

CONSTRUCTION HEALTH & SAFETY FILE — CHECKLIST

A checklist of the documents a construction Health & Safety File should contain, structured to the Construction Regulations 2014. Tick each item as it is completed for your project.

Legal & notifications

- Notification of construction work (Construction Reg 5)
- Copy of the OHS Act & Construction Regulations 2014 on site
- COIDA Letter of Good Standing (valid)
- Public liability insurance certificate
- Section 37(2) mandatory agreement with the client

Appointments (in writing)

- CEO / 16(1) appointment
- Construction manager 8(1)
- Construction supervisor 8(2)
- Risk assessor appointment
- H&S officer 8(5) (if required by risk)
- First aider (GSR 3)
- SHE representative 17
- Incident investigator
- Fall protection planner (if working at height)
- Machinery / plant operators

Policies & plans

- OHS policy (signed by CEO)
- Site-specific health & safety plan / spec
- Emergency preparedness & response plan
- Fall protection plan (if working at height)
- PPE issue policy

Risk management

- Baseline risk assessment
- Task / activity-specific risk assessments
- Method statements / safe work procedures

Medicals & competency

- Medical certificates of fitness (all site staff)
- Competency certificates (operators, first aider, etc.)
- Site H&S induction records
- Toolbox talks register

Registers & records

- Incident / injury register (Annexure 1)
- PPE issue register

Construction Health & Safety

- Inspection registers (plant, ladders, electrical, fire, first-aid box)
- Vehicle / plant inspection records