

### **Below Instructions when Submitting Safety file .**

- Kindly send an electronic copy of your safety file to the safety department.
- Permit to work will be issued as soon as the safety file is approved.
- Kindly note ,Permit to work needs to be signed by the project owner and the contractor, make sure the dates are included
- After the permit is signed , send a copy to the safety department prior to sending to the permit office.
  
- **SHE File Review form** must be completed and signed by the contractor and project owner, and safety department will sign last.- If anything on the document is not applicable then state N/A.

The below documents required.

- Permit to work
- Medicals needed for all workers onsite
- Certificates for First Aider and SHE rep and appointment letters required
- Public liability insurance
- Letter of Good standing
- Scope of works and method statement
- Risk assessment specific to site and Area .
- **Section 37-2 Mandatory Agreement .- (Kindly note when completing this document -Mandatory document sign on behalf of client on the line and include the Date ,the WCA/Federated employees Mutual no . this can be taken from the letter of Good standing and included on the Mandatory 37-2 document.**
  
- PPE Register
- Fall protection plan - only if working on heights.
- Working on heights certificates & appointment letters required - only if working on heights
- **The project Evaluation form -( Kindly enter the project name at the top of the page and complete the document, Also include the risk low-medium or high.)**
- Pre-Populated WCL2 form required - Point No: 24 as per the SHE File Review Form -The WCL2 document must be provided by the contractor
- Working on heights certificate required. as per the SHE File Review form Point No; 31 **-(When the working height is more than 2.4m from the ground)**