
	<b>STANDARD CHECKLIST</b>	Document ID	TNCL-OHS-CHK-0009
		Document owner	OHS Manager
	<b>INDEX OPERATIONAL FILE CHECKER</b>	Revision	01
		Approval Date	21 <sup>st</sup> March 2024

## INDEX OPERATIONAL FILE CHECKER

COMPLIANCE AREA / SECTION	√	Location of file
<b>1. ORGANOGRAM FOR THE DEPARTMENT</b>		
• Organogram/team structure		
<b>2. Completed site establishment checklist</b>		
<b>3. LEGAL COMPLIANCE/APPOINTMENTS</b>		
• Managers (If applicable)		
• Supervisors (If applicable)		
• Safety Officer (If the contractor has 20 or more people) (If applicable)		
• Health and safety representative (20 or more)		
• Any other legal appointments (depending on the scope of work) (If applicable)		
<b>4. HUMAN RESOURCES</b>		
• Training matrix		
• Biographical data		
• Proof of training as per the training matrix		
<b>5. RISK ASSESSMENTS</b>		
• Issue based risk assessment		
• Continuous risk assessment		
<b>6. INSPECTIONS</b>		
• Supervisor inspections		
• Safety officer inspections		
• Health and safety representative inspection		
• Pre-use inspection checklists (Machinery, excavations and scaffolding.		
<b>7. TOOLBOX TALKS</b>		
• Toolbox talk relevant to their task		
• Procedure to be communicated and signed		
• Plan task observations		
<b>8. AUDITS</b>		
• Internal		
• External		
<b>9. VFL</b>		
• One VFL per supervisor per week		
<b>10. PTO</b>		

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<b>11. EMERGENCY DRILLS</b>		
<ul style="list-style-type: none"> <li>Scheduled drills communicated and signed</li> </ul>		
<b>12. MSDS</b>		
<ul style="list-style-type: none"> <li>Available for all chemicals used and stored on site (where applicable)</li> <li>Employees trained on the relevant MSDS's</li> </ul>		
<b>13. LICENSE &amp; PERMITS</b>		
<ul style="list-style-type: none"> <li>Where applicable</li> </ul>		
<b>14. MEDICAL FITNESS</b>		
<ul style="list-style-type: none"> <li>Copies for all employees</li> </ul>		
<b>15. CALIBRATION CERTIFICATES</b>		
<ul style="list-style-type: none"> <li>Copies for all equipment as per register</li> </ul>		
<b>16. INCIDENT MANAGEMENT</b>		
<ul style="list-style-type: none"> <li>Procedure available</li> <li>Incident register available and up to date</li> <li>Incident flashed displayed and discussed</li> <li>Reportable incidents and compensable claims</li> </ul>		