



CC Reg. No. 2005/107823/23 | Member Jan du Toit | [info@healthsafetyconsultant.co.za](mailto:info@healthsafetyconsultant.co.za)

## CONSTRUCTION SHE FILE

### Health and Safety Questionnaire

**Complete the questionnaire to see if you are breaching any part of the Occupational Health and Safety Act and its Regulations from some questions derived from it.**

By completing the questionnaire you will have a reasonable idea of your compliance status.

Should you have answered **NO** to one or more of these questions then you are not in full compliant with the Occupational Health and Safety Act and its Regulations. Ensure to call us to do a free more in depth evaluation, inspection and audit after which a quotation will be given to assist you to comply and have peace of mind.

**Question 1**

Do you have an up-to-date Health and Safety Policy that highlights the people who are responsible for ensuring it happens? Yes    No

**Question 2**

Are all relevant assignments, designations and appointments in place and up-to-date? Yes    No

**Question 3**

Have all identified Risk Assessments been completed by a competent person together with a team? Are Written Safe Work Procedures developed to control the identified risks? Yes    No

**Question 4**

Have you assessed tasks that may include any hazardous Manual Handling activity? Yes    No

**Question 5**

Do you have a system for keeping up-to-date with the Occupational Health and Safety Act and its Regulations? Yes    No



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### Question 6

Is your workplace suitable for disabled workers and visitors? Yes No

### Question 7

Do you have all up-to-date Material Safety Data Sheets? Are they discussed with the relevant workers? Yes No

### Question 8

Do you have a program for regular training regarding Health and Safety (e.g. Induction, Management Training)? Yes No

### Question 9

Are Toolbox Talks being held on a regular basis and are they structured? Yes No

### Question 10

Are Health and Safety Meetings held regularly? Yes No

### Question 11

Is action taken regarding matters discussed at the Health and Safety Meetings? Yes No

### Question 12

Do you know whether you have any Asbestos on your premise? Do you have procedures in place to deal with Asbestos? Yes No

### Question 13

Have you set up a system to consult with your union regarding Health and Safety matters? Yes No

### Question 14

Do you have a system in place to report and record incidents and near misses? Yes No

### Question 15

Do you have First Aiders and First Aid facility on your premises? Yes No



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**Question 16**

Do you have a procedure to manage any and all of your contractors and / or subcontractors?      Yes      No

**Question 17**

Do you have a Section 37(2) in place for all your contractors?      Yes      No

**Question 18**

Do contractors submit a valid Letter of Good Standing?      Yes      No

**Question 19**

Has noise monitoring been done and is action taken regarding the findings?      Yes      No

**Question 20**

Has approved personal protective equipment been issued and the wearing thereof been enforced?      Yes      No