


Checklist for Contractor Health & Safety Documentation	
Pretoria HOMEMAKERS Expo 24 – 26 May 2019, Sun Arena	

All companies doing specialized, double storey or out of the ordinary stands require their own safety files, safety equipment and certification for rigging and building over 2.5 meters.

Contractor:		Event:	
Responsible Person:		Project (Site) Manger:	

No	Description	Comment	Yes	No	N/A
1	Company health & safety policy				
2	Proof of company public liability cover				
3	Letter of good standing issued by the compensation commission				
4	Tax clearance certificate - note expiry date				
5	Proof of training & inductions				
6	Proof of training for work at height if applicable				
7	Details of training in the use of MEWP if applicable				
8	Generic risk assessments				
9	Details regarding the use of personal protective equipment				
10	Detailed injury reporting procedure				
11	Signed Contractor's Agreement valid for one year				
12	Details of the site safety officer				