



Apply Health and Safety to a Work Area

Handout 4

Appointing Employee as Rep Form

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
HEALTH AND SAFETY REPRESENTATIVE APPOINTMENT

SECTION 17

(APPOINTEE'S NAME)

I, **(Appointer's Full Name)** the **(CEO- Legislative reference of appointment)** appointee of **(Appointer's Area –)** hereby appoint you **(Appointee's Full Name)** in terms of Section 17 as Health and Safety Representative for **(Appointee's Area)**.

A) In terms of Section 18, the following are your functions:

1. **To represent your employee electorate's interests** in terms of occupational health and safety.
2. **Carry out health and safety inspections of your workplace** as designated above prior to the health and safety committee meeting.
(Inspections must be carried out every 30 days, or in consultation with your employer. You and your employer should agree on the number and type of inspection to be carried out.)
3. **Serve on the appropriate health and safety committee.**
4. **Bring to the attention of your supervisor any deviations in respect to health and safety** that come to your attention.

B) You may also be entitled to:

1. **visit incident sites and attend inspections;**
2. **attend any investigation** / formal inquiry;
3. **inspect any document** (accept personal medical files);
4. **accompany an inspector;**
5. **be accompanied by technical advisor if approved by employer;** and
6. **Participate in internal audits.**

The committee will determine dates and times of health and safety committee meetings. Such meetings as determined by the committee should be attended.

You will be required to undergo Health and Safety Representative training in order to ensure that you can complete your tasks successfully.

Your appointment is valid from **(Start Date)** to **(End Date)**

..... **(Date)**
(Appointer's Signature)

ACCEPTANCE

I, **(Appointee's Full Name)** understand the implications of the appointment as detailed above and confirm my acceptance.

..... **(Date)**
(Appointee's Signature)