

	STANDARD CHECKLIST	Document ID:	TNCL-OHS-CHK-0015
		Document owner	OHS Manager
	CONTRACTOR OPERATIONAL FILE CHECKLIST	Revision	03
		Approve Date	21 st March 2024

COMPLIANCE AREA / SECTION	√	Location of file
1. ORGANOGRAM FOR THE DEPARTMENT		
• Organogram/team structure		
2. COMPLETED SITE ESTABLISHMENT CHECKLIST		
3. LEGAL COMPLIANCE/APPOINTMENTS		
• 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)		
4. HUMAN RESOURCES		
• Training matrix		
• Biographical data		
• Proof of training as per the training matrix		
5. RISK ASSESSMENTS		
• Issue-based risk assessment		
• Continuous risk assessment		
6. INSPECTIONS		
• Supervisor inspections		
• Safety officer inspections		
• Health and safety representative inspection		
• Pre-use inspection checklists (Machinery, excavations and scaffolding.		
7. TOOLBOX TALKS		
• Toolbox talk relevant to their task		
• Procedure to be communicated and signed		
• Plan task observations		
8. AUDITS		
• Internal		
• External		
9. VFL		
• One VFL per supervisor per week		
10. PTO		
COMPLIANCE AREA / SECTION	√	Location of file
11. EMERGENCY DRILLS		
• Scheduled drills communicated and signed		
12. MSDS		
• Available for all chemicals used and stored on site (where applicable)		
• Employees trained on the relevant SDSs		
13. LICENSE & PERMITS		
• Where applicable		
14. MEDICAL FITNESS		
• Copies for all employees		
15. CALIBRATION CERTIFICATES		
• Copies for all equipment as per register		
16. INCIDENT MANAGEMENT		
• Procedure available		
• Incident register available and up to date		
• Incident flashed displayed and discussed		
• Reportable incidents and compensable claims		