CONSTRUCTION COMPANY SAFETY TRAINING REQUIREMENTS PLANNER 2027

A practical workforce-readiness tool for South African construction employers, contractors and project teams.

! **IMPORTANT USE NOTE**

This planner is a practical employer resource - not legal advice, an official government form, a statutory certificate, or proof of compliance. Adapt it to the actual construction work, current hazards, project specification, client requirements and applicable legislation. A course certificate does not automatically prove competence, authorisation or medical fitness.

1 WHO SHOULD USE THIS PLANNER?

- ☐ Construction company directors / owners
- ☐ HR and training managers
- ☐ Construction managers / supervisors
- ☐ SHEQ / OHS teams
- ☐ Principal contractors and contractors
- ☐ Project / contracts managers
- ☐ Foremen and team leaders
- ☐ Health & Safety representatives
- ☐ Operations / workforce planners
- ☐ Tender / mobilisation teams

2 WHAT IS INSIDE THE 10-PAGE PACK?

1 QUICK GUIDE
Decision workflow for management.

2 ROLE + HAZARD
Map work before choosing courses.

3 SITE READ INESS
Induction and baseline safety checks.

4 FIRST AID + FIRE
Plan emergency coverage by shift.

5 HEIGHTS + SCAFFOLD
Fall-risk and scaffold role readiness.

6 PLANT + S PECIALIST
Operator and specialist-risk register.

7 TRAINING MATRIX
Employee to role to evidence control.

8 ACTION PLAN
Assign, budget, close and verify gaps.

3 COMPANY / PROJECT DETAILS

EMPLOYER / CONTRACTOR _____

PROJECT / CONSTRUCTION SITE _____

PROJECT LOCATION _____

PLANNER OWNER / RESPONSIBLE MANAGER _____

WORKFORCE / CONTRACTOR HEADCOUNT _____

REVIEW DATE / VERSION _____

4 THE 8-STEP MANAGEMENT WORKFLOW

1 LIST THE WORK
Identify actual construction activities, not only job titles.

2 MAP THE HAZARDS
Use risk assessments, site conditions, incidents and project information.

3 IDENTIFY ROLES
Who is a worker, supervisor, First Aider, scaffold role, operator or emergency person?

4 CHECK REQUIREMENTS
Legislation + project/client specification + company procedures.

5 DEFINE THE OUTCOME
Awareness, instruction, competence, assessment, appointment, authorisation or fitness?

6 MATCH TRAINING
Select the programme only after the requirement is clear.

7 RECORD EVIDENCE
Link the person to the role, requirement, training and resulting document.

8 REVIEW CHANGE
Reassess when work, hazards, equipment, roles or project requirements change.

i CORE RULE

Do not ask: "Which five courses does every construction worker need?" Ask: "What must this person know or be competent to do for the work they will actually perform?" Site induction, First Aid, fire-response roles, fall-risk work, scaffolding, plant operation and specialist hazards create different requirements.

5 TRAINING DECISION CHECK

- [ ] Site-specific induction requirement identified
- [ ] Task / hazard instruction identified
- [ ] Fall-risk exposure checked
- [ ] Scaffold role checked
- [ ] Plant / vehicle operator role checked
- [ ] First Aid coverage checked
- [ ] Fire-response coverage checked
- [ ] Medical fitness requirement checked
- [ ] Client / principal-contractor requirements checked
- [ ] Evidence / authorisation requirement checked

MANAGEMENT NOTE: BIGGEST CURRENT TRAINING / COMPETENCE RISK

6 ROLE & HAZARD MAPPING WORKSHEET

ROLE / TRADE	ACTUAL WORK / TASK	KEY HAZARDS	CONTROLS / RESPONSIBILITY	TRAINING / COMPETENCE NEED

7 REQUIREMENT TYPE - TICK WHAT THE ROLE ACTUALLY NEEDS

- ☐ Site-specific induction
- ☐ General / foundational safety knowledge
- ☐ Task-specific instruction
- ☐ Practical skills training
- ☐ Formal assessment / competence evidence
- ☐ Written appointment
- ☐ Written authorisation
- ☐ Medical certificate of fitness
- ☐ Refresher / re-induction trigger
- ☐ Client / project-specific proof

ROLES REQUIRING URGENT CLARIFICATION BEFORE WORK / MOBILISATION

8 SITE / PROJECT ENTRY READINESS

- ☐ Current site hazards included in induction
- ☐ Access, restricted areas and exclusion zones explained
- ☐ PPE requirements explained
- ☐ Emergency alarm / evacuation / assembly point explained
- ☐ Incident and hazard reporting route explained
- ☐ Worker role and work area recorded
- ☐ Prohibited / specialist activities explained
- ☐ Understanding check completed
- ☐ Visitor induction process available
- ☐ Re-induction / change trigger defined

9 FOUNDATIONAL SAFETY KNOWLEDGE CHECK

- ☐ Worker can identify common workplace hazards
- ☐ Worker understands basic PPE purpose / limitations
- ☐ Worker understands housekeeping expectations
- ☐ Worker knows how to report an unsafe condition
- ☐ Worker knows emergency escalation route
- ☐ Worker understands limits of own authority
- ☐ Worker can explain when work should stop / escalate
- ☐ Supervisor knows which gaps need further action

10 OUTSTANDING ENTRY / BASELINE GAPS

PERSON / GROUP	GAP IDENTIFIED	IMMEDIATE CONTROL	OWNER	DUE DATE	CLOSED

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REMEMBER

Site induction explains the site and current hazards. It does not automatically prove Working at Heights competence, scaffold competence, plant-operator competence, specialist authorisation or medical fitness.

11 WORKFORCE / SHIFT COVERAGE

AREA / SHIFT	HEADCOUNT	FIRST AID COVERAGE	FIRE-RESPONSE COVERAGE	GAP / ACTION

12 FIRST AID READINESS CHECK

- ☐ Applicable First Aid requirement checked
- ☐ Trained personnel available during working hours / shifts
- ☐ Absence / leave contingency considered
- ☐ Remote / separated work areas considered
- ☐ First Aid equipment / location confirmed
- ☐ Names / contact route communicated
- ☐ Certificates / evidence indexed
- ☐ Review trigger and expiry / refresher monitoring set

13 FIRE-RESPONSE READINESS CHECK

- ☐ Construction fire hazards identified
- ☐ Extinguishing equipment arrangements confirmed
- ☐ Sufficient workers selected for extinguisher-use training
- ☐ Hot-work / flammable-liquid risks considered
- ☐ Site offices / storage areas considered
- ☐ Emergency alarm / evacuation linked to response roles
- ☐ Training evidence indexed
- ☐ Coverage reviewed when workforce / layout changes

MANAGEMENT NOTE: COVERAGE PROBLEM THAT COULD STOP MOBILISATION / SAFE WORK

14 FALL-RISK WORKER READINESS

PERSON / ROLE	FALL-RISK ACTIVITY	TRAINING EVIDENCE	MEDICAL FITNESS	RESCUE / SITE SYSTEM	STATUS

15 SCAFFOLD ROLE COMPETENCE

PERSON	ROLE	SCAFFOLD ACTIVITY	COMPETENCE / TRAINING EVIDENCE	APPOINTMENT / RECORD	READY?
	Erector				
	Team leader				
	Inspector				
	Other / user				

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ROLE BOUNDARY

A general site induction or Basic Health & Safety course is not a substitute for competence required for fall-risk work or defined scaffold responsibilities. Confirm the actual work, applicable standard / programme and project requirements before assigning the role.

16 MANAGEMENT HOLD POINTS

- ☐ No work at height until fall-risk requirements are confirmed
- ☐ Medical fitness checked where applicable
- ☐ No scaffold role assigned without role-appropriate competence
- ☐ Rescue / emergency arrangement considered before work begins

17 CONSTRUCTION VEHICLE / MOBILE PLANT OPERATOR REGISTER

OPERATOR	PLANT / VEHICLE	COMPETENCY PROOF	MEDICAL FITNESS	WRITTEN AUTHORISATION	REVIEW / NOTES

18 SPECIALIST HAZARD / ROLE REGISTER

HAZARD / ACTIVITY	WHO IS EXPOSED?	REQUIRED OUTCOME	CURRENT EVIDENCE	GAP / NEXT ACTION
Confined space				
Hot work / welding				
Excavation / trenching				
Electrical work				
Lifting operations				
Hazardous substances				
Demolition / temporary works				

OPERATOR CONTROL

Construction Regulation 23 requires construction vehicles / mobile plant to be operated by a person with appropriate training, certified competence, proof of competency and written authorisation, with medical fitness requirements also applying. Use the applicable current operator framework for the specific plant.

19 EMPLOYEE / CONTRACTOR TRAINING MATRIX

PERSON	ROLE / TRADE	REQUIREMENT / PROGRAMME	WHY REQUIRED?	DATE	EVIDENCE / REF	REVIEW / STATUS

20 EVIDENCE INDEX

EVIDENCE TYPE	FILE / REGISTER LOCATION	OWNER	LAST CHECKED	ISSUE / GAP
Induction records				
Training certificates / statements				
Assessments / competence records				
Appointments / authorisations				
Medical fitness records				
Client / project-specific evidence				

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EVIDENCE RULE

Do not use one document to prove an outcome it does not prove. Attendance, training, competence, appointment, written authorisation and medical fitness are separate concepts and may require separate evidence.

21 TRAINING / COMPETENCE GAP ACTION REGISTER

GAP / RISK	PEOPLE AFFECTED	REQUIRED ACTION	PRIORITY	OWNER	DUE	EVIDENCE / CLOSE-OUT

22 PROVIDER / QUOTE BRIEF - PREPARE BEFORE CONTACTING A TRAINING PROVIDER

- ☐ Number of learners by programme / role known
- ☐ Public-course vs on-site preference identified
- ☐ Site / venue and shift pattern known
- ☐ Required completion date known
- ☐ Required competence / assessment outcome defined
- ☐ Client / project specification available
- ☐ Existing training evidence checked
- ☐ Decision-maker / quotation contact identified

ESTIMATED LEARNER COUNT

REQUIRED COMPLETION / MOBILISATION DATE

TRAINING / COMPETENCE PROGRAMMES TO PRICE OR CLARIFY

PROJECT / CLIENT REQUIREMENTS PROVIDER MUST KNOW BEFORE QUOTING

23 FINAL MANAGEMENT READINESS CHECK

- ☐ Work / activity list reviewed
- ☐ Current hazards / risk controls reviewed
- ☐ Site induction system in place
- ☐ First Aid coverage checked
- ☐ Fire-response coverage checked
- ☐ Fall-risk workers checked
- ☐ Scaffold roles checked
- ☐ Plant / vehicle operators checked
- ☐ Specialist hazards checked
- ☐ Client / project requirements checked
- ☐ Training matrix updated
- ☐ Outstanding actions assigned / controlled

24 MANAGEMENT SIGN-OFF

REVIEWED BY _____

ROLE / DESIGNATION _____

SIGNATURE _____

DATE / REVIEW DATE _____

REGULATORY STATUS NOTE

This planner uses the Construction Regulations 2014 as the current operative construction-regulation reference based on official Department sources reviewed in September 2026. Draft replacement Construction Regulations were published for public comment in March 2025. Employers should verify the latest promulgated position and project-specific requirements before reliance.

25 AUTHORITATIVE REFERENCES - VERIFY LATEST POSITION BEFORE RELIANCE

- **Occupational Health and Safety Act 85 of 1993**
  https://www.gov.za/sites/default/files/gcis_document/201409/act85of1993.pdf
- **Construction Regulations 2014 - Department of Employment and Labour**
  https://www.labour.gov.za/DocumentCenter/Regulations%20and%20Notices/Regulations/Occupational%20Health%20and%20Safety/
- **Construction Regulations 2014 - Part 1**
  https://www.labour.gov.za/DocumentCenter/Regulations%20and%20Notices/Regulations/Occupational%20Health%20and%20Safety/
- **Construction Regulations 2014 - Part 2**
  https://www.labour.gov.za/DocumentCenter/Regulations%20and%20Notices/Regulations/Occupational%20Health%20and%20Safety/
- **Draft Construction Regulations 2025 - official public-comment notice**
  https://www.labour.gov.za/Media-Desk/Media-Statements/Pages/Department-of-Employment-and-Labour-invites-public-comment

26 WHEN A REAL TRAINING GAP EXISTS

SWIFT SKILLS ACADEMY - CAPE TOWN

Discuss company, group or on-site safety training requirements.

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