



MONTHLY SITE AUDIT REPORT

CONTRACT:	_____	DATE OF AUDIT:	_____
AUDITOR:	_____		
CONSTRUCTION SUPERVISOR:	_____	RESULT:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

Element	Possible	Achieved	%
1. Administration			
2. Education			
3. Public Safety & Emergency Preparedness			
4. Personal Protective Equipment and Clothing			
5. Housekeeping			
6. Tools			
7. Ladders			
8. Electrical Safeguarding			
9. Material Hoist			
10. Emergency / Fire Prevention			
11. Excavation and Demolition			
12. Transport and Material Handling Equipment			
13. Site Plant and Machinery			
14. Cranes			
15. Plant Storage Yards or Site Workshop Specific			
16. Workplace, Environmental, Health and Hygiene			
17. Scaffold, Formwork and or Support Work			
Total			

1. Administrative and legal requirements				
Section / Regulation	Subject	Requirements	Possible	Actual
Construction regulations 3	Notice of carrying out construction work	Department of Labour notified	1	
General admin Regulations	Copy of OHS act (85 of 1993)	Updated copy of Act and Regulations. Available to all employees.	1	
COLD Act. Section 80 / Construction	Registration with compensation commissioner	Written proof of registration / letter of good standing on site.	1	
Construction Regulations 7.	Hazard Identification and Risk assessments.	Hazard identification conducted / recorded.	1	
		Risk assessments updated.	1	
		Employees informed and trained	1	
Act Section 16(2)	Assigned duties (managers)	Responsibility of complying with the OHS act assigned to other persons by CEO.	1	
Construction regulations 6(1)	Designation : construction supervisor	Construction work supervisors designated.	1	
Construction regulations 6(2)	Designation : subordinate supervisor of construction work.	Subordinate Construction work supervisor designated.	1	
Section 17 & 18	Designation of health and Safety Representatives.	More than 20 employees – 1 Representative, one additional Rep for each 50 employees or part of 50.	1	
		Designation in writing.	1	
		Meaningful OH&S Representative reports	1	
		Reports auctioned by management	1	
Section 19 & 20	Occupational Health and Safety Committees.	OH&S Committees established.	1	
		Members appointed in writing.	1	
		Meetings held monthly.	1	
		Minutes kept.	1	
		Actioned by management.	1	

Section 37	Agreements with mandatory.	Written agreement with sub contractors.	1	
		List of Sub contractors displayed.	1	
		Proof of registration with Compensation commissioner	1	
		Construction work supervisor designated	1	
		Written agreements re.		
		· OH&S Representatives and committees	1	
		· First aid	1	
Construction Regulations 14(2)	Erection Inspection and supervision of scaffolds	"Competent" person to inspect Scaffold weekly and after inclement weather and major alterations in writing	1	
		Written proof of Competence of above appointees.	1	
		Inspected before every shift and after rain	1	
		Register up to date.	1	
Construction Regulations 11(1)	Inspection of excavations.	"Competent" person to inspect excavations deeper than 1.5m appointed in writing	1	
		Written proof of competence of above appointees	1	
		Inspected before every shift and after rain.	1	
		Register up to date	1	
General Safety Regulations 13D	Inspection of Ladders	"Competent" person appointed in writing to inspect Ladders	1	
		Ladders inspected at arrival on site and monthly thereafter	1	
		Register up to date.	1	
Electrical Machinery Regulations 9 & 10	Inspection & maintenance of electrical installations and equipment.	"Competent" person appointed in writing to inspect/test the installation and equipment.	1	
		Electrical installation inspected after installation, after alterations and monthly.	1	
		Portable electrical tools, lights, extension leads identified numbered and on register.	1	
		Inspected quarterly by competent person appointed in writing and registers up to date.	1	
Driven Machinery regulations 18(11)	Training of lifting Machine drivers / operators	Drivers / operators in possession of valid certificates of training.	1	
		All Operators trained for particular type of lifting machine operated.	1	
		Operators designated in writing.	1	
		"Competent" person appointed in writing to inspect lifting machines and equipment.	1	
		Written proof of competence of above appointee.	1	
		Cranes & Lifting tackle identified / numbered and on register.	1	
		Inspections:		
		· Tower cranes - after erection - 6 months	1	
Driven machinery Regulations 18 & 19.	Inspection of Lifting equipment, Materials hoist & cranes.	· Lifting tackle (slings, ropes, etc.) - 3 months	1	
		· Material hoist - weekly	1	
		Logbook for each individual crane / hoist.	1	
		Log books / registers up to date and signed off.	1	
Construction Regulation 8(1)(a)	Designation of a Fall Protection Supervisor.	Person with specific knowledge and experience designation to inspect and supervisor all fall protection.	1	
Construction Regulations 8(1)(b)	A Risk assessment of all fall protection areas and conditions	Risk assessment site specific and signed by management of the site.	1	
Construction Regulation 26(1)(a)	Designation of a stacking supervisor.	Person with specific knowledge and experience designated to inspect and supervise all stacking.	1	
Construction Regulations 19 (2) (b) and 19 (3) (b)	Designation of a person to inspect & service Explosive powered Tools. "Competent".	Competent and experienced person to inspect service and declare the tool suitable for use.	1	
		Explosive powered tool identified / numbered / entered into register.	1	
		Equipment inspected monthly.	1	
		Register on site and up to date.	1	

General safety regulations 9	Inspection and use of welding / flame cutting equipment.	Person with specific knowledge and experience designated to inspect Electric arc, gas welding and flame cutting.	1	
		Equipment identified and on register.	1	
		Equipment inspected monthly.	1	
		Register on site and up to date.	1	
Environmental Regulation 9	Development and implementation of Emergency Plan.	Person with specific knowledge and experience designated to coordinate fire prevention and emergency contingency planning and execution.	1	
		All Fire extinguishing equipment identified and on register.	1	
		Inspected weekly.	1	
		Serviced annually.	1	
		Registers on site and up to date.	1	
Section 24 & general admin. Regulation 6 COLD act Sect 38, 39 & 41	Reporting of incidents (Dept. of Labour)	Incident reporting procedure	1	
		All incidents in terms of section 24 reported to the provincial director, (DOL) within 3 days. Annexure 1 (WCL 1 or 2).	1	
		Cases of occupational diseases reported.	1	
		Copies of reports available on site.	1	
		Record of first aid injuries kept	1	
General Admin Regulation 8	Investigation and recording of incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by an investigator designated in writing.	1	
		Copies of reports available on site.	1	
		Remarks by OH&S Committee.	1	
		Action taken by management.	1	
General safety regulation 3	First Aid	Every workplace provided with sufficient number of first aid boxes. (Required for 5 workers or more)	1	
		First aid freely available.	1	
		Equipment as per the list in the OH&S Act.	1	
		One qualified First Aider appointed in writing, where more than 10 employees are employed. One additional first Aider for every 50 employees employed.	1	
		Name of first Aider in charge of the first aid box displayed on the box.	1	
		Location of first aid boxes displayed.	1	
		Signs instructing employees to report all injuries / illnesses including first aid injuries.	1	
Hazardous Chemical substance (HCS)	Control of Storage and Usage of HCS.	Persons with specific knowledge and experience designated to control the storage and use of HCS.	1	
TOTAL			83	

2. Education, Training and Promotion			
Section / Regulation	Requirements	Possible	Actual
Company OH&S Policy 7(1)	Policy signed by CEO and published and available to all.	1	
	Policy displayed on employee notice boards.	1	
	Management and employees committed.	1	
Company / Site OH&S rules (Section 13 (a))	Rules published.	1	
	Rules displayed on employees notice boards.	1	
	Rules issued and explained to employees: written proof.	1	
	Follow up to ensure employees understand and adhere to instructions.	1	
Induction and Task Safety Training (Section 13 (a))	All new employees receive safety induction training.	1	
	Training includes task safety instructions.	1	
	Employees acknowledge receipt of training.	1	
	Follow up to ensure employees understand and adhere to instructions.	1	
General OH&S training (Section 13 (a))	All employees receive basic OH&S training: written proof.	1	
	Operators of plant and equipment receive specialized training.	1	
	Follow up to ensure employees understand and adhere to instructions	1	
Occupational Health and Safety Promotion	INCIDENTS EXPERIENCE BOARDS		
	No. of hours worked without a compensation claim.	1	
	No. of days worked without a compensation claim.	1	
	Star grading - Board kept up to date.	1	
	Safety posters displayed and changed weekly / monthly.	1	
	Employee Notice board for OH&S Notices.	1	
	Site OH&S Competition.	1	
	Company OH&S Competition.	1	
	Suggestion scheme.	1	
TOTAL		22	

3. Public Safety, Security Measures and Emergency Preparedness			
Item	Requirements	Possible	Actual
Notices and Signs	Notices and signs at entrances , along perimeters indicating "No Unauthorized Entry".	1	
	Notices and signs at entrances instructing visitors and non employees what to do , where to go, where to report on entering the premises with directional signs , e.g. "Visitors to report to Site Office".	1	
	Notices and signs posted to warn of overhead work and other hazardous activities. E.g. General Warning signs	1	
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Site Safeguard	Nets, Canopies, Stalls to protect members of the public passing entering the premises	1	
Security Measures	Access Control - (gate) visitor register.	1	
	Security patrols after hours and over weekends.	1	
	Sufficient lighting after dark.	1	
	Guard has access to telephone or radio and emergency contact	1	
	numbers and is trained as H&S representative	1	
	Report unsafe acts and conditions observed whilst on duty	1	

Emergency preparedness	Emergency contact numbers strategically positioned near Telephones.	1	
	Emergency evacuation displayed on notice boards and visible to employees.	1	
	Emergency contingency plan available on the premises and visible.	1	
	Doors open outwards and unobstructed.	1	
	Emergency alarm, audible all over, procedure communicated to employees.	1	
Emergency drill & evacuation	Sufficient employees trained in the use of fire fighting appliances.	1	
	Emergency Evacuation Plan available displayed and practiced.	1	
TOTAL		18	

4. Personal Protective Equipment and Clothing			
Item	Requirements	Possible	Actual
PPE needs analysis	Need for PPE identified, prescribed in writing and reviewed.	1	
Head Protection	Where prescribed employees, contractors and visitors to wear safety hats.	1	
Foot Protection	Persons required wearing suitable foot protection. Wet work Gum boots, Roof work non slip.	1	
Eye and Face protection	Eye and face protection-goggles, face shields, welding helmets as prescribed.		
	Jack and or kango hammer	1	
	Angle and or bench grinder.	1	
	Electric drill, overhead work into bricks, cement and or concrete.	1	
	Explosive powered tool operations.	1	
	Concrete vibrators and or pokers.	1	
	Hammers & chisels.	1	
	Brazing work, flame cutting and gas welding torches.	1	
	Arc welding.	1	
	Skill, bench saw.	1	
	Spray painting equipment.	1	
Hearing protection	Hearing protectors used when operating the following:		
	Jack / kango hammers.	1	
	Explosive powered tool.	1	
	Wood / aluminium working machines.	1	
	Whilst operating Graders, loaders, etc.	1	
Hand protection	Protective gloves worn by employees handling / using:		
	Cement / Bricks / Steel / Chemicals.	1	
	Welding equipment.	1	
	Hammers & chisels.	1	
	Jack / Kango Hammers.	1	
	Barrier cream available where necessary.	1	
Respiratory protection	Suitable respirators worn by employees handling / using / working:		
	Dry cement.	1	
	Dusty areas.	1	
	Hazardous chemicals.	1	
	Angle grinders.	1	
	Spray painters.	1	

Fall Prevention Equipment	Suitable Fall arrest equipment correctly used by persons working on / in unguarded, elevated positions:		
	Scaffolding.	1	
	Rigging.	1	
	Lift Shafts.	1	
	Edge Work.	1	
	Ring Beam edges.	1	
	Other methods of fall prevention applied, e.g. catch nets, etc.	1	
Protective Clothing	All jobs requiring protective clothing (Overalls, Rain wear, Welding Aprons, etc.) identified and worn.	1	
PPE Issue and control	Identified equipment issued free of charge.	1	
	All PPE maintained in good condition. (Regular checks).	1	
	Workers instructed on proper use and maintenance of PPE.	1	
	Employee acknowledging receipt of and that they will wear or use the PPE provided.	1	
	Record of PPE issued Kept on file.	1	
TOTAL		39	

5. Housekeeping			
Item	Requirements	Possible	Actual
Scrap removal system	All items of scrap, unsuitable off-cuts, rubble & redundant material placed in designated areas, removed at least daily from areas.	1	
	Scrap, waste removal from heights by chute, hoist. Nothing thrown or swept over the sides unless controlled and into demarcated area.	1	
	Scrap disposed of in designated containers and areas.	1	
	Removal from site / yard as and when necessary.	1	
Stacking & Storage	Stacking:		
	Stable firm level surface and adequate base.	1	
	Not leaning over or in danger of collapsing.	1	
	Irregular shapes bonded if more than one stacked each to support the other.	1	
	Not exceeding 3x the base.	1	
	Stacks accessible to employees and vehicles.	1	
	Removed from the top and not the sides.	1	
	Storage:		
	Adequate storage areas provided and adequately demarcated.	1	
	Functional e.g. storage areas, racks, bins protected from elements.	1	
	Special areas identified and demarcated for flammable gas, cement, etc.	1	
	Stacked in rows not in danger of collapse and base adequate to carry weight.	1	
	Store and storage areas clear of superfluous material.	1	
	Storage behind buildings or containers controlled.	1	
	Storage areas free from vegetation and refuse / litter.	1	
Waste Control / Reclamation	Off-cuts, re-useable material removed regularly, kept to a minimum in the workplace.	1	
	Re-useable material stacked, stored in demarcated areas. Remove, flatten nails in Timber.	1	
	Issue / return / disposal of hardware controlled and monitored.	1	
Contractors	Demarcated stacking areas acceptable housekeeping standards maintained.	1	
TOTAL		75	

6.Tools			
Item	Requirements	Possible	Actual
Hand tools	Shovels, Spades and picks:		
	Handles free of cracks and splinters.	1	
	Handles correctly fitted and secure.	1	
	Working end sharp and square.	1	
	Hammers:		
	Suitable shape for task, adequate size and weight.	1	
	Condition of handles, no pipe with rubber cover or re-inforcing steel.	1	
	Handles free from cracks, adequate grip for use.	1	
	Chisels:		
	No Mushroom heads, head chamfered correct shape.	1	
	Not hardened, not reinforced steel.	1	
	Cutting edge sharp and square.	1	
	Saws:		
	Teeth sharp and set correctly.	1	
	Correct saw used for task.	1	
Explosive powered Tool	Employee trained, certificate on the premises.	1	
	Prescribed warning signs strategically positioned and legible.	1	
	Inspected at least monthly by competent person & results recorded.	1	
	Control and records kept of issue and return of cartridges, cartridges cases and fixings or nails.	1	
	Cleaned daily after use.	1	
TOTAL		16	

7. Ladders			
Item	Requirements	Possible	Actual
Physical Condition / Use and storage	Stepladders – hinges, stays, braces and stiles in order.	1	
	Extension ladder – rope, rungs, stiles and safety latch in order.	1	
	Extension and straight ladders secured or tied at the top and or the bottom.	1	
	No joined ladders used.	1	
	All ladders stored off the ground and protected from the elements.	1	
	Ladders protrude 900mm above landing, platforms or roofs.	1	
	Fixed ladders higher than 5m have cages / fall arrest system.	1	
TOTAL		7	

8. Electrical safeguarding			
Item	Requirements	Possible	Actual
Electrical Distribution Boards and earth leakage	Correct colour, board numbered and symbolic signs displayed.	1	
	Board accessible and area demarcated.	1	
	Fitted with inside cover plate, unused slots blanked off, no access to exposed live conductors, doors kept closed.	1	
	Switches – circuit breakers identified, functional.	1	
	Earth leakage protection unit fitted, connected and functional.	1	
	Earth leakage unit tested and results recorded.	1	
	Access for portable electric tool cables and extension cables when doors are closed.	1	

Electrical Installations and wiring	Conditions of temporary wiring and extension cord insulation, adequately secured in plugs, no joints.	1	
	Earthing continuity, polarity correct, "Brown is live, Blue is not, Green /Yellow earth the lot" connections adequate.		
	Cables protected from mechanical damage and moisture.	1	
Physical condition of Electrical appliances	Electrical equipment – all items plugged into a 15 Amp outlet socket.	1	
	Insulation and casing in good condition.	1	
	Earth wire connected and intact where not of double insulated design.	1	
	Double insulation mark where no earth wire.	1	
	Cord in good condition / no bare wires / secured to machine and plug.	1	
	Plug in good condition, connected correctly and correct polarity.	1	
TOTAL		15	

9. Material Hoist			
Item	Requirements	Possible	Actual
Material Hoist	"Hoist in operation" – sign displayed & strategically positioned.	1	
	General construction adequate and free from visible patent defects.	1	
	Tower:		
	Adequately braced, secured and tied in or tied back.	1	
	Protrude at least 900mm above top landing i.e. over travel.	1	
	Barricaded at least 2100mm high at ground level and each floor.	1	
	Landings provided with gate at least 1800mm high, suitable ramp.	1	
	General requirements:		
	Steel wire ropes adequate strength, condition and means of attachment.	1	
	No person to be transported, notice to be displayed.	1	
	Signal system suitable, being used.	1	
	Items prevented from moving, platform adequate.	1	
	Effective brake capable of holding Max. weight.	1	
TOTAL		53	

10. Emergency / Fire prevention and protection			
Item	Requirements	Possible	Actual
Fire extinguisher equipment	Fire risks identified, action taken, reviewed as conditions change.	1	
	Fire extinguishing equipment available and accessible:	1	
	Offices – suitable, sufficient and accessible.	1	
	General stores – suitable, sufficient and accessible.	1	
	Flammable stores – suitable, sufficient and accessible.	1	
	Bulk fuel storage tanks – suitable, strategically positioned and accessible.	1	
	Gas cutting / welding – suitable, strategically positioned and accessible.	1	
	Use and disposal – flammable material – suitable, sufficient and accessible.	1	
Maintenance	Fire equipment serviced annually, monthly visual inspection.	1	
Location and signs	Fire extinguishing equipment:		
	Clearly visible.	1	
	Unobstructed.	1	
	Sign displayed including "No smoking" and "No open Flames" where necessary e.g. Flammable store, gas store, fuel tanks.	1	

Storage issue and control of flammable and gas cylinders.	Storage area provided with flame retardant doors, adequate ventilation, bund walls or means to contain spillages.	1	
	Flammable store good housekeeping, no class A combustibles.	1	
	Decanting of flammable liquids and substances carried out in ignition free area, adequately ventilated area and where applicable container bonding principles applied.	1	
	Only sufficient quantities issued for one day's usage.	1	
	Suitably protected, and isolated gas cylinder store area.	1	
	Gas cylinder stored, used, transported upright and secured in trolley, cradle or structure.	1	
	Types of gas cylinders identified and stored separately.	1	
	Full cylinders stored separately from empty cylinders.	1	
Storage issue and control of hazardous chemicals.	HCS storage principles applied: products segregated.	1	
	Provisions made for leakage or spillage containment.	1	
	Emergency eye wash and showers strategically positioned.	1	
	HCS control by designated person.	1	
	Decanted and issued in containers with relevant information and warning labels.	1	
	Disposal of containment and old HCS by recognized disposal agents.	1	
TOTAL		26	

11. Excavation and Demolition			
Item	Requirements	Possible	Actual
Excavations	Adequately shored, braced, and supported, regular inspections.	1	
	Provided with adequate, sufficient means of access and egress.	1	
	Excavation adequately guarded, suitable illuminated, warning notices.	1	
	Excavated material suitable distance away, at lowest side of excavation.	1	
	Adequate ventilation, no accumulation of water, watch man, life line.	1	
TOTAL		5	

12. Transport and Material Handling Equipment			
Item	Requirements	Possible	Actual
Site vehicles	All site vehicles – pre ignition check by operator, documented, action taken, signed by supervisor.	1	
	Inventory of vehicles on site, log books and service records.	1	
	Inspected per checklist, findings recorded, record kept on premises.	1	
	Seating for passengers provided, sufficient, suitable.	1	
	Site speed limit displayed, adhered to.	1	
Conveyors	Conveyor belt guarding of nip points, drive and tail pulley.	1	
	Emergency stop accessible, head protruding, trip wire operational.	1	
	Conveyor frame supported, structure protected, adequately secured.	1	
TOTAL		8	

13. Site Plant And Machinery			
Item	Requirements	Possible	Actual
Brick cutting machine	Operator trained	1	
	Only authorized persons use machine.	1	
	Emergency stop switch clearly marked and accessible.	1	
	Area around machine dry and slip / trip free / clear of off cuts.	1	
	All moving drive parts guarded / electrical supply cable protected.	1	
	Operators using correct PPE – eye/face/hearing/foot/hands/body	1	

Electric Arc welder	Welder trained	1	
	Only authorized / trained persons use welder.	1	
	Adequately earthed.	1	
	Electrode holder in good condition / safe.	1	
	Cables, clamps and lugs / connectors tight and in good condition.	1	
	Area in which welding machine is used is dry and protected from wet.	1	
	Welder using correct PPE – eye/face/foot/body/respirator.	1	
	Screens & warning signs placed.	1	
Woodworking machines	Operators trained.	1	
	Only authorized persons use machines.	1	
	Provided with guards and guard correctly positioned.	1	
	Anti kick back device fitted.	1	
	Living knife fitted.	1	
	Operators using and wearing the correct PPE – eye/face/hearing/foot.	1	
Compressors	Relief valves set, locked and sealed.	1	
	Maximum safe working pressure (MSWP) indicated on face of pressure gauge.	1	
	All drives adequately guarded.	1	
	Restraining chains fitted on hose couplings.	1	
	Receiver / lines drained daily.	1	
	Hoses in good condition / clamped no wires.	1	
Batch plant and concrete Mixer.	Top platform provide with guard rails.	1	
	Dust abatement methods in use.	1	
	Operators using correct PPE – eye/hands/respirators.	1	
	All moving drive parts guarded.	1	
	Emergency stops identified / indicated and accessible.	1	
	Area kept clean/dry and free from trip and slip hazards.	1	
Gas cutting and welding.	Only authorized / trained employees use the equipment.	1	
	Torches and gauges in good condition.	1	
	Flashback arrestors fitted at cylinders and gauges (where specified).	1	
	Hoses in good condition / correct type / all connections with clamps.	1	
	Cylinder stored, used transported in upright position, secured in trolley/cradle/to structure.	1	
	Suitable fire extinguisher in close proximity.	1	
TOTAL		38	

14. Cranes			
Item	Requirements	Possible	Actual
Tower cranes	Operator trained, certificate of training valid, on the premises.	1	
	Operator to do visual inspection whilst descending the access ladder, record findings, report findings to supervisor.	1	
	Structure - record visible defects, report to supervisor.	1	
	Electrical – cables secured, Db closed, protected, warning notice.	1	
	Crane hook: throat pop marked, safety latch fitted, functional, MML displayed.	1	
	Limit mechanism – over load, over wind, both operational.	1	
	Access ladder – backrest or platform, fall arrest system installed.	1	
	Lifting tackle – condition, identified.	1	

Mobile cranes	Operator trained, certificate valid and on premises.	1	
	Pre-ignition check done, check sheet completed, signed by supervisor.	1	
	Rear view mirrors both fitted condition good.	1	
	Windscreen fitted condition good.	1	
	Windscreen wipers condition, operational.	1	
	Indicators fitted, operational.	1	
	Hooter working.	1	
	Tyres condition, pressure correct.	1	
	Wheel nuts fitted condition of the heads, torque.	1	
	Lights operational – condition, headlights, tail lights.	1	
	Grease nipples fitted, condition, all joints greased.	1	
	No oil leaks.	1	
	Correct slinging techniques used, slings suitable, condition.	1	
	Hydraulic pipes, condition, attachment, no leaks.	1	
	Battery connection, secured, terminals secured, no corrosion.	1	
	Boom condition, no visible damage, report defects.	1	
	Cable sheaves greased no visible damage, or corrosion, report defects.	1	
	Brakes working properly.	1	
	Crane hook: throat pop marked, safety latch fitted, MML displayed.	1	
	By-pass valves fitted, securely mounted, functional, no leaks.	1	
	Deflection chart fitted, condition, visible to operator.	1	
	Outriggers condition, foot plates fitted, used when lifting.	1	
Gantry crane	Operator trained, certificate valid and on premises.	1	
	Condition, adequate capacity, suitably attached.	1	
	Signals: hand signals given by rigger, slingers, observed by operator.	1	
	Warning notices good condition, strategically positioned.	1	
	Logbook kept, up to date, and signed by supervisor.	1	
	Prescribed inspection of crane, lifting tackle, and findings reported.	1	
	“Crane overhead” signage condition, strategically positioned.	1	
	Crane hook: throat pop marked, safety latch fitted, functional.	1	
	MML displayed, condition, load-limiting switches fitted, operational.	1	
TOTAL		39	

15. Plant and Storage Yards or site Workshop Specific			
Item	Requirements	Possible	Actual
Section 8(2)(1) General Machinery Regulation	Person with specific knowledge and experience designated to supervise the use and maintenance of machinery.	1	
Regulation (2)(7)(a):	Critical items of machinery identified-numbered-placed on register-inventory.	1	
Supervision of the use & Maintenance of Machinery	Subordinate competent person.	1	
	Inspections/maintenance schedules for above mentioned.	1	
	Inspections/maintenance carried out to above schedules.	1	
	Results recorded.	1	
General Machinery Regulation 9(2): Notice	Schedule D Notice in work areas	1	

Vessels under pressure regulation 13(1)(b): Supervision of the use and maintenance of vessels under pressure (VUP).	Persons with specific knowledge and experience designated to supervise the use and maintenance of VUP's.	1	
	VUP's identified/numbered/placed on register/manufacturers plate intact.	1	
	Inspection/maintenance schedule for above mentioned.	1	
	Inspection/maintenance carried out to above schedules.	1	
	Results record/test certificate available.	1	
Lock out procedure	Lock out procedure in operation.	1	
Ergonomics	Ergonomics survey conducted - results on record.	1	
	Survey results applied.	1	
Demarcation and colour coding	Demarcation principles applied.	1	
	All services, pipes, electrical installations stop - start controls, emergency controls etc. colour coded to own published or SABS standards.	1	
	Employees trained to identify colour coding.	1	
Portable & Bench Grinders	Area around grinder clear/trip/slip free.	1	
	Bench grinders mounted securely/grinder generally in good condition / no excessive vibration.	1	
	On/off switch/ button clearly demarcated and accessible.	1	
	Adequate guards in place and used.	1	
	Tool rest - secure/square/max. 3mm gap.	1	
	Stone/disk - correct type and size/mounted correctly/dressed.	1	
	Use of eye protection enforced.	1	
Battery storage and Charging	Adequately ventilated, ignition free room/area/no smoking signs.	1	
	Batteries placed on rubber/wooden surface.	1	
	Emergency shower/eye wash provided.	1	
	No acid storage in area.	1	
TOTAL		29	

16. Workplace, Environment, Health and Hygiene			
Item	Requirements	Possible	Actual
Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements	1	
	Light fittings placed / installed causing no irritation / blinding glare.	1	
Ventilation	Adequate ventilation/extraction/exhaustion in hazardous areas e.g.	1	
	chemicals/adhesives/welding/petrol or diesel motors running and in confined spaces/basements.	1	
Noise	Task identified where noise exceeds 85dBa.	1	
	All reasonable steps taken to reduce noise levels at source.	1	
	Hearing protections used where noise levels could not be reduced to below 85dBa.	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 (ER 4).	1	
	Cold drinking water readily available when extreme temperatures are experienced.	1	
Ablutions	Sufficient toilets provided - 1 per 30 employees.	1	
	Toilet paper available.	1	
	Sufficient showers available.	1	
	Facilities for washing hands provided.	1	
	Soap available for washing hands.	1	
	Means of drying hands available.	1	
	Changing facilities/area provided.	1	
	Ablution facilities hygienic and clean.	1	

Eating/cooking Facilities.	Adequate storage facilities provided.	1	
	Weather protected eating area provided, separate from the changing area.	1	
	Refuse bins with lids provided.	1	
	Facilities clean and hygienic.	1	
Pollution of environment	Measures in place to minimize dust generation.	1	
	Accumulation of empty cement pockets, plastic wrappings, bags packing material, etc. prevented.	1	
	Spillage/discarding of oil, chemicals and diesel into storm water and other drains prevented.	1	
Hazardous Chemical	All substances identified and list available e.g. acids, poisons, etc.	1	
	Material safety data sheets (MSDS's) indicating hazardous properties and emergency procedures in case of incident on file readily available.	1	
	Substances stored safely/segregation principles applied.	1	
TOTAL		27	

17. Scaffold, Formwork and or Support work			
Item	Requirements	Possible	Actual
Access – system Scaffolding	Foundation firm and stable, visible	1	
	Adequate bracing – secure, components, fixture.	1	
	Tied back onto structure, no back or forward or sideways movement.	1	
	Platform boards – good condition, sufficient, secured.	1	
	Adequate handrails, correct height, toe boards provided.	1	
	Adequate access ladders, stairway, secured.	1	
	Area under and surrounding clear of material and rubble.	1	
	Appropriate safe/unsafe signs strategically positioned.	1	
	Complying with OH&S regulations and SABS 085 design criteria.	1	
Free standing Scaffolding	Foundation firm and stable, visible	1	
	Adequate bracing – secure, components, fixture.	1	
	Height to base ratio correct.	1	
	Platform boards – good condition, sufficient, secured.	1	
	Adequate handrails, correct height, toe boards provided.	1	
	Adequate access ladders, stairway, secured.	1	
	Area under and surrounding clear of material and rubble.	1	
	Appropriate safe/unsafe signs strategically positioned.	1	
	Outriggers used – tied back into structure, base secure.	1	
Mobile scaffolding	Foundation firm and stable, visible	1	
	Adequate bracing – secure, components, fixture.	1	
	Height to base ratio correct.	1	
	Platform boards – good condition, sufficient, secured.	1	
	Adequate handrails, correct height, toe boards provided.	1	
	Adequate access ladders, stairway, secured.	1	
	Area under and surrounding clear of material and rubble.	1	
	Appropriate safe/unsafe signs strategically positioned.	1	
	Outriggers used – tied back into structure, base secure.	1	
	Wheels or swivels in good condition.	1	
	Brakes fitted, adequate and functional.	1	
	Complying with OH&S regulations and SABS 085 design criteria.	1	

