OH&S Competition (1)	1			

**TOTALS: SECTION 2 - EDUCATION, TRAINING AND PROMOTION [25]**

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COMMENTS

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3. PUBLIC SAFETY, SECURITY MEASURES AND EMERGENCY PREPAREDNESS						
SUBJECT	CLAUSE	REQUIREMENT	P	S	N	COM-MENT
NOTICES AND SIGNS	GSR 2B	Notices and signs at entrances (1) along perimeters (1) indicating No Unauthorized Entry	2			
	GSR 2B	Notices and signs at entrances instructing visitors and non employees what to do (1) where to go and where to report on entering the premises (1) with directional signs (1). e.g. "Visitors to report to Site Office"	3			
	Good practice	Notices and signs posted to warn of overhead work (1) and other hazardous activities. e.g., General Warning Signs (1)	2			
SITE SAFEGUARD	Good practice	Nets, Canopies, Stulls to protect members of the public passing (1) entering the premises (1)	2			
SECURITY MEASURES	Good practice	Access control - gate (1) visitors register (1)	2			
	Good practice	Security patrols after hours (1) and over the weekends (1)	2			
	ER 3(6)	Sufficient lighting after dark (1)	1			
EMERGENCY PREPAREDNESS	Good practice	Emergency contact numbers strategically positioned near telephone (1)	1			
	CR 29(l)	Emergency Evacuation instructions posted up on all notice boards (1) and employees' notice boards - eating, changing areas (1)	2			
	Good practice	Emergency contingency plan available on the premises (1) visible (1)	2			
	CR 29(m)	Emergency siren (1) audible all over (1) Procedure communicated (1)	3			
EMERGENCY DRILL AND EVACUATION	CR 29(l)	Emergency Evacuation Plan available (1) displayed on site (1) drill practiced (1) emergency routes indicated on site (1) assembly point indicated (1)	5			

**TOTALS: SECTION 3 - PUBLIC SAFETY, SECURITY MEASURES & EMERGENCY [27]**

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COMMENTS

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4. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING						COM-MENT
SUBJECT	CLAUSE	REQUIREMENT	P	S	N	
PPE NEEDS ANALYSIS	Good practice	Need for PPE identified (1) prescribed in writing (1) reviewed as necessary (1)	3			
HEAD PROTECTION	GSR 2(3)	Where prescribed: employees (1) contractors (1) and visitors (1) to wear safety hats	3			
FOOT PROTECTION	GSR 2(3)	Persons required to wear suitable foot protection: wet work gumboots (1) roof work-non-slip (1)	2			
EYE AND FACE PROTECTION	GSR 2(3)(a)	<b>Eye and face protection-goggles, face shields, welding helmets</b>				
		Jack (1) and or kango hammer (1)	2			
		Angle (1) and or bench (1) grinder	2			
		Electric drill - Overhead work into bricks (1), cement (1) and or concrete (1)	3			
		Power Actuated Fastening Devices (1)	1			
		Concrete vibrators (1) and or pokers (1)	2			
		Hammers (1) and Chisels (1)	2			
		Brazing work (1) flame cutting (1) gas welding torches (1)	3			
		Arc welding (1)	1			
		Skill saw (1) bench saw (1)	2			
		Spray Painting Equipment, etc. (1)	1			
HEARING PROTECTION	GSR 2(3)(e)	<b>Hearing Protectors (Muffs, Plugs etc.) used when operating the following:</b>				
		Jack/Kango Hammers (1)	1			
		Power Actuated Fastening Devices (1)	1			
		Wood/Aluminium Working Machines e.g., saws, planers, routers (1)	1			
		Whilst operating graders, loaders, etc., where applicable (1)	1			
HAND PROTECTION	GSR 2(3)(a)	<b>Protective Gloves worn by employees handling/using the following:</b>				
		Cement/Bricks/Steel/Chemicals (1)	1			
		Welding Equipment (1)	1			
		Hammers and Chisels (1)	1			
		Jack/Kango Hammers etc. (1)	1			
RESPIRATORY PROTECTION	GSR2(3)(e)	<b>Suitable/efficient Respirators worn by employees handling/using/working with:</b>				
		Dry cement (1)	1			
		Dusty areas (1)	1			
		Hazardous chemicals (1)	1			
		Angle Grinders (1)	1			
		Spray Painters, etc. (1)	1			
FALL PREVENTION EQUIPMENT	GSR 2(3)(c)	<b>Suitable Safety Belts/Fall Arrest Equipment correctly used by persons working on/in unguarded, elevated positions e.g.:</b>				
		Scaffolding (1)	1			
		Rigging (1)	1			
		Lift Shafts (1)	1			
		Edge work (1)	1			
		Ring beam edges, etc. (1)	1			
		Other methods of Fall prevention applied e.g., catch nets (1)	1			
PROTECTIVE CLOTHING	GSR 2(3)	All jobs requiring protective clothing (overalls, rain-wear, welding aprons etc.) identified and clothing worn (1)	1			
PPE ISSUE AND CONTROL	GSR 2(2)	Identified Equipment issued free of charge (1)	1			
	GSR 2(2)	All PPE maintained in good condition (regular checks) (1)	1			
	GSR 2(5)	Workers instructed on proper use and maintenance of PPE (1)	1			
	GSR 2(5)	Employee acknowledging receipt of and that they will wear or use the PPE provided (1)	1			
	Good practice	Record of PPE issued kept on file (1)	1			
<b>TOTALS: SECTION 4 - PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING [52]</b>						
COMMENTS						

5. HOUSEKEEPING						
SUBJECT	CLAUSE	REQUIREMENT	P	S	N	COM-MENT
SCRAP REMOVAL SYSTEM	CR 27(a)(b)	All items of scrap, unsuitable off-cuts, rubble & redundant material placed in designated areas (1) removed at least daily from the designated areas (1)	2			
	CR 27(e)	Scrap, waste removal from heights by chute, hoist, nothing thrown or swept over the sides unless controlled and into demarcated area (1)	1			
	CR 27(a)	Scrap disposed of in designated containers (1) and areas (1)	2			
	CR 27(d)	Removal from site/yard as and when necessary (1)	1			
	Good practice	Scrap policy available (1)	1			
STACKING AND STORAGE		<b>Stacking:</b>				
	GSR 8(b)	Stable (1) firm level surface (1) and adequate base (1)	3			
	GSR 8(3)(b)	Not leaning over (1) or in danger of collapsing (1)	2			
	GSR 8(4)(a)	Irregular shapes bonded (1) if more than one stack each to support the other (1)	2			
	GSR 8(4)(b)	Not exceeding 3x the base (1)	1			
	GSR 8(3)(c)	Stacks accessible to employees (1) and vehicles (1)	2			
	GSR 8(2)(a)	Removed from the top not sides (1)	1			
		<b>Storage:</b>				
	CR 28(b)	Adequate storage provided (1) adequately demarcated (1)	2			
	GSR 8(3)(c)	Functional-e.g. Storage areas, racks, bins protected from elements (1) vehicles (1)	2			
	CR 28(c)	Special areas identified (1) and demarcated (1) for flammable gas, cement etc.	2			
	GSR 8(b)	Stacked in rows (1) not in danger of collapse (1) base adequate to carry weight (1)	3			
	Good practice	Store (1) and storage areas (1) clear of superfluous material	2			
	CR 28(c)	Storage behind buildings or containers on dunnage (1) and controlled (1)	2			
Good practice	Storage areas free from vegetation (1) and refuse, litter (1)	2				
WASTE CONTROL/ RECLAMATION	CR 27(d)	Off-cuts (1) re-useable material removed regularly, kept to a minimum in the workplace (1)	2			
	CR 27(c)	Re-useable material stacked and stored in demarcated areas (1). Remove, flatten nails in timber (1)	2			
	Good practice	Issue (1) returns (1) disposal (1) of hardware controlled	3			
CONTRACTORS	CR 27(a)	Demarcated stacking areas (1) acceptable housekeeping standards maintained (1)	2			
GENERAL HOUSEKEEPING	CR 27(c)	Work areas neat and tidy and kept clean (1)	1			
	CR 27(c)	Walkways clear of material and waste, i.e. easy access to site and work areas (1)	1			
	Good practice	General appearance of the site, i.e. public image (1)	1			
<b>TOTALS: SECTION 5 - HOUSEKEEPING [45]</b>						
COMMENTS						

6. SCAFFOLD AND TEMPORARY WORKS						
SUBJECT	REQUIREMENT	P	S	N	COM-MENT	
ACCESS SCAFFOLDING	Foundation firm (1) stable (1) adequate for load (1) reasonable level (1)	4				
	Bracing Adequate (1) and sufficient (1) secured (1) as per the design criteria (1)	4				
	Platform boards - condition (1) sufficient (1) and secured (1)	3				
	Adequate handrails (1) correct height (1) toe boards provided (1) secured (1)	4				
	Adequate access ladders - stairs provided (1) sufficient (1) secured (1)	3				
	Area directly under (1) surrounding area (1) clear of material (1) and rubble (1)	4				
	Appropriate safe/unsafe for use signs(1)strategically positioned (1) sufficient (1)	3				
	Outriggers used - tied back into the structure (1) base secured (1)	2				
		Subtotal [27]				
COMMENTS						

6. SCAFFOLD AND TEMPORARY WORKS (continued)					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
FREE STANDING SCAFFOLDING	Foundation firm (1) stable (1) adequate for load (1) reasonable level (1)	4			
	Bracing Adequate (1) and sufficient (1) secured (1) as per design criteria (1)	4			
	Platform boards - condition (1) sufficient (1) and secured (1)	3			
	Adequate handrails (1) correct height (1) toe boards provided (1) secured (1)	4			
	Adequate access ladders - stairs provided (1) sufficient (1) secured (1)	3			
	Area directly under (1) surrounding area (1) clear of material (1) and rubble (1)	4			
	Appropriate Safe/unsafe for use signs(1) strategically positioned (1) sufficient (1)	3			
	Height to base ratio correct (1)	1			
	Subtotal [26]				
MOBILE SCAFFOLD	Foundation firm (1) stable (1) adequate for load (1)	3			
	Adequate (1) and sufficient bracing (1) assembled as prescribed (1) Complying with manufacturers specification	3			
	Platform boards in good condition (1) sufficient (1) and secured (1)	3			
	Handrails adequate (1) correct height (1) and toe boards (1)	3			
	Adequate (1) suitable access provided (1) and secured (1)	3			
	Area under (1) surrounding (1) clear of material (1) rubble (1)	4			
	Appropriate Safe, unsafe for use signs (1) strategically placed (1) sufficient (1)	3			
	Wheels or swivels in good condition (1) suitable (1) and all in position (1)	3			
	Brakes fitted (1) adequate (1) and functional (1)	3			
	Height to base ratio correct (1) stability (1) reasonably level (1)	3			
	Outriggers - firm base (1) adequate (1) positioned, spread correctly (1)	3			
	Subtotal [25]				
STRUCTURES	Drawings relevant to the design on site and available (1)	Subtotal [1]			
TEMPORARY WORKS	All temporary works structure adequately erected (1) supported (1) and braced (1)	3			
	Temporary works structure done according to drawing (1)	1			
	Deck panels secured against displacement (1)	1			
	Persons prevented from slipping from release agent (1)	1			
	Upon casting, temporary structure is left in place until concrete has acquired sufficient strength to support its own weight (1)	1			
	Provision is made for the safe access to the temporary structure (1)	1			
	Subtotal [8]				
SPECIAL SCAFFOLD	Such as: Cantilever, Jib and Truss-out - erected as per design (1) design available (1) material - adequate (1) condition (1) access suitable (1) sufficient (1) substantial (1)	7			
CANTILEVER PLATFORM	Design drawings available for loading platforms (1) erected according to design (1)	2			
	Maximum load indicated (1) correct barricading in place (1)	2			
	Subtotal [11]				
EDGES AND OPENINGS	Edges barricading: adequate (1) substantial (1) visible (1) correctly positioned (1)	4			
	Manhole barricading: (1) placement (1) cover adequate (1) danger sign (1) visible (1)	5			
	Floor, landing, adequately barricaded: (1) positioning (1) sufficient (1) visible (1)	4			
	Access: adequate (1) suitable (1) sufficient (1) handrail (1)	4			
	Lift shafts barricading: substantial (1) position (1) height (1) visible (1)	4			
	Subtotal [21]				
<b>TOTALS: SECTION 6 - SCAFFOLD AND TEMPORARY WORKS [119]</b>					

7. SUSPENDED PLATFORMS					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
OUTRIGGERS	Outriggers constructed of a material with adequate strength (1)	1			
	Suspension points provided with stop devices to prevent displacement (1)	1			
	Suspension wire rope and safety wire rope separately connected (1)	1			
	Each person on a suspended platform provided with and wears a body harness (1)	1			
	Hand or power driven machinery for lifting and lowering maintained in such a way that uncontrolled movement of the working platform cannot occur (1)	1			
	Rope connections to the outriggers are vertically above the connections to the working platform (1)	1			
	Subtotal [6]				
COMMENTS					

7. SUSPENDED PLATFORMS (Continued)					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
SUSPENDED PLATFORM	Suspended platform suspended as near as possible to the structure to which work is being done (1)	1			
	Suspended platform is fitted with anchorage points for lanyard attachment (1)	1			
	Notice showing the maximum mass load (1), the maximum number of persons (1), the maximum total mass load of persons plus loads (1)	3			
	Suspended platform isolated after use (1)	1			
Subtotal [6]					

**TOTALS: SECTION 7 - SUSPENDED PLATFORMS [12]**

8. LADDERS					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
LADDERS	Stepladders - hinges (1) stays (1) braces (1) and stiles in order (1)	4			
	Stepladders used correctly (1) stable (1)	2			
	Extension ladders - ropes (1) rungs (1) stiles (1) safety latch in order (1)	4			
	Extension and Straight ladders secured or tied at the top and/or the bottom (1)	1			
	No joined ladders used (1)	1			
	All ladders stored off the ground (1) and protected from the elements (1)	2			
	Ladders protrude 900 mm above landing platforms, roof (1)	1			
	Fixed ladders higher than am have cages/fall arrest system (1)	1			

**TOTALS: SECTION 8 - LADDERS [16]**

9. FALL PROTECTION					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
FALL PROTECTION	Equipment in good order (1) suitable for job (1) of sufficient strength (1)	3			
	Equipment securely attached (1) arrests in order (1)	2			
	Tools secured to line when necessary (1) line secured to work area (1)	2			
	Openings in floors, edges, slabs, hatchways and stairways adequately protected (1)	1			
	Harness used (1) vertical life line used (1) ladders secured (1)	3			
	Barricades (1) warning signs (1)	2			
	Chair securely suspended (1) no defective equipment (1) arrests used/attached (1)	3			

**TOTALS: SECTION 9 - FALL PROTECTION [16]**

10. ELECTRICAL SAFEGUARDING					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
ELECTRICAL DISTRIBUTION BOARDS AND EARTH LEAKAGE	Correct colour (1) board numbered (1) symbolic sign displayed (1)	3			
	Board accessible (1) area demarcated (1)	2			
	Fitted with inside cover plate (1) unused slots blanked off (1) no access to exposed live conductors (1) doors kept closed (1)	4			
	Switches - circuit breakers identified (1) functional (1)	2			
	Earth leakage protection unit fitted (1) connected (1) and functional (1)	3			
	Access for portable electric tool cables and extension cables when doors are closed (1) door's fitted (1)	2			
ELECTRICAL INSTALLATIONS AND WIRING	Condition of temporary wiring and extension cord insulation (1) adequately secured in plug (1) no joints (1)	3			
	Earthing continuity (1) polarity correct (1) "Brown is live, Blue is neutral, Green & Yellow earth" all connections adequate (1)	3			
	Cables protected from mechanical damage (1), moisture (1)	2			
	No over loading of circuits (1) circuit breakers rating visible (1)	2			
	Light fittings and lamps protected from mechanical damage and moisture (1)	1			
Electrical safeguarding - subtotal [27]					

COMMENTS

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10. ELECTRICAL SAFEGUARDING (Continued)					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
PHYSICAL CONDITION OF ELECTRICAL APPLIANCES	Electrical equipment - all items plugged into a 15 Amp outlet socket (1)	1			
	Insulation and casing in good condition (1)	1			
	Earth wire connected and intact where not of double insulated design (1)	1			
	Double insulation mark where no earth wire (1)	1			
	Cord in good condition, no bare wires, secured to machine and plug (1)	1			
	Plug in good condition, connected correctly and correct polarity (1)	1			
<b>TOTALS: SECTION 10 - ELECTRICAL SAFEGUARDING [33]</b>					

11. EMERGENCY/FIRE PREVENTION AND PROTECTION					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
FIRE EXTINGUISHING EQUIPMENT	<b>Fire Extinguishing Equipment available and accessible:</b>				
	Offices - suitable (1) sufficient (1) and accessible (1)	3			
	General Stores - suitable (1) sufficient (1) and accessible (1)	3			
	Flammable Store - suitable (1) sufficient (1) and accessible (1).	3			
CHECK DESIGNATION AND REGISTER, SEC. 1	Bulk fuel storage tanks-suitable (1) strategically positioned (1) sufficient (1)	3			
	Gas cutting/welding - suitable (1) strategically positioned (1) accessible (1)	3			
MAINTENANCE	Use and disposal-flammable material. Suitable (1) sufficient (1) accessible (1)	3			
	Fire equipment serviced as prescribed-annually (1)	1			
LOCATION AND SIGNS	<b>Fire Extinguishing Equipment:</b> Clearly visible (1), Unobstructed (1)	2			
	Sign displayed including "No Smoking"(1) "No Naked Flames" (1) where necessary (Flammable store, gas store, fuel tanks etc.)	2			
Subtotal [23]					

STORAGE ISSUE AND CONTROL OF FLAMMABLE AND GAS CYLINDERS	Storage Area provided with flame retardant doors(1) adequate ventilation (1), bund wall or means to contain spillage (1)	3			
	Decanting of flammable liquids and substances carried out in ignition free area (1) adequately ventilated area (1) and where applicable container bonding principles applied (1)	3			
	Suitably protected (1) and isolated gas cylinder storage area (1)	2			
	Gas Cylinder stored, used, transported upright and secured (1) in trolley, cradle or structure(1)	2			
	Types of gas cylinders identified (1) and stored separately (1)	2			
	Full cylinders stored separately from empty cylinders (1)	1			
HAZARDOUS CHEMICAL SUBSTANCES	HCS storage principles applied: products segregated (1)	1			
	Provision made for leakage or spillage containment (1)	1			
	Emergency eye wash and showers strategically positioned (1)	1			
	Substances stores safely/segregation principles applied (1)	1			
CHECK DESIGNATION AND REGISTER, SEC. 1	HCS controlled by a designated person (1)	1			
	Decanted and issued in containers with relevant information and warning labels (1)	1			
Subtotal [20]					

**TOTALS: SECTION 11 - EMERGENCY/FIRE PREVENTION AND PROTECTION [43]**

12. DEMOLITION WORK					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
DEMOLITION	No floor, roof or other part of the structure overloaded (1)	1			
	Steps taken to prevent uncontrolled collapse (1)	1			
	No person working under a structure under demolition (1)	1			
	Steps taken to ensure the stability of adjoining buildings (1)	1			
	Location of electricity, water, gas or other similar services located (1)	1			
	Stairwell used illuminated (1)	1			
	Convenient means of access provided (1), adequately guarded (1), warning notices erected (1)	3			
	Catch platform or nets erected above entrances or passageway above (1)	1			
	A chute is used to avoid material free fall (1). Chute adequately constructed (1) rigidly secured (1) fitted with gate (1)	4			
Subtotal [14]					

COMMENTS

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12. DEMOLITION WORK (Continued)					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
	A chute enclosed 45 degrees on all 4 sides (1) discharge area secured (1)	2			
	No equipment used on floors unless such floors can withstand such loads (1)	1			
	All waste and debris removed (1)	1			
	Asbestos disposed off in terms of Asbestos Regulations (1)	1			
	Lead disposed off in terms of Lead Regulations (1)	1			

**TOTALS: SECTION 12 - DEMOLITION WORK [20]**

13. EXCAVATION WORK					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
EXCAVATIONS	Ground stability evaluated before excavation (1)	1			
	No load or material placed or moved near the edge of the excavation (1)	1			
	If excavation is near a building, steps taken to ensure stability of such buildings (1)	1			
	Convenient means of access provided (1)	1			
	Location of electricity, water, gas or other similar services located (1)	1			
	Excavation exposed to the public adequately protected by a barrier or fence of at least 1 m (1)	1			
	Excavation exposed to the public provided with warning illuminants (1)	1			
	Warning signs positioned next to an excavation where a person is carrying out inspections or tests (1)	1			

**TOTALS: SECTION 13 - EXCAVATION WORK [8]**

14. TOOLS					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
HAND TOOLS	<b>Shovels, Spades and Picks</b>				
	Handles free of cracks (1) and splinters (1)	2			
	Handles correctly fitted (1) secure (1)	2			
	Working end sharp (1) and square (1)	2			
	<b>Hammers</b>				
	Suitable shape for task (1) adequate size (1) and weight (1)	3			
	Condition of handles (1) no pipe-with rubber cover- or reinforcing steel (1)	2			
	Handles free from cracks (1) adequate grip for use (1)	2			
	<b>Chisels</b>				
	No mushroomed heads (1) head chamfered correct shape (1)	2			
	Not hardened (1) not reinforced steel (1)	2			
	Cutting edge sharp (1) and square (1)	2			
	Subtotal [19]				

EXPLOSIVE ACTUATED FASTENING DEVICE	Physical Condition (1) Storage (1)	2			
	Power actuated fastening device safety devices in good working order (1)	1			
	Power actuated tool not stored in a loaded condition (1)	1			
	When not in use, the power actuated fastening device locked up in safe place inaccessible to unauthorised persons (1)	1			
	Prescribed warning signs strategically positioned (1) legible (1)	2			
	Cleaned daily after use (1)	1			
	Subtotal [8]				

**TOTALS: SECTION 14 - TOOLS [27]**

15. CRANES					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
TOWER CRANE	Electrical-cables secured (1) D/B closed (1) protected (1) warning notice (1)	4			
	Crane hook: Throat pop marked (1) safety latch fitted (1) functional (1) MML displayed (1)	4			
	Limit mechanism - over load (1) over wind (1) both operational (1)	3			
	Access ladder - backrests or platform (1) fall arrest system installed (1)	2			
	Lifting tackle - condition (1) identified (1)	2			
	Tower crane - subtotal [15]				

COMMENTS

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15. CRANES (continued)					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
MOBILE CRANE	Rear view mirrors both fitted (1) condition (1)	2			
	Windscreen fitted (1) condition (1)	2			
	Windscreen wipers condition (1) operational (1)	2			
	Indicators fitted (1) operational (1)	2			
	Hooter working (1)	1			
	Lights operational - condition (1) head lights (1) tail lights (1)	3			
	No oil leaks (1)	1			
	Correct slinging techniques used (1) slings suitable (1)	2			
	Hydraulic pipes - condition (1) attachment (1) no leaks (1)	3			
	Boom condition (1) no visible damage (1) report defects (1)	3			
	Cable, sheaves greased (1) no visible damage (1) or corrosion (1) report (1)	4			
	Crane hook: Throat pop marked (1) safety latch fitted (1) MML displayed (1)	3			
	Deflection chart fitted (1) condition (1) visible to the operator (1)	3			
	Outriggers not in close proximity to excavations (1)	1			
	Outriggers condition (1) foot plates fitted (1) used when lifting (1)	3			
Mobile crane - subtotal [35]					
GANTRY CRANE	Condition (1) adequate capacity (1) suitably attached (1)	3			
	Signals: Hand signals given by rigger, slinger (1) observed by the operator (1)	2			
	Warning notices good condition (1) strategically positioned(1)	2			
	"Crane overhead" signage condition (1), strategically placed (1)	2			
	Crane hook: Throat pop marked (1) safety latch fitted (1) functional (1)	3			
	MML displayed on support beam (1)	1			
	MML displayed (1)condition (1) load limiting switches fitted (1) operational (1)	4			
Gantry crane - subtotal [17]					
<b>TOTALS: SECTION 15 - CRANES [67]</b>					

16. MATERIAL HOIST					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
MATERIAL HOIST	"Hoist in Operation" - sign displayed (1) and strategically positioned (1)	2			
	General construction adequate (1) and free from visible latent defects (1)	2			
	Adequately braced (1) secured (1) tied in or back (1)	3			
	Protrude at least 900 mm above top landing i.e. overtravel (1)	1			
	Barricaded at least 2100 mm high at ground level (1) and each floor (1)	2			
	Landings provided with gate at least 2100 mm high (1) suitable ramp (1)	2			
	<b>General requirements:</b>				
	Steel wire ropes adequate strength (1) condition (1) means of attachment (1)	3			
	No persons to be transported (1) notice displayed (1)	2			
	Signal systems suitable (1) being used (1)	2			
	Items prevented from moving (1) platform adequate (1)	2			
	Effective brake capable of holding max. weight (1)	1			
	<b>TOTALS: SECTION 16 - MATERIAL HOIST [22]</b>				

17. TRANSPORT AND MATERIAL HANDLING EQUIPMENT					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
SITE VEHICLES	Passengers seating provided (1) sufficient (1) and suitable (1)	3			
	Site speed limit displayed (1) and adhered to (1)	2			
	Windscreen in good condition (1)	1			
	Lights operational condition (1), indicators fitted and operational (1)	2			
	Hooter working (1), equipped with an automatic acoustic reversing alarm (1)	2			
	No oil leaks (1)	1			
CONVEYOR BELT	Conveyor belt guarding of nip-points (1), drive (1) and tail pulley (1)	3			
	Emergency stop accessible (1), head protruding (1) trip wire operational (1)	3			
	Conveyor frame supported (1), structure protected (1), adequately secured (1)	3			
<b>TOTALS: SECTION 17 - TRANSPORT AND MATERIAL HANDLING EQUIPMENT [20]</b>					

COMMENTS	
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18. SITE PLANT AND MACHINERY					
SUBJECT	REQUIREMENT	P	S	N	COM-MENT
BRICK CUTTING MACHINE	Emergency stop switch clearly marked and accessible (1)	1			
	Area around the machine dry and slip/ trip free/clear of off cuts (1)	1			
	All moving drive parts guarded (1) /electrical supply cable protected (1)	1			
	Operators using correct PPE - eye/face/hearing/foot/hands/body (1)	2			
ELECTRIC ARC WELDER	Adequately earthed (1)	1			
	Electrode holder in good condition/safe (1)	1			
	Cables, clamps and lugs/connectors tight and in good condition (1)	1			
	Area in which welding machine is used is dry/protected from wet (1)	1			
	Fire extinguisher readily available (1)	1			
	Welder using correct PPE - eye/face/foot/body/respirator (1)	1			
	Screens & warning signs placed (1)	1			
WOODWORKING MACHINES	Only authorized persons use machines (1)	1			
	Provided with guards and guard correctly positioned (1)	1			
	Anti-kickback device fitted (1)	1			
	Riving knife fitted (1)	1			
	Operators using and wearing the correct PPE - eye, face, hearing and feet.(1)	1			
COMPRESSORS	Relief valves set, locked and sealed (1)	1			
	All drives adequately guarded (1)	1			
	Receiver/lines drained daily (1)	1			
	Hoses in good condition/clamped (1), restrain chains fitted on hose connectors (1)	2			
BULK MIXING PLANT	A top platform provided with guard rails (1)	1			
	Dust abatement methods in use (1)	1			
	Operators using correct PPE - eyes/hands/ears/respirators (1)	1			
	All moving drive parts guarded (1)	1			
	Emergency stops identified/indicated (1) and accessible (1)	2			
	Area kept clean/dry/ and free from trip and slip hazards (1)	1			
ELECTRIC TILE CUTTER	Emergency stop switch clearly marked (1) and accessible (1)	2			
	Operators using correct PPE - eye/face/hearing/foot/hands/ body (1)	1			
	All moving drive parts guarded (1), electrical supply cable protected (1)	2			
	Operators using correct PPE - eye / face/hearing/ foot/hands/body (1)	1			
PIPE THREADING MACHINE	Only persons authorized to use the machine (1)	1			
	Emergency stop switch clearly marked and accessible (1)	1			
	Area around the machine dry and slip/ trip free (1) and clear of off cuts (1)	2			
	All moving drive parts guarded (1), electrical supply cable protected (1)	2			
	Operators using correct PPE - eye/face/hearing/foot/hands/body (1)	1			
PLASTIC CUTTER and HEAT WELDER	Only authorised persons use the machine (1)	1			
	Emergency stop switch clearly marked (1) and accessible (1)	2			
	Area around the machine dry and slip/ trip free (1) and clear of off cuts (1)	2			
	All moving drive parts guarded (1) /electrical supply cable protected (1)	2			
	Operators using correct PPE - eye/face/hearing/foot/hands/body (1)	1			
GAS CUTTING OR WELDING	Torches and gauges in good condition (1)	1			
	Flashback arrestors fitted at cylinders and gauges (where specified) (1)	1			
	Hoses in good condition (1) correct type (1) all connections with clamps (1)	3			
	Cylinders stored, used transported in upright position (1), secured in trolley/cradle to structure (1)	2			
	Suitable fire extinguisher in close proximity (1)	1			
<b>TOTALS: SECTION 18 - SITE PLANT AND MACHINERY [58]</b>					
COMMENTS					



19. PLANT AND STORAGE YARDS OR SITE WORKSHOP SPECIFIC					COM- MENT
SUBJECT	REQUIREMENT	P	S	N	
SUPERVISION OF THE USE & MAINTENANCE OF MACHINERY	Person/s with specific knowledge and experience designated to supervise the use and maintenance of machinery (1)	1			
	Critical items of machinery identified-numbered-placed on register-inventory (1)	1			
	Subordinate competent person (1)	1			
	Inspections/maintenance schedules for abovementioned (1)	1			
	Inspections/maintenance carried out to above schedules (1)	1			
	Results recorded (1)	1			
NOTICE PRESSURE EQUIPMENT	Schedule D Notice in Work areas (1)(General Machinery Regulations 9.(2))	1			
	Person/s with specific knowledge and experience designated to supervise the use and maintenance of Pressure Equipment (1)	1			
	Pressure Equipment identified/numbered/placed on register/manufactures plate intact (1)	1			
	Inspection/maintenance schedule for above mentioned (1)	1			
	Inspection/maintenance carried out to the above schedules (1)	1			
	Results record/Test certificate available (1)	1			
LOCK OUT	Lock-out procedure in operation (1)	1			
ERGONOMICS	Ergonomics survey conducted - results on record (1)	1			
	Survey results applied (1)	1			
DEMARICATION AND COLOUR CODING	Demarcation principles applied (1)	1			
	All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SANS Codes (1)	1			
	Employees trained to identify colour coding (1)	1			
COMPRESSOR AND RECEIVER TANK	Relief valves set, locked and sealed (1)	1			
	Maximum Safe Working Pressure (MSWP) indicated on face of pressure gauge (1)	1			
	All drives adequately guarded (1)	1			
	Restraining chains fitted on hose connectors (1)	1			
	Receiver/lines drained daily (1)	1			
	Hoses in good condition/clamped (1), restrain chains fitted on hose connectors (1)	2			
PORTABLE AND BENCH GRINDERS	Area around grinder clear/trip/slip free (1)	1			
	Bench grinders mounted securely/grinder generally in good condition / No excessive vibration (1)	1			
	On/Off switch/button clearly marked/visible (1) and accessible (1)	2			
	Adequate guards in place and used (1)	1			
	Tool rest - secure/square/max. 3 mm gap (1)	1			
	Stone/disk - correct type and size/mounted correctly/dresses (1)	1			
	Use of Eye protection enforced (1)	1			
BATTERY STORAGE AND CHARGING	Adequately ventilated, ignition free room/area/no smoking sign/s (1)	1			
	Batteries placed on rubber/wooden surface (1)	1			
	Emergency shower/eye wash provided (1)	1			
	No acid storage in area (1)	1			
AUXILIARY LIFTING EQUIPMENT	Chain blocks/trifors/jacks/mobile gantries etc. identified/numbered/on register (1)	1			
	Chains in good condition/links no excessive wear (1)	1			
	Lifting hook - throat pop marked/safety latch fitted (1)	1			
	MML marked/displayed (1)	1			
PRESSES/SHEARS AND GUILLOTINES	Only operated by trained/authorised persons (1)	1			
	Interlocks/lock-out fitted (1)	1			
	Controls accessible to operator (1)	1			
	Clear working space/housekeeping (1)	1			

**TOTALS: SECTION 19 - PLANT AND STORAGE YARDS / SITE WORKSHOP [45]**

COMMENTS

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20. WORKPLACE, ENVIRONMENT, HEALTH AND HYGIENE					COM- MENT
SUBJECT	REQUIREMENT	P	S	N	
LIGHTING	Adequate lighting in places where work is being executed, e.g. stairwells and basements (1)	1			
	Light fittings placed / installed causing no irritating /blinding glare (1)	1			
VENTILATION	Adequate ventilation/extraction/exhaustion in hazardous areas, e.g. chemicals/adhesives/welding/petrol or diesel motors running, and in confined spaces/basements (1)	1			
NOISE	Tasks identified where noise exceeds 85 dBa (1)	1			
	All reasonable steps taken to reduce noise levels at source first (1)	1			
	Hearing protection used where noise levels could not be reduced to below 85 dBa (1)	1			
HEAT STRESS	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) (1)	1			
	Cold drinking water readily available when extreme temperatures are experienced (1)	1			
ABLUTIONS	Sufficient toilets provided - 1 per 30 employees (1)	1			
	Toilet paper available (1)	1			
	Sufficient Showers provided (after consultation) - 1 per 15 employees (1)	1			
	Facilities for washing hands provided (1)	1			
	Soap available for washing hands (1)	1			
	Means of drying hands available (1)	1			
	Changing facilities/area provided for Males (1)	1			
	Changing facilities/area provided for Females (1)	1			
EATING/COOKING FACILITIES	Ablution facilities hygienic and clean (1)	1			
	Adequate storage facilities provided (1)	1			
	Weather protected eating area provided, separate from the changing area (1)	1			
	Refuse bins with lids provided (1)	1			
POLLUTION OF ENVIRONMENT	Facilities clean and hygienic (1)	1			
	Measures in place to minimise dust generation (1)	1			
	Accumulation of empty cement pockets, plastic wrappings, bags, packing material, etc. prevented (1)	1			
ENVIRONMENTAL	Spillage/discarding of oil, chemicals and diesel into storm water and other drains prevented (1)	1			
	Environmental Policy (1) and Plan (1) available (required by client or municipal by-laws)	2			
<b>TOTALS: SECTION 20 - WORKPLACE, ENVIRONMENT, HEALTH AND HYGIENE [26]</b>					
COMMENTS					

LEGEND: "P" – points available; "S" – points scored; "N" – mark if not applicable

**21. DISABLING INJURY FREQUENCY RATE (DIFR)**

<p>Calculation of D.I.F.R for projects that are <b>more</b> than 12 months in operation:</p> $\frac{\text{Number of Disabling Injuries (past 12 months)} \times 200\ 000}{\text{Total Man-hours Worked (past 12 months)}}$
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<p>Calculation of the D.I.F.R for projects that are <b>less</b> than 12 months in operation:</p> $\frac{\text{Number of Disabling Injuries} \times (200\ 000 \times \text{No. of months in operation} \div 12)}{\text{Total Man-hours Worked (since the start of the project)}}$
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% ACHIEVED	DIFR	STARS
90% to 100	1.0% or less	5 Stars
80% to 89.9%	2.0% or less	4 Stars
65% to 79.9%	3.0% or less	3 Stars
51% to 64.9%	4.0% or less	2 Stars
40% to 50.9%	5.0% or less	1 Star

**Number of Disabling Injuries :** Number of D.I.'s experienced in the past 12 months for projects that are longer than 12 months in operation or number of D.I.'s experienced over the actual period since the start of the project if the project is less than 12 months in operation. D.I. as defined in the National OHS Competition Policy, D.I. = an injury that causes a worker to lose one complete shift (or longer). Example: Normal work shift is from 08:00 to 17:00. A worker is injured at 08:05 and remains off duty for the rest of the shift, but is back at work the next morning at 08:00 – this is not a disabling injury. However, if he stays away the day after the accident for a complete work shift (08:00 to 17:00) or longer, it becomes a disabling injury. Disabling injury also includes instances where the injured worker is sent for medical treatment, returns to work but is not employed in his normal vocation or has modified duties.

**200 000 :** Internationally fixed factor for 12 month progressive calculations or a fraction of it for projects less than 12 months in operation e.g. if the project is only 7 months in operation then it will be 7/12 of 200 000.

**Total Man-hours Worked :** The actual number of hours in the past 12 months or the actual hours worked since the start of the project for projects less than 12 months in operation.

**DISABLING INJURY FREQUENCY RATE (DIFR) SLIDING SCALE**

DIFR	MAX %
0	100
0.1	99.5
0.2	99
0.3	98
0.4	97
0.5	96
0.6	95
0.7	94
0.8	93
0.9	92
1	91

DIFR	MAX %
1.1	90
1.2	88
1.3	86
1.4	84
1.5	83
1.6	82
1.7	81
1.8	79
1.9	77
2	75

DIFR	MAX %
2.1	74
2.2	72
2.3	70
2.4	69
2.5	68
2.6	67
2.7	66
2.8	65
2.9	63
3	61

DIFR	MAX %
3.1	60
3.2	59
3.3	58
3.4	57
3.5	56
3.6	55
3.7	54
3.8	53
3.9	52
4	51

DIFR	MAX %
4.1	50
4.2	49
4.3	48
4.4	47
4.5	46
4.6	45
4.7	44
4.8	43
4.9	42
5	41