

ANNEXURE TO NOTICE OF INSPECTION

Records that are required to be kept on the premises (where applicable):

- 1 A copy of the Occupational Health and Safety Act and Regulations
2. The Competent person GMR 2 (1) / (7)

Documents, Records, reports and forms

1. Letter of all workplace relevant to Occupational Health and Safety appointments and or designations and supporting proof(s) of competency and defined
 - Appointment in terms of the 16(2)
 - Health and Safety Representative/s
 - Health and Safety Committee members
 - Safety Manager
 - Supervisor
 - Incident investigator
 - Risk Assessor
2. Certificate of competency for first-aider/s. Please have certificates with the available information to be checked
 - Name of the First-Aider
 - Serial number
 - Expiry date
 - Training Institution
 - Institution Accreditation number and CI number
3. Inspection reports by the Health and Safety Representative/s
4. Minutes of last 4 meetings of Health and Safety Committee
5. Forms for the recording and investigation of incidents (*Annexure 1 to the General Administrative Regulations*) – for the last 12 months.
6. Certificate of compliance for electrical installation.
7. Risk Assessment records
8. Copies of Material Safety Data Sheets (*hazard sheets*) for Hazardous Chemical substances
9. Number of claims submitted to the Compensation Commissioner for the last 12 months.
10. Letter of good standing
11. Risk Assessment
12. Training records

Covid-19 directions at workplace Admin Documents Required (not limited to the list below)

- COVID 19 risk Assessment
- COVID 19 Policy
- Return to work / Procedure / Protocol
- Compliance Officer appointment letter

Please furnish copies of all exemptions / variations issued by the Department of Labour.

DISCLAIMER: This is a copy of the notice being distributed in KZN and could differ in other regions.

FTS Safety
GROUP

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For any questions or
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