



Occupational Health and Safety Act, No. 85 of 1993

APPOINTMENT SCAFFOLD 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 16(1) to the Act, hereby appoint you, _____ as Scaffold 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 _____

In terms of this designation, you shall supervise the operation in connection with the erection, alteration and dismantling of scaffolding. You shall furthermore be responsible for undertaking inspections of erected scaffolds on a weekly basis, as well as after all periods of bad weather.

Without detracting from the above, and regard to scaffold standards, your duties shall include the following:

- 1 ensuring scaffold standards have secure foundation and are secured against displacement;
- 2 the scaffold standards, ledgers and putlogs and transoms are spaced according to legal requirements;
- 3 the scaffold standards is braced to ensure stability in all directions;
- 4 the scaffold is secured at vertical and horizontal distances to the structures to which work is done, where the scaffold is not of free standing design;

With regard to scaffold platforms, your duties shall include the following:

- 1 scaffold platforms conforms to legally prescribed measurements based on loading capacity grading, and distance from the structure worked on;
- 2 scaffold platforms are secured against displacement, and are arranged to prevent materials falling through;
- 3 scaffold platforms are provided with guardrails and toeboards conforming to prescribed legal measurements, where necessary;
- 4 scaffold platforms are kept free of unnecessary materials
- 5 proper access is provided to every platform.

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: _____