Annex E – On-Site Safety Checklist

This checklist is a mandatory internal policy for all Digissential employees, contractors, and subcontractors performing on-site work. It forms part of the Master Legal Policies and must be adhered to in conjunction with applicable legislation, including the Occupational Health and Safety Act (OHS Act), relevant SANS standards, and municipal by-laws. Non-compliance may result in disciplinary action, removal from field duties, or contract termination.

1. Scope & Applicability

This policy applies to all on-site operations, including client premises, public spaces, and third-party facilities. The checklist is non-negotiable and must be followed alongside any site-specific safety protocols.

2. Pre-Site Preparation

Before departing for a site visit:
- Verify job scope, client details, and access arrangements.
- Conduct a preliminary risk review using available site information.
- Ensure all necessary tools, PPE, and documentation are available and in working order.
- Confirm that all tools requiring calibration are within calibration validity.

3. Arrival & Initial Site Risk Assessment

Upon arrival:
- Sign in and comply with client or site access control procedures.
- Introduce yourself and explain the planned work.
- Reassess site risks dynamically, considering environmental factors (e.g., lighting, weather, noise).
- Identify emergency exits, fire extinguishers, and first aid stations.
- Document and photograph any identified hazards before work commences.

4. Personal Protective Equipment (PPE)

Minimum PPE requirements:
- Electrical work: insulated gloves, dielectric footwear, eye protection.
- Dusty environments: N95 or higher respirators.
- Battery handling: acid-resistant gloves, safety goggles, face shield.
- Use only PPE in good condition; defective PPE must be replaced immediately.
- PPE inspections are to be conducted annually or sooner if damage is observed.

5. Electrical & Hazard Control

- Isolate and lock out/tag out (LOTO) power sources before work.
- Use insulated tools where applicable.
- Maintain safe distances from energized equipment.
- Follow Annex D procedures for hazardous waste handling, including e-waste and battery disposal.

6. Data Security Considerations

- Isolate devices suspected of containing compromised or sensitive data.
- Follow internal Data Breach Response SOPs.
- Do not connect client storage devices to Digissential systems unless authorised.
- Log all suspected data security incidents for POPIA compliance.

7. Emergency & Incident Response

- In case of emergency, follow the site-specific plan and notify the designated Digissential safety officer.
- Apply the RESCUE, CONFINE, REPORT, SECURE, CLEANUP method for hazardous incidents.
- For serious incidents, submit a full internal incident report within 24 hours.
- Maintain a list of emergency contacts and escalation points.

8. Departure & Site Restoration

- Ensure all work areas are clean and free of hazards.
- Confirm with the client that work has been completed and the site is safe.
- Take photographs of restored work areas for internal records.
- Remove all Digissential equipment and waste materials unless otherwise agreed.

9. Enforcement & Accountability

Failure to adhere to this checklist will result in disciplinary action, which may include suspension from on-site duties or termination. Repeated violations will be documented in the employee's record and may impact performance evaluations.