



Occupational Health and Safety Act, No. 85 of 1993

### **APPOINTMENT AS ASSISTANT CONSTRUCTION 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 8(8) to the Act, hereby appoint you, \_\_\_\_\_ as Assistant Construction 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 \_\_\_\_\_

Regulation 5	Development of health and safety plan and maintenance of health and safety file
Regulation 6	Appointment of construction work supervisor and assistants, and depending on scale of operation, construction safety officer
Regulation 7	Ensuring risk assessment of the construction work
Regulation 8	Ensuring development of fall protection plan and measures, and where necessary, roof work planning
Regulation 9	Ensuring measures to prevent collapse of structures
Regulation 10	Ensuring supervision and safe execution of form work and support work
Regulation 11	Ensuring supervision and safe execution of excavation work
Regulation 12	Ensuring supervision and safe execution of demolition work
Regulation 13	Ensuring compliance with mine legislation provisions on tunnelling
Regulation 14	Ensuring scaffold compliance with governing standards
Regulation 15	Ensuring supervision and safe execution of work with suspended scaffolds
Regulation 16	Ensuring safe execution of work with boatswains chairs
Regulation 17	Ensuring material hoists compliance with governing provisions, and safe execution of work with the hoists
Regulation 18	Ensuring supervision and safe execution of batch plant work
Regulation 19	Ensuring explosive powered tools compliance with governing provisions, and safe execution of work with the tools
Regulation 20	Ensuring safe installation and execution of work with cranes
Regulation 21	Ensuring compliance of construction vehicles / mobile plant to governing provision and safe operation of the vehicles / plant
Regulation 22	Ensuring safe installations and compliance with governing provisions of electrical installations
Regulation 23	Ensuring safe maintenance and execution of work with flammable substances
Regulation 24	Ensuring safe execution of work in vicinity of water
Regulation 25	Ensuring proper housekeeping on construction site
Regulation 26	Ensuring proper stacking and supervision thereof
Regulation 27	Ensuring fire precautions and evacuation measures
Regulation 28	Ensuring provisions of welfare facilities

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

<b>Name:</b> _____	<b>Surname:</b> _____
<b>Address:</b> _____	<b>Qualifications:</b> _____
_____	_____
_____	_____
_____	_____
_____	_____
<b>I.D Number:</b> _____	_____
<b>Number of years in industry:</b> _____	_____

Year	Time Period	Contract	Company	Position

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

<b>Signature:</b> _____	<b>Date:</b> _____
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