

ANNEXURE TO NOTICE OF INSPECTION



Documents, records, reports and forms that are required to be kept on the premises (where applicable)

1. A copy of the Occupational Health and Safety Act and Regulations
2. A copy of the Health and Safety Policy
3. Letters of all workplace relevant Occupational Health and Safety appointments and/or designations and supporting proof(s) of competency as defined:
 - 3.1. Appointment in terms 16(2)
 - 3.2. Health and Safety Representative/s (where 20+ employees employed)
 - 3.3. Health and Safety Committee members (where applicable)
 - 3.4. The Competent person GMR 2(1) / (7) (where applicable)
 - 3.5. Incident Investigator (where applicable)
 - 3.6. The Competent Person – Inspections of pressure equipment + Fire Fighter(s)
 - 3.7. Endorser of recommendations to employer from Health and Safety Committee
 - 3.8. Certificate of competency for First Aider/s – please have certificates with the following information available to be checked: (where 10+ employees employed)
 - a. Name of the First Aider
 - b. Serial Number
 - c. Expiry Date
 - d. Training Institution
 - e. Institution Accreditation Number and CI Number
4. Inspection reports by the Health and Safety Representatives
5. Training records (where applicable)
6. Minutes of last 4 meetings of Health and Safety Committee
7. Forms for the recording and Investigation of incidents (Annexure 1 to the General Administrative Regulations) – for the last 12 months + First Aid Box
8. Records for the Asbestos measurement programme and Asbestos exposure
9. Assessment of exposure to Lead: Air and Biological Monitoring and Medical Surveillance records
10. Service records of machinery
11. Certificate & logbooks for Pressure vessels
12. Goods hoist record book
13. Lifting machines and lifting for pressure equipment
14. Boiler certificate and records book
15. Certificate of Compliance for electrical installation
16. Medical surveillance records
17. Risk Assessment records + Emergency / Evacuation Plan and Procedure + Serviced Fire Fighting Equipment and signage
18. Air monitoring reports
19. Audio-metric reports (normal and baseline)
20. Copies of Material Safety Data Sheets (hazards sheets) for Hazardous Chemical Substances
21. Copies of valid certificates of training of forklift and/or crane operators / other driven machinery operators (please have name list available for Inspectors)
22. Number of claims submitted to the Compensation Commissioner for the last 12 months / Letter of Good Standing or proof of last payment

Please furnish copies of all exemptions issued by the Department of Employment and Labour.

NB: Some of the above-mentioned records may not be applicable