



Occupational Health and Safety Act, No. 85 of 1993

APPOINTMENT AS MATERIAL HOIST SUPERVISOR

I, _____, representing _____, by the powers invested in me to appoint persons in terms of the Occupational Health and Safety Act, and in terms of Construction Regulation 17 to the Act, hereby appoint you, _____ as Material Hoist Supervisor.

Your appointment will be with effect from _____ until further notice and supercedes any appointments in terms of the same provision you may have.

In terms of this appointment, your area of responsibility will be as follows:
_____, at _____

You are hereby designated to conduct regular inspections and tests on material hoists, and equipment ancillary thereto, used in the abovementioned construction project, and in this regard, your duties will include the following:

- 1 as per Regulation 17 (2), ensure the hoist is:
 - a. erected on firm foundations and secured to the structure or braced by steel wire guy ropes and to extend to such a distance above the highest landing as to allow a clear and unobstructed spaces of at least 900 mm for over travel;
 - b. enclosed on all sides at the bottom, and at all floors where persons are at risk of being struck by moving parts of the hoist, except on the side or sides giving access to the material hoist, with walls or other effective means to a height of at least 2100 mm from the ground or floor level; and
 - c. provided with a door or gate at least 2100 mm in height at each landing and such door or gate shall be kept closed, except when the platform is at rest at such a landing;
- 2 as per Regulation 17 (3), ensure:
 - a. the platform of every material hoist to be designed in such a manner that it shall safely contain the loads being conveyed and that the combined weight of the platform and the load does not exceed the designed lifting capacity of the hoist;
 - b. the hoisting rope of every material hoist which has a remote winch to be effectively protected from damage by any external causes to the portion of the hoisting rope between the winch and the tower of the hoist; and;
 - c. every material hoist to be provided with an efficient brake capable of holding the platform with its maximum load in any position when the powers is not being supplied to the hoisting machinery.
- 3 as per Regulation 17 (8), inspect the hoist on a daily basis:
 - a. inspection to include the determination of the serviceability of the entire material hoist including guides, ropes and their connections, drums, sheaves or pulleys and all safety devices;
 - b. inspection results to be entered and signed in a record book, which shall be kept on the premises for that purpose;

You are to ensure that you are familiar with your responsibility, as outlined above, and if you have any queries in this regard, you are to bring it to the attention of the person you report to, or to myself. You will be provided with all the means necessary to enable you to fulfill your responsibilities in terms of this appointment.

You are to take all reasonably practicable measures, within your area of responsibility, to ensure the general safety and health of persons, and the enforcement of health and safety requirements as may be imposed by the Company, the applicable Government Department or the Act and Regulations. If you, for any reason, are unable to take such measures, you are to bring this to the attention of the person you report to, or to myself.

You are to maintain a good working knowledge of the provisions of the Act and Regulations made in terms of the Act, as well as other legislation which may have relevance to your responsibilities.

You are to ensure that you are familiar with all Company health and Safety standards. This will include, but is not limited to instructions, safe working procedures, general health and safety rules, and protective equipment and clothing requirements.

You are to ensure that you are familiar with all permits, permissions and exemptions as may be imposed by external authorities including, but not limited to, the Department of Labour. You shall assist in ensuring that, as may be applicable, the same documents are kept up to date at all times.

Kindly confirm the acceptance of this designation and understanding of the duties involved by signing this letter of designation and returning it to me. Please keep a copy for your records.

Signature of Appointor

Signature of Appointee

Date

Date

ABBREVIATED CV

Name: _____ **Surname:** _____

Address: _____ **Qualifications:** _____

I.D Number:

Number of years in industry: _____

[illegible]

With my signature below I declare that the supplied information is the truth.

Signature: _____ **Date:** _____

Date: _____