

Practical Training Program

Build a legally compliant, site-ready safety file with confidence

This practical training programme is designed to guide contractors, supervisors, safety officers, and management through the step-by-step process of compiling, implementing, and maintaining a compliant safety file in accordance with the Occupational Health and Safety Act (Act 85 of 1993) and the Construction Regulations (2014).

WHAT THIS TRAINING COVERS

1. Understanding Legal Requirements

Participants will gain a clear understanding of: - The Occupational Health and Safety Act (Act 85 of 1993) - Construction Regulations (2014) - Legal duties of the Client, Principal Contractor, and Contractors - Criminal and civil liability - The concept of the “reasonable person”

This section explains why a safety file is legally required and how it protects both the contractor and the client.

2. Roles, Appointments, and Responsibilities

The training explains: - Mandatory legal appointments (CR 8.1, CR 8.5, CR 8.7, OHS 16.2, Safety Representatives, etc.) - Who must be appointed, when, and why - How to prove competency using training certificates, CVs, and letters of appointment - Management responsibility and accountability on site

3. Safety File Structure and Content

Participants are guided through the full structure of a compliant safety file, including: - Legal agreements and mandatory documents - Health and Safety Plan - Policies and management commitment - Legal appointments and training records - Risk assessments and method statements - Procedures, inspections, and registers - Employee control and medical fitness - Site induction training - Employee and tool control - Maintaining and auditing the safety file - Proof of ongoing safety commitment

TRAINING OUTCOMES

After completing this training, learners will be able to: - Understand the logic in compile a site-specific, legally compliant safety file - Understand legal responsibilities and liability - Confidently submit safety files to clients - Maintain and update safety files throughout a project - Demonstrate “reasonable person” compliance during audits or incidents

IDEAL FOR

- Contractors and Sub-contractors
- Safety Officers and Safety Representatives
- Site Supervisors and Construction Managers
- Business Owners and Project Managers

A practical, compliance-driven course designed to protect your business, your client, and your people.