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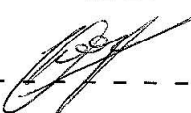

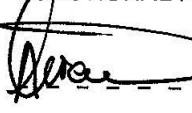
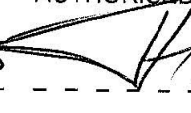
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**Foreword**

Eskom Distribution regards its responsibilities and duties in terms of the Occupational Health and Safety Act as fundamental in providing and maintaining a healthy and safe workplace.

This Standard provides a framework for the assigning process of employers in terms of Section 16 of the Occupational Health and Safety Act within Eskom Distribution. The Chief Executive is accountable for the implementation of Safety, Health and Environment in the organisation. The Chief Executive may assign his/her direct reports in terms of Section 16(2) and these assignees may in turn assign down in terms of Section 16(2) to perform these duties on their behalf.

This process is managed in general terms by means of various statutory appointments with regard to management in terms of Section 16 (2) of the Occupational Health and Safety Act as well as agreements in terms of Section 37 (2) of the Occupational Health and Safety Act with regard to any mandatory.

**Revision history**

This edition cancels and replaces edition no.3 DISASABN7 – Legal Appointments and Authorisations.

<b>Date</b>	<b>Rev.</b>	<b>Compiler</b>	<b>Remarks</b>
Sept 2000	Rev 0		Original document
May 2001	Rev 1		A few new examples of Letters of Appointment have been included: Annexes D9, 10, 11, 29, 32, 37, 38, 43
February 2003	Rev 2		The following sections and/or aspects were affected by this revision:  New Eskom logo Organisational terminology updated Section 3.1.1 Section 4.2.4 Annex B Annexes D2, D6, D7, D8, D9, D15, D17, D18, D20, D21, D23, D24, D29, D36, D38, D39, D40
March 2005	Rev 3		The following sections and/or aspects were affected by this revision:  Provision was made for all appointments under the Construction Regulations
July 2007	A	O.Swanepoel	New Document format, in line with Corporate Identity; Document Reference Number amended to bring in line with Organisational Requirements; Changed from DISASABN7 to 34-961;  Updated Section 2: Normative References;  Updated Section 3: Definition and Abbreviations, specifically:

Section 3.1 Definitions:

Deleted previous 3.1.2. Assignment

Included 3.1.2 Assignor

Included 3.1.6 Machinery

Deleted previous 3.1.7 Legal Appointment

Included 3.1.7 Non Statutory Appointments

Included 3.1.10 Supervision

Updated 3.2 Abbreviations, specifically:

Included 3.2.11 MEW: Major Engineering Works

Included 3.2.12 NEMA: National Environmental  
Management Act 107 of 1998,

Included 3.2.13 OHS Act: The Occupational Health and  
Safety Act 85 of 1993

Included 3.2.14 ORHVS: Operating Regulations for High  
Voltage Systems

Included 3.2.15 TO: Technical Official (previously known as  
Low Voltage Official)

Included 3.2.16 TSC: Technical Service Centre

Included 3.2.17 TSG: Technical Service Group

Included 3.2.18 TSO: Technical Service Officer

The following sections of the text were revised:

Amended Section 4 Requirements, specifically:

Amended Section 4.1 Responsibilities

Amended Section 4.2 Implementation of the Appointment  
and Authorisation process of 16(2) Assignees in terms of the  
Occupational Health and Safety Act, specifically Deleted  
4.2.9

Amended Section 4.3 General Machinery Regulation (GMR)  
2(1) Supervisor of Machinery and GMR 2(7) (a) Supervisor  
of Machinery Assistant, specifically included 4.3.2

Amended Section 4.4 Other OHS Act Appointments,  
specifically included 4.4.4

Amended Section 4.8 Filing of Appointment Letters and  
Organograms

Deleted previous Annex B – Appointment Reference Table

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Amended Annex B (previous Annex C –Option 1) - Model OHS Act Appointment Reference Table,

Updated/Amended Annex C – Option 2 - Model OHS Act Appointment Organogram

Updated/Amended the following Model Letters of Appointment:

Annex D1 – Assistant to Chief Executive

Annex D2 - Assistant to Distribution Managing Director

Annex D4 – Supervisor of Machinery (GMR 2(1))

Annex D5 - Supervisor of Machinery Appointment (GMR 2(7)(a))

Annex D6 – Appointment of the Principal Contractor – Construction Regulation 4 (1) (c)

Annex D7 - Appointment of Client Agent – Construction Regulation 4 (5)

Deleted previous Annex D8 – Appointment of the Construction Supervisor – Construction Regulation 6 (1) and Replaced by current Annex D8 – Supervisor of Construction Work (CR 6(1))

Deleted previous Annex D9 – Assistant Construction Supervisor – Construction Regulation 6 (2) and Replaced by current Annex D9 - Assistant Supervisor of Construction Work (Direct Supervision) (CR 6(2))

Amended Annex D10 - Appointment Construction Site Health and Safety Officer - Construction Regulation 6 (6)

Amended Annex D11 - Appointment of the Construction Site Risk Assessor -Construction Regulation 7 (1)

Amended Annex D12 - Appointment of the Fall Protection Plan Developer - Construction Regulation 8 (1) (a) – Made appointment Applicable to Distribution Divisional Level

Deleted previous D13 - Appointment of the Fall Protection Plan Supervisor - Construction Regulation 8 (1) (a) and Replaced with current Annex D13 - Appointment of the Fall Protection Plan Implementer- Construction Regulation 8 (1) (b) – Made appointment Applicable to Regional Level

Deleted previous D14 – Appointment of the Excavation Work Supervisor – Construction Regulation 11 (1)

Included D14 - Inspector of Fall Arrest Systems – C R 8 (2) (b), (c) and (d)

Deleted previous D15 – Appointment of the Demolition Work Supervisor - Construction Regulation 12 (1)

Included D15- Inspector of Unit Link Sticks

Amended D16- Shiftsman Appointment - General Machinery Regulation 4 and Shiftsman Operation of Machinery Guide (GMR 4)

Amended D17 - Health and Safety Representative Appointment - Section 17, 18 and 19

Amended D18 - Employer's Nominee for Health and Safety – Section 19

Amended D19 - Statutory Health and Safety Committee Chairperson Appointment

Amended D20 - Non-Statutory Health and Safety Committee Chairperson Appointment

Amended D22 - Endorser of Health and Safety Representative Inspection Reports Appointment - Section 18 (g)

Amended D23 - Endorser of minutes of the Occupational Health and Safety Committee Meetings Appointment – Section 20

Amended D24 - Incident/Accident Investigator Appointment – (GAR 9 (2))

Amended D25 - Appointment of Scaffolding Supervisor - Construction Regulation 14 (2)

Amended D26 - Appointment of the Suspended Platform Supervisor -Construction Regulation 15 (1)

Amended D27 - Inspector of Ladders - General Safety Regulation 13 A

Amended D28 - Appointment of Lifting Machinery Operator (DMR 18)

Amended D29 - Appointment of the Material Hoist Inspector - Construction Regulation 17 (8)

Amended D30 - Inspector of Lifting Machinery Appointment (DMR 17 & 18)

Amended D33 - Tester for Emergency Lighting Appointment (ERW3)

Amended D34 - Appointment of the Construction Vehicles and Mobile Plant Inspector - Construction Regulation 21 (1) (j)

Amended D35 - Appointment of the Temporary Electrical Installation Controller - Construction Regulation 22 (e)

Included D36 - Appointment of the Temporary Electrical Installation Inspector - Construction Regulation 22 (d)

Amended D37 - Appointment of the Stacking and Storage Supervisor -Construction Regulation 26 (a)

Amended D38 - Appointment of the Fire Extinguisher Inspector - Construction Regulation 27 (h)

Amended D39 - First Aid Co-ordinator Appointment (GSR 3(4))

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Deleted previous D40 – Electrical Flameproof Inspector Appointment

Amended D40 - First Aider Appointment (GSR 3(4))

Included D41 – Appointment of Electrical Installations in Hazardous Locations (EMR 8(7)) - Master Electrician –

Amended D42 - Installation Electrician Appointment (EIR 9 (2))

Amended D43 - Vessels under Pressure Inspector Appointment (VUP 11, 12, 13)

Amended D44 - Fire Co-ordinator / Fire Warden Appointment

Amended D45 - Responsible for Servicing and Maintenance of Fire Equipment

Included D46 - Regional Head of Emergency Preparedness Appointment

Included D47 - Emergency Preparedness Co-ordinator Appointment - Department / Unit / Complex

Amended D49 - Emergency Preparedness Appointment as Evacuation Official

Included D51 - Hazardous Chemical Substance Unit Controller Appointment

Amended D52- Emergency Preparedness Appointment as Transport Co-ordinator

Updated D57 - Distribution Live Work Authorisation

Oct 2007      0      O. Swanepoel      Document Approved

**Authorisation**

This document has been seen and accepted by:

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This Standard shall apply throughout Eskom Distribution Division.

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## **Keywords**

Appointments

## **Bibliography**

Not applicable

## **1. Scope**

### **1.1 Purpose**

The purpose of this standard is to ensure that statutory as well as Eskom authorisations comply with Legal requirements and non statutory appointments in terms of Eskom's health and safety requirements through the establishment of a standardised approach, and to ensure consistency throughout the Distribution Division.

### **1.2 Applicability**

This Standard shall apply throughout Eskom Distribution Division.

## **2. Normative references**

Parties using this Standard shall apply the most recent edition of the documents listed below:

DISASABZ7: First Aid Standard

DISASACA2: Medial Surveillance

DPC 34-228: Health and Safety Representatives Inspection Reports and Guidelines

DPC 34-350: Reporting, Recording, Investigating, Costing and Following-up of Incidents/Accidents

DST 34-132: Distribution Fire Risk Management

DST 34-315: Emergency Preparedness

DST 34-316: Occupational Health and Safety Committee Systems

DST 34-369: Monitoring of Occupational Hygiene Factors

DST 34-403: Risk Management Training

DST 34-404: Safe Handling and Storage of Vessels under Pressure

DST 34-405: Risk Management Filing System

ESKPVAEY6: Operating Regulations for High Voltage Systems (ORHVS)

### 3. Definitions and Abbreviations

#### 3.1 Definitions

**3.1.1 16(2) Assignee:** The Distribution Managing Director, Senior General Managers, all E Band Managers, M Band Managers and in exceptional circumstances CCU level Supervisors.

**Note:** The appointment of CCU level Supervisors as OHS Act Section 16(2) assignees should not happen as a norm but must be viewed as the exception to the rule within the Eskom Distribution context under the following circumstances:

- a) A CCU level Supervisor may be appointed as an OHS Act Section 16(2) assignee if he/she has staff reporting directly to him/her while the M Band Manager to whom the CCU level Supervisor reports is permanently stationed in another Region and/ or area.
- b) A CCU level Supervisor stands in for an M Band Manager, during a leave of absence, with full delegation of authority.

**3.1.2 Assignor:** To allocate to specific tasks.

**3.1.3 (to) Delegate:** To fully authorise a person to fulfil certain duties and functions on behalf of the Assignor.

**3.1.4 Employee:** Any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the supervision of an employer or any other person.

**3.1.5 Employer:** Any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him.

**3.1.6 Machinery:** Means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.

**3.1.7 Non Statutory Appointment:** An appointment made in terms of the Distribution Policies Procedures and Standards.

**3.1.8 Premises:** Includes any building, vehicle, vessel, train or aircraft, a workplace that the employee is capable of visiting and inspecting on a daily basis or a worksite where a person performs work.

**3.1.9 Statutory Appointment:** An appointment in terms of a particular Act e.g. OHS Act or NEMA.

**3.1.10 Supervision:** Refers to the overseeing of the actions of a person or persons to a sufficient degree so as to prevent any act that could be dangerous or in contravention of any legislation.

**3.1.11 The Act:** In the context of this standard refers to the Occupational Health and Safety Act.

**3.1.12 Work/working:** All physical activities in connection with apparatus excluding operating and other non-dangerous activities, which will not affect the health and safety of workers or the operation of the apparatus.

**3.1.15 Workplace:** Any premises or place where a person performs work in the course of his/her employment.

## **3.2 Abbreviations**

- 3.2.1 CR:** Construction Regulations
- 3.2.2 DMR:** Driven machinery Regulations
- 3.2.3 EDFS:** Electricity Delivery Field Services
- 3.2.4 EIR:** Electrical Installation Regulations
- 3.2.5 EMR:** Electrical Machinery Regulations
- 3.2.6 ERW:** Environmental Regulations for workplaces
- 3.2.7 GAR:** General Administrative Regulations
- 3.2.8 GMR:** General Machinery Regulations
- 3.2.9 GSR:** General Safety Regulations
- 3.2.10 kV:** Kilovolt
- 3.2.11 MEW:** Major Engineering Works
- 3.2.12 NEMA:** National Environmental Management Act 107 of 1998
- 3.2.13 OHS Act:** The Occupational Health and Safety Act 85 of 1993
- 3.2.14 ORHVS:** Operating Regulations for High Voltage Systems
- 3.2.15 TO:** Technical Official (previously known as Low Voltage Official)
- 3.2.16 TSC:** Technical Service Centre
- 3.2.17 TSG:** Technical Service Group
- 3.2.18 TSO:** Technical Service Officer
- 3.2.19 TSpO:** Technical Specialist Official
- 3.2.20 VUPR:** Vessels under Pressure Regulations

## **4. Requirements**

Compliance to this standard will be monitored through the Risk Audit System (RAS) and cross-reference will be made between this Standard and RAS.

### **4.1 Responsibilities**

- 4.1.1** All OHS Act Section 16(2) appointed Managers shall be responsible for the implementation and maintenance of the appointment process in terms of the OHS Act.
- 4.1.2** The Risk Management Department shall support Managers in ensuring that the process is properly administered and maintained.
- 4.1.3** Managers shall be responsible for requesting the appropriate legal appointments to be made/withdrawn/changed with the assistance of their Risk Co-ordinator/Practitioner.
- 4.1.4** Line Managers shall be responsible for making/changing/withdrawing appointments and/or authorisations.
- 4.1.5** The responsible Risk Co-ordinator/Practitioner shall furnish Line Management with a list of the relevant legal appointments on a quarterly basis for review.

**4.1.6** An organogram or index indicating the reporting structure in terms of the OHS Act shall be available at all units and shall be kept up to date by the responsible Line Manager supported by the Risk Co-ordinator/Practitioner. (Refer to Annex C for an example)

**4.1.7** All Managers shall ensure that the Section 16(2) assignees and all the other OHS Act appointees appointed by them receive training regarding their statutory responsibilities and requirements and that they conform to those requirements.

**4.1.8** The meeting of all training requirements shall precede the appointment process.

**4.1.9** Where appointments are made by virtue of the position and not the person, then when that person either leaves the position, the appointments made during their term of office are still valid.

## **4.2 Implementation of the Appointment and Authorisation process of Section 16(2) Assignees in terms of the Occupational Health and Safety Act (refer to Annex A)**

**4.2.1** The Chief Executive 16(1) shall delegate his duties to the Managing Director 16(2).

**4.2.2** The Managing Director shall assign duties and functions in terms of section 16(2) to all the General Managers and Senior General Managers.

**4.2.3** The General Manager shall assign duties and functions in terms of Section 16(2) to his/her Management team (E-band level Managers).

**4.2.4** The E-band level Managers shall further assign specific statutory duties and functions as determined by circumstances to the MMU level Managers.

**4.2.5** If deemed necessary the MMU level Managers shall further assign specific duties and functions to the MMM level Managers and even lower, under exceptional circumstances to CCU level Supervisors. (Refer to paragraph 3.1.1 above)

**4.2.6** All these assignments are regarded as 16(2) Appointments in terms of the definition of an employer as defined in the Occupational Health and Safety Act. Re-stated, this means that any person vested and charged with the control and supervision of persons shall be deemed to be the employer of such persons. The appointment process is based on the devolution of authority principle.

**4.2.7** The Managing Director does not appoint and sign all his sub-ordinate 16(2) assignees' Letters of Appointment directly. The appointment and authorisation of all 16(2) assignees shall be from the appointed employer, his/her supervisor one level above. With each further delegation the 16(2) assignee's scope of authority as contained in his/her Letter of Appointment shall be very specific in terms of his/her statutory duties and functions and area of responsibility.

**4.2.8** The duties and functions of all employers stem from legislation and organisational requirements.

## **4.3 General Machinery Regulation (GMR) 2(1) Supervisor of Machinery and GMR 2(7)(a) Supervisor of Machinery Assistant**

**4.3.1** To ensure that the provisions of the Act and the Regulations pertaining to General Machinery are complied with, the employer or user of machinery shall appoint, in writing, a competent person who is employed in a full time capacity.

**4.3.2** All relevant qualifications shall be filed together with the Letter of Appointment.

**4.3.3** These appointments shall be effected by the responsible 16(2) Manager(s) within his/her scope of authority and area of responsibility.

**4.3.4** The size of the operation or the quantity of machinery plays a role when the decision has to be taken as to who may be appointed in writing to supervise machinery (Refer to Section 2 of GMR).

**4.3.5** If the sum of power generated by machinery on the premises exceeds 1 200 kW, Regulation 1 (b) to (d) of GMR shall be consulted and adhered to. When the power generated is less than 1 200 kW the legislature does not specifically address the issue in that it is not stipulated who may be appointed. However, in terms of sub-regulation (1) it is required that a person be designated wherever machinery is being used and it is logical that any of the competent persons as contemplated in the definition may be designated.

**4.3.6** In terms of GMR 2 (7)(a) an employer or user of machinery may designate one or more competent persons to assist the supervisor of machinery.

**Note:** A Manager is not able to accredit a person. The person must be accredited through the relevant accreditation bodies or institutions.

When an employee is declared to be a competent person, proof must be given/ obtained of this competency declaration by way of official training records as well as practical assessments.

**4.3.7** The assignee should be able to visit the site he/she is supervising on a daily basis. In other words Eskom cannot appoint a competent person for a site if that person is unable to visit and inspect the site on a daily basis.

## **4.4 Other OHS Act Appointments**

**4.4.1** Annex B may be used as a guide to ensure that all the relevant OHS Act Appointments are made in each department or business unit.

**4.4.2** These appointments shall be effected by the responsible 16(2) Manager within his/her scope of authority and area of responsibility.

**4.4.3** The 16(2) Manager shall ensure that all appointees' are made conversant with and understand their duties and functions in terms of their statutory appointments.

**4.4.4** Where the appointment letters do not reflect all the legal requirements in terms of the Act then the relevant Section or Regulation shall be attached to that appointment letter.

## **4.5 Eskom Authorisations**

**4.5.1** These appointments and authorisations stem from Eskom specific Standards or Regulations, for example, the ORHVS Regulations.

**4.5.2** Annex B may be used as a guide to ensure that all Eskom Standards that require certain appointments to be made are complied with.

**4.5.3** These appointments shall be effected by the responsible 16(2) Manager within his/her scope of authority and area of responsibility.

**4.5.4** ORHVS appointments shall be effected by the GMR 2(1) assignees within his/her scope of authority and area of responsibility.

**4.5.5** In terms of Principal Contractor employees the Responsible Person Authorisation shall be signed by the GMR 2 (1) Appointee within his/her scope of authority and area of responsibility.

**4.5.6** The 16(2) Manager and the GMR 2(1) assignee shall ensure that all appointed employees are made conversant with and understand their duties and functions in terms of their appointments.

#### **4.6 Termination of OHS Act Appointments and Eskom authorisations**

**4.6.1** An employee's OHS Act appointment or Eskom authorisation shall be terminated by the 16(2) Manager in consultation with the GMR 2 (1), where required, on any of the following grounds:

**4.6.1.2** If he/she is no longer able to fulfil those duties for example by way of demotion.

**4.6.1.3** On the expiry of his/her term of appointment.

**4.6.1.4** If his/her employment is terminated, either by resignation, separation or retirement or he/she is transferred out of the section or department.

**4.6.1.5** If he/she resigns in writing from the position (excluding 16(2)'s and GMR 2(1)'s).

**4.6.2** If any OHS Act Appointee or an Eskom authorised employee wishes to resign he/she shall give notice of his/her intention at least one month prior to resignation.

#### **4.7 Appointment Letters (Refer to the Model Appointment Letters in Annex D)**

All Letters of Appointment shall have as the minimum requirements the following information:

- a) the type of appointment;
- b) the name of the person being appointed;
- c) the date on which the appointment is made;
- d) all duties and functions shall be listed or attached and clearly defined;
- e) the area of responsibility;
- f) the duration of the appointment;
- g) the signature of the appointee/assignee;
- h) the signature of the 16(2) Manager/ user or in terms of the ORHVS the GMR 2 (1).

All appointment forms are legal documents and all 16(2) Appointees shall ensure that all necessary proof of qualification, competencies and capabilities are assessed before appointments are made.

**Note 1:** No appointment form can be comprehensive enough to include all the legal duties an appointee is expected to fulfil. This is true, even where some sections or regulations may create the need for a specific appointment. One runs the risk of leaving out important specific and general duties by trying to list duties comprehensively in a letter of appointment. This practice of listing various Regulations by referring to the Regulation number is a common one.

**Note 2:** There is the danger that a Regulation referred to in the Letter of Appointment may be repealed, altered or added to, and that this would not be reflected in the appointment form. By having the appointment form refer to the legislation in a general sense, as well as to a Company's health and safety systems, this problem is eliminated as the wording or systems would be flexible enough to cope with such changes, as well as to unforeseen situations of duty and subsequent amendments on relevant forms.

**Note 3:** An appointment consists of more than just the appointment form. It has legal meaning and requires an appointee to consider OHS Act, the Regulations and all other requirements. Appointments must not be regarded as merely a paper exercise, and the forms should include reference to a Company's safety and health systems.

## **4.8 Filing of Appointment Letters and Organograms**

**4.8.1** Legal Appointment letters in terms of OHS Act and Eskom appointment letters and authorisations shall be available at all units and filed under the corresponding Risk Management Filing section.

**4.8.2** All appointees shall be provided with a copy of his/her appointment letter and shall be enlightened regarding his/her duties in terms of OHS Act or Eskom requirements.

**4.8.3** When an employer designates a competent person in terms of GMR 2(1) a copy of the appointment letter shall be forwarded to the Divisional Inspector of the Department of Labour.

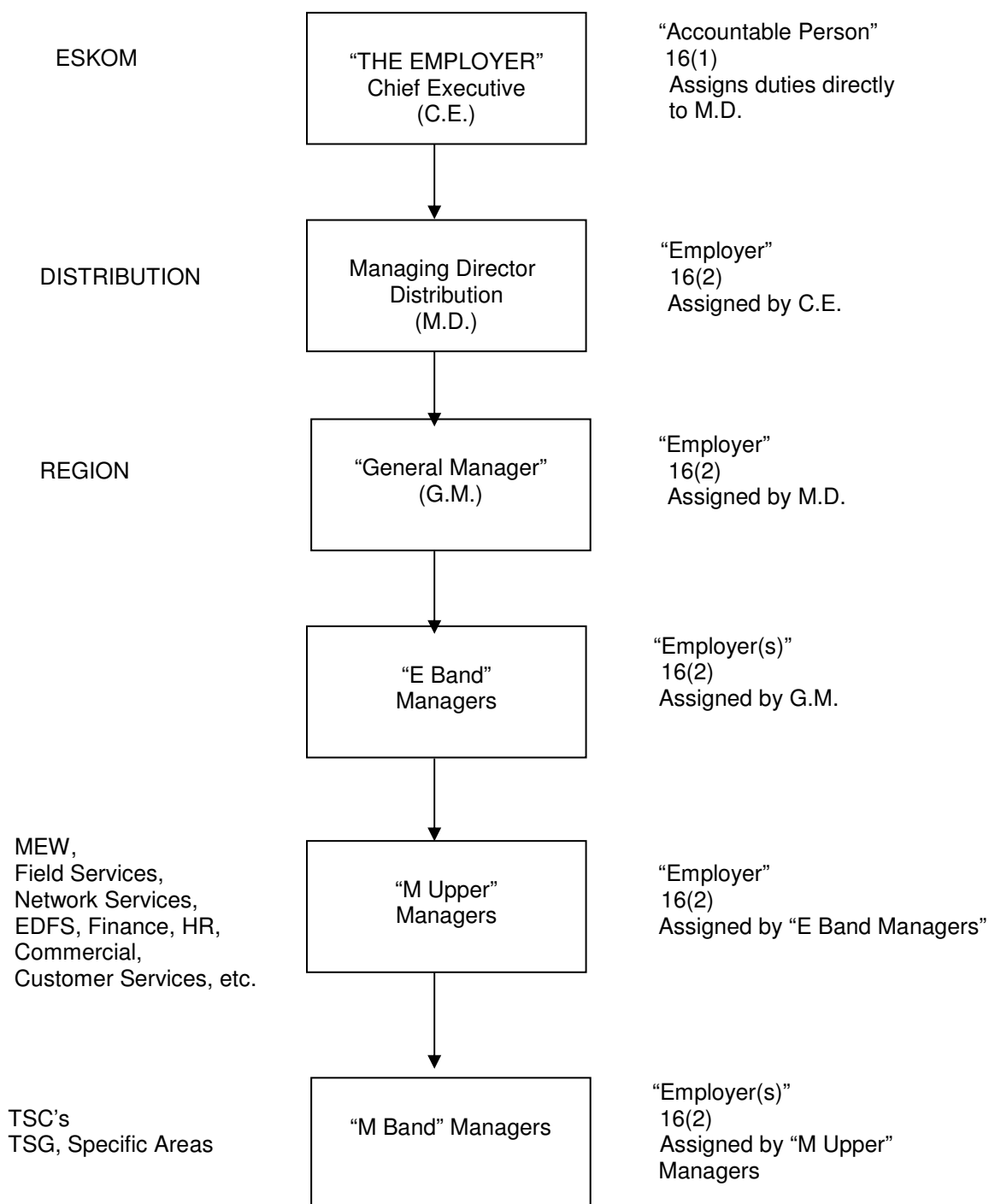
**4.8.4** The organogram (refer to Annex C - Option 2) and/ or Model OHS Act Appointment Reference Table (refer to Annex B - Option 1) for each Region shall be kept both on site and at the Regional Risk Managers' offices for perusal and auditing purposes.

## **4.9 Accountability**

An appointment in terms of the OHS Act does not necessarily make an employee criminally liable. The OHS Act makes any contravention of its provisions an offence which means that any employee who contravenes the Act, can be held criminally liable. It is only when an appointee has failed to carry out a duty imposed on him in terms of his appointment that he will be liable by virtue of his appointment.

**Annex A1**  
(normative)

**Flow Diagram for OHS Act 16(1) and 16(2) Statutory Appointments**



## **Annex A2**

(normative)

### **General Machinery Regulation 2**

- a) To ensure compliance with machinery – related provisions of the Act, an employer using machinery must appoint, in writing, a person in a full-time capacity as a 'Machinery Supervisor'.
- b) The person must be a competent person as defined. (Experience/ qualifications)
- c) A kW formula determines the category of competent person. If the sum of power generated by machinery plus power from other sources is:
  - A: less than 1200 kW =
    - 1) qualifications (apprenticeship) + 1 year practical experience;
    - 2) experience (5 years general + 1 year specific).
  - B: 1200 kW to 3000 kW =
    - 1) qualification (Eng. Diploma = T3/N5/equivalent) + 2 years practical experience;
    - 2) Graduate engineer + 2 years practical experience + passed exam;
    - 3) Certificated Engineer.
  - C: 3000 kW or more =
    - 1) Graduate engineer + 2 years practical experience;
    - 2) Certificated Engineer.
- d) Important to delegate to subordinate competent persons i.t.o. GMR 2(7) (a).
- e) Prime candidate for machinery-related incidents? The Machinery Supervisor will be the first choice for investigating machinery related incidents.

**Annex B (Option 1)**  
(informative)**Model OHS Act Appointment Reference Table****Note:** Either Annex B (option 1) or Annex C (option 2) may be used.

<b>Appt. No.</b>	<b>RAS Section</b>	<b>OHS Act <u>OR</u> ESKOM Standard/ Procedure</b>	<b>Appointment</b>	<b>Appointee</b>
1	Section 1	Section 16 (2)	Managing Director's Appointment	Ayanda Noah
2		Section 16 (2)	General Manager's / Senior General Managers Appointment	Izak Du Plessis
3		Section 16 (2)	Manager's Appointment	Alex Stramrood
4		GMR 2(1)	Supervisor of Machinery	M Jackson
5		GMR 2 (7) (a))	Supervisor of Machinery Assistant Appointment	L Khumalo
6		C R 4 (1)(C)	Principal Contractor	C Snell
7		C R 4 (5)	Appointment of Client Agent	J Smith
8		CR 6 (1)	Supervisor of Construction Work	A Daniels
9		CR 6(2)	Assistant Supervisor of Construction Work (Direct Supervision)	M Thomas
10		C R 6 (6)	Construction Site Health and Safety Officer	J Zuma
11		C R 7 (1)	Construction Site Risk Assessor	A Visser
12		C R 8 (1) (a)	Fall Protection Plan Developer - Distribution Divisional level	Gerhard van Deventer

**Annex B (Option 1)**

(continued)

13		C R 8 (1) (b)	Fall Protection Plan Implementer - Regional Level	I McFadden
14		C R 8 (2) (b), (c) and (d)	Inspector of Fall Arrest Systems	F van Jaarsveld
15		CR 8	Inspector of Unit Link Sticks	C Booth
16		GMR 4	Shiftmans Appointment	F Lötter
17		Section 17, 18 & 19	Health and Safety Representative	D Hird
18		Section 19	Employer's Nominee for Health and Safety	P Diedericks
19		DST - 34-316	Statutory Health and Safety Committee Chairperson	O Swanepoel
20		DST - 34-316	Non-Statutory Health and Safety Committee Chairperson	J Mthimkulu
21		Section 19 (6)	Co-opted Member to Serve on a Statutory Health and Safety Committee	B Kriel
22		Section 18 (g)	Endorser of Health and Safety Representative Inspection Reports	H Herbst
23		Section 20	Endorser of Minutes of the Occupational Health and Safety Committee Meetings Appointment	A Kotze
24		GAR 9 (2)	Incident/Accident Investigator	A Mthembu
25		C R 14 (2)	Scaffolding Supervisor	E Memela
26		C R 15 (1)	Suspended Platform Supervisor	E Kunene
27		GSR 13 A	Inspector of Ladders	N Kruger

**Annex B (Option 1)**  
(continued)

28		DMR 18	Lifting Machinery Operator	J Swart
29		C R 17 (8)	Material Hoist Inspector	T Hill
30		DMR 17 & 18	Inspector of Lifting Machinery	P James
31		C R 19 (2) (g) (i)	Explosive Powered Tools Issuer	T Barnard
32		C R 19 (3)	Explosive Powered Tools Operator	T Albert
33		ERW 3	Tester for Emergency Lighting Appointment	G Venter
34		C R 21 (1) (j)	Construction Vehicles and Mobile Plant Inspector	J Bruce
35		C R 22 (e)	Temporary Electrical Installation Controller	D van Rooyen
36		C R 22 (d)	Temporary Electrical Installation Inspector	J Meyer
37		C R 26 (a)	Stacking and Storage Supervisor	T Mazibuko
38		C R 27 (h)	Fire Extinguisher Inspector	K Robin
39		GSR 3(4)	First Aid Co-ordinator	F Smith
40		GSR 3(4)	First Aider	G Mphasi
41		EMR 8(7)	Appointment for Electrical Installations in Hazardous Locations - Master Electrician -	T Baloyi
42		EIR 9 (2)	Installation Electrician Appointment	T Baloyi
43		VUP 11, 12 and 13	Vessels under Pressure Inspector	P James
44		DST- 34-315	Fire Co-ordinator / Fire Warden Appointment	A Barnard

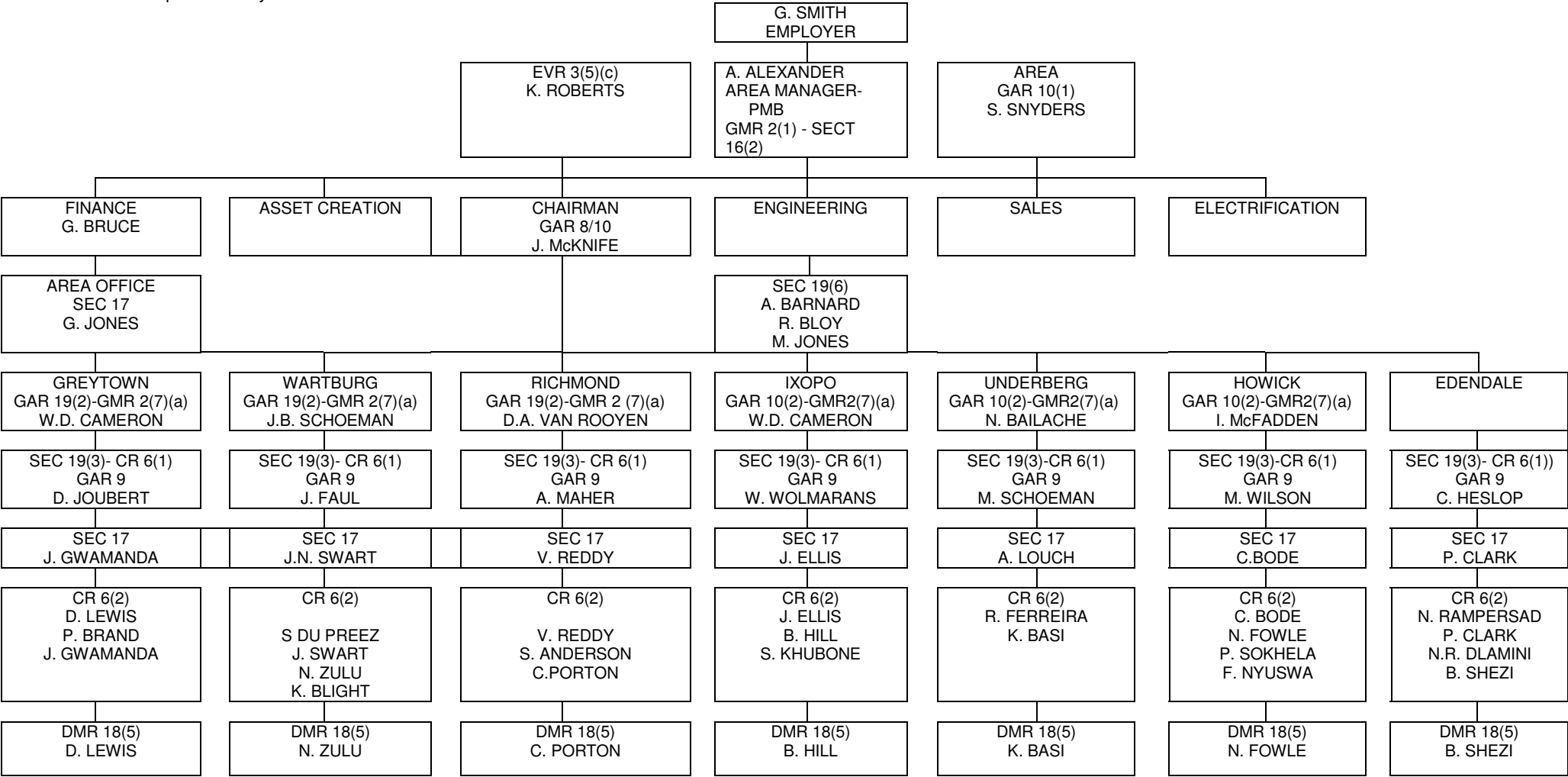
**Annex B (Option 1)**

(continued)

45		DST – 34-132	Responsible for Servicing and Maintenance of Fire Equipment	J John
46		DST- 34-315	Regional Head of Emergency Preparedness Appointment	S Frank
47		DST- 34-315	Emergency Preparedness Co-ordinator - Department / Unit / Complex	D Bryne
48		DST- 34-315	Evacuation Co-ordinator	J Human
49		DST- 34-315	Evacuation Official	G Venter
50		DST – 34-440	Hazardous Chemical Substance Co-ordinator	J Du Plessis
51		DST – 34-440	Hazardous Chemical Substance Unit Controller	D Black
52		DST- 34-315	Transport Co-ordinator	S Ntombela
53		DISASACA2	Responsible for Occupational Health	P Mphasi
54		Distribution Security document	Responsible for Unit Security	M De Jenger
55		ESKPVAEY6	High Voltage Authorisation for T.O (LV Work)	S Fourie
56		ESKPVAEY6	High Voltage Authorisation for Distribution/Transmission	K David
57		ESKPVAEY6	Distribution Live Work Authorisation	D Shange
58		National Environmental Management Act 107 of 1998	Environmental Management	R Kruger
59			Withdrawal of Appointment	

**Annex C (Option 2)**  
(informative)  
**Model OHS Act Appointment Organogram**

**NOTE** — This is a specimen only.



**Annex D1**  
(informative)**Model Letters of Appointment****Assistant to Chief Executive (Section 16(1))  
Managing Director's Appointment (Section 16 (2))****The Chief Executive**

I am charged, de facto, with the duty of ensuring compliance with the Occupational Health and Safety Act imposed under Section 16(1).

I hereby assign you to assist me in the performance of my duties in terms and by authority of Section 16(2) of the Legislation supra.

**Assignment Restricted to Managing Director**

I, (CE) \_\_\_\_\_ do hereby designate \_\_\_\_\_ as  
Principal 16(2) to assist me in the performance of my duties in the following area(s):

\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that the Occupational Health Safety Act requirements are implemented and maintained in your area of responsibility.

You may assign senior persons who shall report to you in writing to assist you in this responsibility.

\_\_\_\_\_  
**Section 16(1) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Section 16(2) Signature**

\_\_\_\_\_  
**Date**

**Annex D2**  
(continued)**Assistant to the Distribution Managing Director  
General Manager's / Senior General Manager's Appointment (Section 16(2))****Authorised Section 16(2) Assignee**

I am charged, de facto, with the duty of ensuring compliance with the Occupational Health and Safety Act imposed under Section 16(1).

I hereby assign you to assist me in the performance of my duties in terms and by authority of Section 16(2) of the Legislation supra.

**Assignment Restricted to General Managers**

I, (authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_, as 16(2) to assist me in the performance of my duties in the \_\_\_\_\_, as the General Manager/ Senior General Manager.

**Designated Responsibilities and Authority**

You shall ensure that the Occupational Health and Safety Act requirements are implemented and maintained in your area of responsibility.

You may assign senior persons who shall report to you in writing to assist you in this responsibility.

Your duties assigned are in accordance with Section 8 of the Occupational Health and Safety Act.

\_\_\_\_\_  
**Authorised 16(2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated 16(2) Signature**

\_\_\_\_\_  
**Date**

**Annex D3**  
(continued)



**Assistant to General Manager**

**Manager's Appointment (Section 16(2))**

**Authorised Section 16(2) Assignee**

I am charged, de facto, with the duty of ensuring compliance with the Occupational Health and Safety Act imposed under Section 16(1).

I hereby assign you to assist me in the performance of my duties in terms and by authority of Section 16(2) of the Legislation supra.

**Assignment Restricted to E, MMU, MMM and CCU levels**

I, (authorised 16(2)) .\_\_\_\_\_ do hereby designate \_\_\_\_\_  
as 16(2) to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that the Occupational Health and Safety Act requirements are implemented and maintained in your area of responsibility.

You may assign senior persons who shall report to you in writing to assist you in this responsibility.

Your duties assigned are in accordance with Section 8 of the Occupational Health and Safety Act.

\_\_\_\_\_  
**Authorised 16(2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated 16(2) Signature**

\_\_\_\_\_  
**Date**

**Annex D4**  
(continued)**Supervisor of Machinery (GMR 2(1))****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s):

\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

In terms of General Machinery Regulation 2(1) of the Occupational Health and Safety Act, an employer shall designate a person in a full-time capacity for each premises on or in which machinery is used.

You are hereby designated until further notice as the competent person as defined in the General Machinery Regulations of Occupational Health and Safety Act in respect of the premises or in respect of any machinery used by employees at any premises within the areas assigned.

You shall familiarise yourself with the requirements of the Occupational Health and Safety Act and its Regulations and see to it that it is adhered to, with respect to all machinery at the above premises. You are to report any deviations you cannot rectify to me immediately in writing for the necessary guidance and action.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated GMR 2(1) Signature**

\_\_\_\_\_  
**Date**

**Annex D5**  
(continued)**Supervisor of Machinery Assistant Appointment (GMR 2 (7) (a))****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s):

\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

In terms of General Machinery Regulation 2(7) (a) of the Occupational Health and Safety Act, an employer may designate subordinate competent persons for premises on or in which machinery is used.

You are hereby designated until further notice as the competent person as is defined in the General Machinery Regulations of Occupational Health and Safety Act for your area of responsibility. You are to perform your Occupational Health and Safety Act duties under the control and direction of the competent person. (Note: See GMR 2(1) appointment for reference.)

You shall familiarise yourself with the requirements of the Occupational Health and Safety Act and its regulations and see to it that it is adhered to, with respect to all machinery in use at the premises for your area of responsibility.

Please acknowledge the acceptance of your designation and the receipt of an updated copy of the Occupational Health and Safety Act with Regulations.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated GMR 2(7)(a) Signature**

\_\_\_\_\_  
**Date**

Annex D6  
(continued)

## Appointment of the Principal Contractor

## CONSTRUCTION REGULATION 4 (1)(C)

**Authorised Section 16(2) Assignee**

I, (Client's Name) hereby appoint (Principal Contractors Name) as the Principal Contractor responsible for (Site Address) to carry out the construction work of (Description of Construction Work) and if more than one Principal Contractor (Area of Responsibility).

**Designated Responsibilities and Authority**

You shall ensure that you meet all the requirements in terms of the Occupational Health and Safety Act and in particular requirements in terms of the Construction Regulations. You shall also ensure that all sub contractors appointed by yourself and reporting to you comply with the requirements as stipulated in the Construction Regulations.

You shall also ensure that all the information and specifications to ensure that the construction work is carried out in a safe manner are conveyed to all contractors appointed and reporting to you.

You shall further ensure that all records, registers and required lists are maintained and that all persons appointed to carry out tasks as stipulated by these regulations are competent and have the necessary resources to complete their tasks effectively in such a manner that health and safety is not in any manner compromised.

You shall submit a written weekly report on all shortfalls that have not been met in terms of the Construction Regulations.

\_\_\_\_\_  
Client's Signature\_\_\_\_\_  
Date**Acceptance of Designation**

Kindly confirm your acceptance of this appointment by completing the following:

I, (Principal contractor) understand the implications of the appointment as detailed above and confirm my acceptance.

The appointment is effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
Principal Contractor's Signature\_\_\_\_\_  
Date

**Annex D7**  
(continued)**Appointment of Client Agent****CONSTRUCTION REGULATION 4(5)****Authorised Section 16(2) Assignee**

I, **(Client's Name)** hereby appoint **(Agents Name)** as the agent responsible for **(Site Address)** to manage the construction work of **(Description of Construction Work)**.

**Designated Responsibilities and Authority**

You shall ensure that all the requirements in terms of the Occupational Health and Safety Act and in particular the Construction Regulations are met. You shall also ensure that all appointed contractors comply with the requirements as stipulated in the Construction Regulations.

You shall also ensure that all the information and specifications to ensure that the construction work is carried out in a safe manner are conveyed to all appointed contractors.

You shall further ensure that all records, registers and required lists are maintained and shall stop construction work upon identifying any non-compliance by any contractors; this includes stopping any work should the competency of the person carrying out such work be questionable.

\_\_\_\_\_  
**Client's Signature**\_\_\_\_\_  
**Date****Acceptance of Designation**

Kindly confirm your acceptance of this appointment by completing the following:

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

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Agent's Signature**\_\_\_\_\_  
**Date**

**Annex D8**  
(continued)**Supervisor of Construction Work (CR 6 (1))****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of CR 6(1).

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_ to assist me in the performance of construction work in the following area(s):

\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall make yourself familiar with :-

- The definition of "Construction Work"
- The definition of "Structure"
- Construction Regulation 11 – Excavation Work
- Construction Regulation 12 – Demolition Work
- You shall ensure that all construction work carried out in your area of responsibility is done so in terms of the Construction Regulations and that all the activities related to building work are in compliance with the Occupational Health and Safety Act.
- You shall ensure that all related rules, procedures; permits and supervision are being complied with.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Supervisor of Construction Work  
Designated CR 6(1))**

\_\_\_\_\_  
**Date**

**Annex D9**  
(continued)**Assistant Supervisor of Construction Work  
(Direct Supervision) (CR 6(2))****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2) \_\_\_\_\_) do hereby designate \_\_\_\_\_ to assist me in the performance of construction work in the following area(s):  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall supervise all construction work assigned, in your area of responsibility.

You shall perform your duties under the control and direction of the Construction Work Supervisor- (CR 6(1) Appointee)

You shall familiarise yourself with :

- The definition of "Construction Work"
- The definition of "Structure"
- Construction Regulation 11 - Excavation Work
- Construction Regulation 12 - Demolition Work.
- You shall ensure that all the activities related to construction work are in compliance with the Occupational Health and Safety Act.
- You shall ensure that all related rules, procedures, permits and supervision are being complied with.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Assistant Supervisor of Construction Work  
Designated CR 6(2)**

\_\_\_\_\_  
**Date**

## Annex D10

(continued)



## Appointment Construction Site Health and Safety Officer

## CONSTRUCTION REGULATION 6 (6)

**Authorised Section 16(2) Assignee**

I, **(Contractor's Name)**, after considering the size of project, degrees of danger and risks associated to the project, hereby appoint **(Safety Officer's Name)** as the Construction Site Health and Safety Officer responsible for **(Site Address)** to manage all the health and safety issues as required in terms of the Occupational Health and Safety Act.

**Designated Responsibilities and Authority**

You are required in terms of the Construction Regulations to have meaningful input in the design stage of the project and compilation of the Health and Safety Plans.

You are required to carry out periodic audits/inspections to ensure that all records, registers and required lists are maintained by the relevant responsible persons.

You shall stop any construction work upon identifying any non-compliance by any employee of your company or any sub contractors; this includes stopping any work should the competency of the person carrying out such work be questionable.

You shall submit a written report on all shortfalls that have not been met in terms of the Construction Regulations.

\_\_\_\_\_  
Contractors Full Signature

\_\_\_\_\_  
Date

**Acceptance of Designation**

Kindly confirm your acceptance of this appointment by completing the following:

I, **(Construction Site Health and Safety Officer's Name)** understand the implications of the appointment as detailed above and confirm my acceptance.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
Construction Site Health and Safety Officer's  
Signature- CR 6(6)

\_\_\_\_\_  
Date

**Annex D11**

(continued)

**Appointment of the Construction Site Risk Assessor****CONSTRUCTION REGULATION 7 (1)****Authorised Assignee**

I, **(Contractor's Name)** hereby appoint **(Risk Assessor's Name)** as the construction site risk assessor responsible for **(Site Address)** to carry out risk assessments prior to the commencement of construction work and any other risk assessment that may be required for the duration of the construction work.

**Designated Responsibilities and Authority**

You shall carry out and document risk assessments prior to the commencement of any work by:

- (a) identifying the risks and hazards to which persons may be exposed;
- (b) analysing and evaluating the risks and hazards identified;
- (c) having a documented plan of work instructions to mitigate, reduce or control the risks and hazards that have been identified;
- (d) having a monitoring plan; and
- (e) having a review plan.

\_\_\_\_\_  
**Authorised 16(2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

Kindly confirm your acceptance of this appointment by completing the following:

I, **(Construction Site Risk Assessor's Name)** understand the implications of the appointment as detailed above and confirm my acceptance.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Construction Site Risk Assessor's  
Signature – CR 7(1)**

\_\_\_\_\_  
**Date**

## Annex D12

(continued)



## Appointment of the Fall Protection Plan Developer

## CONSTRUCTION REGULATION 8 (1) (a) – Distribution Divisional level

**Authorised Section 16(2) Assignee**

I, (Principal Contractor/Contractor Name/Section 16(2)) hereby appoint (Fall Protection Plan Developer's Name) as the fall protection plan developer responsible for (Site Address) to develop a fall protection plan and ensure its implementation.

**Designated Responsibilities and Authority**

Your responsibilities are:

- a) to prepare a Fall Protection Plan for Distribution;
- b) to assist in development of a Training program to compliment the Fall Protection Plan.
- c) to ensure that the Fall Protection Plan and the Training Program is disseminated through out the Division;

\_\_\_\_\_  
**Authorised 16(2) / Principal Contractor/  
 Contractor Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

Kindly confirm your acceptance of this appointment by completing the following:

I, (Fall Protection Pan Developer's Full Name) understand the implications of the appointment as detailed above and confirm my acceptance.

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Fall Protection Plan Developer's Signature**

\_\_\_\_\_  
**Date**

## Annex D13

(continued)



## Appointment of the Fall Protection Plan Implementer

## CONSTRUCTION REGULATION 8 (1) (b) – Regional Level

**Authorised Section 16(2) Assignee**

I, (Principal Contractor/Contractor Name/Section 16(2)) hereby appoint (Fall Protection Plan Implementer's Name) as the fall protection plan implementer responsible for (Site Address) to ensure the implementation and conformance to the fall protection plan.

**Designated Responsibilities and Authority**

You shall ensure that the requirements in terms of the Construction Regulations from Regulation 8 (1)(b) up to and including Regulation 8 (5) (g) are implemented. You have the authority to delegate this responsibility to M Band level.

\_\_\_\_\_  
Section 16(2)/Principal Contractor's/  
Contractor's Signature

\_\_\_\_\_  
Date

**Acceptance of Designation**

Kindly confirm your acceptance of this appointment by completing the following:

I, (Fall Protection Plan Implementer's Full Name) understand the implications of the appointment as detailed above and confirm my acceptance.

This appointment is valid from \_\_\_\_\_ to the completion of the stipulated construction work (for Contractors)

Or

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing. (Eskom Employees)

\_\_\_\_\_  
Fall Protection Plan Implementer Signature

\_\_\_\_\_  
Date

**Annex D14**  
(continued)**Inspector of Fall Arrest Systems – C R 8 (2) (b), (c) and (d)****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of CR 8.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in ensuring that every set of FAS equipment is used by a trained user in the following  
area(s): \_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that the requirements of CR 8 (b), (c) and (d) are adhered to.

You shall ensure that all FAS equipment at your unit are in a good working condition.

You shall inspect FSA equipment three monthly and shall record your findings on a check sheet.

You shall ensure that persons at you unit are suitably trained to use FAS equipment, this includes the rescue equipment and system.

You are to ensure that all unserviceable FAS equipment are to be securely locked away to prevent unauthorised use.

You are to ensure that FAS Equipment repairs are conducted by an approved authority.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge  
that I understand the requirements of this designation.

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Inspector of FAS Designated  
CR 8 Signature**

\_\_\_\_\_  
**Date**

**Annex D15**

(continued)

**Inspector of Unit Link Sticks****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of CR 8.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in ensuring that every Link Stick used in the following area : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that all link sticks are identified with unique numbers

You shall ensure that all link sticks have the appropriate manufacturer's kV rating engraved on

You shall inspect all link sticks three monthly and shall record your findings in the record sheet.

You shall ensure that the appropriate protective covering / bag for the link sticks are clean and used

You are to ensure that all unserviceable link sticks are securely locked away to

prevent unauthorised use and noted in the record sheet.

You are to ensure that link stick repairs are conducted by an approved authority.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge  
that I understand the requirements of this designation.

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Inspector of Link Sticks**

\_\_\_\_\_  
**Date**

**Annex D16**

(continued)

**Shiftsman Appointment  
General Machinery Regulation 4****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s):

\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that the requirements of the GMR 4 (1) (2) (3) & (4) are implemented and maintained.

You shall ensure that you adequately supervise any machinery under your control during your shift, which requires constant attention, including live electrical machinery. If you have any queries or concerns regarding the safety of the machine allocated to you, you are to immediately report these queries and/or concerns to the competent, subordinate competent person or the 16(2) Assignee.

Attached to this appointment are the requirements of GMR 4 that you shall implement and maintain.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated GMR 4 Signature**

\_\_\_\_\_  
**Date**

**NOTE: Shiftsman Operation of Machinery Guide (GMR 4) must be printed with this Appointment.**

**Annex D16**

(continued)

**Shiftsman Operation of Machinery Guide (GMR 4)****Specific Standards**

- An employer or user of machinery shall ensure that every person authorised to operate machinery is fully aware of the dangers attached thereto and is conversant with the precautionary measures to be taken or observed to obviate such dangers.
- If a person operates any machinery which requires constant attention in order to avoid accidents, he/she shall under no circumstances leave his/her post while such machinery is in operation, unless he/she is relieved by a person who is authorised and competent to operate such machinery.
- An employer or user of machinery shall ensure that any machinery which requires constant attention in order to avoid accidents is under the supervision of a Shiftsman, who shall at all times be present on the premises while such machinery is in operation, and no person shall attend to or operate such machinery, except under the general supervision of a Shiftsman.
- No person supervising machinery and no person operating machinery shall, without the permission of his/her superior, authorise any other person to do his/her work.
- If machinery threatens or is likely to threaten the safety of persons when it is unexpectedly set in motion or made electrically alive, the employer or user of machinery concerned shall take all reasonable precautionary measures in order to ensure that such machinery cannot be set in motion or made electrically alive, and any person intending to set such machinery in motion or make it electrically alive shall take all reasonable precautionary measures in order to ensure that the safety of a person is not threatened or likely to be threatened.
- If machinery in operation threatens or is likely to threaten the safety of persons, the person supervising or operating such machinery or the employer or user of machinery concerned shall stop such machinery or cause it to be stopped.

**Annex D17**

(continued)

**Health and Safety Representative Appointment - Section 17, 18 and 19****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of Section 17.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s):

\_\_\_\_\_  
\_\_\_\_\_

**Designated Functions and Authority**

As the Health and Safety Representative for your area of designation, your functions may include, but shall not be limited to:

- a) Reviewing the effectiveness of the health and safety measures within your area of designation.
- b) Assessing the potential hazards to the health and safety of the employees within your area of designation.
- c) Inspecting the workplace and report on such inspection, and the aspects mentioned in (a), (b) and (c) above, to the employer.
- d) Participating in the investigations into incidents, within your area of designation, as contemplated in Section 18.
- e) You shall serve on the relevant Health and Safety Committee - Section 19 (2) (a).

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ for a specified period or until it is withdrawn in writing.

\_\_\_\_\_  
**Designated Section 17,18 and 19 Signature**

\_\_\_\_\_  
**Date**

**Annex D18**

(continued)

**Employer's Nominee for Health and Safety – Section 19****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
as a member of \_\_\_\_\_ Statutory Health and Safety Committee.

**Designated Responsibilities and Authority**

As the Employer nominated Health and Safety nominee, your functions include, but shall not be limited to:

- You shall be required to participate in the meeting with the view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of Eskom employees.
- You shall be required to attend all meetings.

\_\_\_\_\_  
**Authorised 16(2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Employer's Nominee for Health and Safety**

\_\_\_\_\_  
**Date**

**Annex D19**

(continued)

**Statutory Health and Safety Committee Chairperson Appointment****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of Section 19.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

As the Chairperson of the Health and Safety Committee, you shall be required to make yourself conversant with Section 19 – Health and Safety Committees and Section 20 – Functions of Health and Safety Committee of the Occupational Health and Safety Act as well as the Distribution Standard – 34-316 Occupational Health and Safety Committee Systems.

\_\_\_\_\_  
**Authorised 16(2) Signature**\_\_\_\_\_  
**Date****Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Health and Safety Committee  
Chairperson's Signature**\_\_\_\_\_  
**Date**

**Annex D20**

(continued)

**Non-Statutory Health and Safety Committee Chairperson Appointment****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of Section 19.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_ to assist me in the performance of my duties in the following area(s): \_\_\_\_\_.

**Designated Responsibilities and Authority**

As the Chairperson of the Non-statutory Health and Safety Committee, you shall be required to make yourself conversant with Section 19 – Health and Safety Committees and Section 20 – Functions of Health and Safety Committee of the Occupational Health and Safety Act as well as the Distribution Standard – 34-316 Occupational Health and Safety Committee Systems.

\_\_\_\_\_  
**Authorised 16(2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Health and Safety Committee  
Chairperson's Signature**

\_\_\_\_\_  
**Date**

**Annex D21**

(continued)



**Co-opted Member to Serve on a Statutory Health and Safety  
Committee - Section 19 (6)**

**Authorised Section 16(2) Assignee:**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised Sect 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
as a co-opted member of the \_\_\_\_\_ Statutory  
Health and Safety Committee.

**Designated Functions and Authority**

You shall serve on the said committee in an advisory capacity and will not be able to vote on any matter discussed at the meeting.

You are co-opted on to the committee by virtue of your particular knowledge in health and safety and/ or an advisory member of other matters of relevance to health and safety.

You will be required to attend meetings when requested to do so, for the committee assigned.

\_\_\_\_\_  
**Authorised 16 (2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.  
The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Appointee**

\_\_\_\_\_  
**Date**

**Annex D22**

(continued)

**Endorser of Health and Safety Representative Inspection Reports  
Appointment - Section 18 (g)****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_

**Designated Responsibilities and Authority**

For this position you shall have the following duties and responsibilities:

- You shall familiarise yourself with Section 18 of the Occupational Health and Safety Act and all Eskom requirements pertaining to Health and Safety Representative responsibilities.
- You shall endorse all Health and Safety Representatives reports and familiarise yourself with their contents.
- You shall report all deviations to the Health and Safety Committee.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Section 18 (g) Signature**

\_\_\_\_\_  
**Date**

**Annex D23**

(continued)

**Endorser of Minutes of the Occupational Health and Safety Committee  
Meetings Appointment –Section 20****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_

**Designated Responsibilities and Authority**

For this position you shall have the following duties and responsibilities:

- You shall endorse all Committee Meetings Minutes and familiarise yourself with their contents and correct any deviations to standards.
- You shall familiarise yourself with Section 20 and all Eskom requirements pertaining to Statutory Health and Safety Committees.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Endorser of H & S Committee Minutes  
Section 20 Signature**

\_\_\_\_\_  
**Date**

**Annex D24**

(continued)

**Incident/Accident Investigator Appointment – (GAR 9 (2))****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of Section 9 (2).

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of incident investigations in the following area(s):

\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that you investigate all the incidents that occur in accordance with Section 24 and Distribution Procedure, Reporting, Recording, Investigating, Costing and follow up of Incident/Accidents.

**Ensure that you investigate the following:**

Investigate incidents that occur on the premises and other Distribution sites:

- (i) Record the findings of the investigation on an OHS Act Annexure 1 form.
- (ii) Report the findings of all investigations to your Employer and Health and Safety committee.
- (iii) Ensure that the Employer and the Chairman of the Health and Safety Committee endorse the record of each incident.
- (iv) Keep a register of all incidents – Annexure 1 summary.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Incident/Accident Investigator's Signature**

\_\_\_\_\_  
**Date**

## Annex D25

(continued)



## Appointment of Scaffolding Supervisor

## CONSTRUCTION REGULATION 14 (2)

**Authorised Section 16(2) Assignee**

I, (Section 16(2)/ Principal Contractor/Contractor Name) hereby appoint (Scaffolding Supervisor's Name) as the scaffolding supervisor responsible for (Site Address) to supervise and carry out all the necessary inspections in terms of all scaffolding work.

**Designated Responsibilities and Authority**

You shall ensure that when becoming aware of any health and safety hazards in respect to scaffolding work that the necessary precautionary measures are taken and enforced.

You shall on a monthly basis inspect all scaffolding for defects and record your findings on a checklist.

You shall further ensure that the requirements of the Construction Regulations are at all times met.

On identifying any shortfalls or hazards convey such information in writing to the Construction Supervisor.

Carry out adhoc inspections of scaffolding whilst in use.

\_\_\_\_\_  
Section 16(2)/ Principal Contractor/  
Contractors Signature

\_\_\_\_\_  
Date

**Acceptance of Designation**

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

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
Scaffolding Supervisor's Signature

\_\_\_\_\_  
Date

## Annex D26

(continued)



## Appointment of the Suspended Platform Supervisor

## CONSTRUCTION REGULATION 15 (1)

**Authorised Section 16(2) Assignee**

I, **(Principal Contractor/Contractor Name)** hereby appoint **(Suspended Platform Supervisor's Name)** as the suspended platform supervisor responsible for **(Site Address)** to supervise and carry out all the necessary inspections in terms of all suspended platform work.

**Designated Responsibilities and Authority**

You shall ensure that when becoming aware of any health and safety hazards in respect to suspended platform work that the necessary precautionary measures are taken and enforced.

You shall further ensure that the requirements of the Construction Regulations are at all times met.

On identifying any shortfalls or hazards convey such information in writing to the Construction Supervisor.

Carry out adhoc inspections of suspended platforms whilst in use.

\_\_\_\_\_  
Principal Contractor/Contractor's Signature

\_\_\_\_\_  
Date

**Acceptance of Designation**

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

This appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
Suspended Platform Supervisor's Signature

\_\_\_\_\_  
Date

**Annex D27**

(continued)

**Inspector of Ladders****GENERAL SAFETY REGULATION 13 A****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of GSR 13 A.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in ensuring that every ladder is inspected and a record kept of the inspections in the  
following area(s):  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

- You shall ensure that the requirements of GSR 13 A are adhered to.
- You shall ensure that all ladders at your unit are in a good working condition.  
You shall inspect ladders three monthly and shall record your findings on a check sheet.
- You shall ensure that persons at you unit are suitably trained to use ladders.
- You are to ensure that all unserviceable ladders are to be securely locked with unique locks to prevent unauthorised use.
- You are to ensure that ladder repairs are conducted by an approved authority.

\_\_\_\_\_  
**Authorised (16)2 Signature**\_\_\_\_\_  
**Date****Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge  
that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Inspector of Ladders Designated GSR 13 A**\_\_\_\_\_  
**Date**

**Annex D28**

(continued)

**Appointment of Lifting Machinery Operator (DMR 18)****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of DMR 18(11).

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in ensuring that you only operate the following type/category of crane:

\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that the requirements of DMR 18 are implemented and maintained.

You shall conduct a pre-use inspection every time before you use your equipment and record your findings on the checklist.

You shall not operate any of your equipment if the equipment is defective. Defective equipment must be immediately reported to your immediate Superior.

You shall not permit any unqualified and unauthorised persons to operate your equipment.

When you leave your equipment for what ever reason you shall ensure that:

- There is no unauthorised use.
- The brakes/stop blocks are applied.
- The equipment is parked in a safe area.
- The lifting device is placed on the ground.
- A load is not left suspended.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Operator of Lifting Machinery  
Designated DMR 18(11)**

\_\_\_\_\_  
**Date**

## Annex D29

(continued)



## Appointment of the Material Hoist Inspector

## CONSTRUCTION REGULATION 17 (8)

**Authorised Section 16(2) Assignee**

I, **(Principal Contractor/Contractor Name)** hereby appoint **(Material Hoist Inspector's Name)** as the material hoist inspector responsible for **(Site Address)** to supervise and carry out all the necessary inspections in terms of all material hoists on site.

**Designated Responsibilities and Authority**

You are required to inspect every material hoist used on the construction site as assigned to you in accordance to Construction Regulation 17(8).

You shall ensure that when becoming aware of any health and safety hazards in respect to material hoists are identified, that the necessary precautionary measures are taken and enforced.

You shall on identifying any shortfalls or hazards convey such information in writing to the Construction Supervisor.

You shall further ensure that the requirements of Construction Regulation 17 are met at all times.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

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

The appointment is with effect from \_\_\_\_\_ until withdrawn in writing.

\_\_\_\_\_  
**Material Hoist Inspector – Section 17(8)**

\_\_\_\_\_  
**Date**

**Annex D30**  
(continued)**Inspector of Lifting Machinery Appointment (DMR 17 & 18)****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

For this position you shall have the following duties and responsibilities and ensure that:

- You are registered by Engineering Council of South Africa as a Lifting Machine/ Lifting Gear Inspector (Govt. no R158, 18 February 2005).
- All lifting gear is numbered.
- All lifting machinery is numbered.
- All lifting gear and machinery is inspected every three months and your findings are recorded in a register.
- All lifting machinery is load tested annually and your findings are recorded in a register.
- All deviations noted are reported to the responsible person.

\_\_\_\_\_  
**Authorised 16(2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Inspector of Lifting Machinery  
DMR 17(2) and 18(5,6,7) Signature**

\_\_\_\_\_  
**Date**

**Annex D31**

(continued)

**Appointment of the Explosive Powered Tools Issuer****CONSTRUCTION REGULATION 19 (2) (g) (i)****Authorised Section 16(2) Assignee**

I, **(Principal Contractor/Contractor Name)** hereby appoint **(Explosive Powered Tools Issuer's Name)** as the explosive powered tools issuer responsible for **(Site Address)** to issue, receive and record the issuing and receiving of all cartridges and nails or studs.

**Designated Responsibilities and Authority**

- You shall ensure that when becoming aware of any health and safety hazards in respect to Explosive Powered Tools that the necessary precautionary measures are taken and enforced.
- You shall further ensure that the requirements of the Construction Regulations are at all times met.
- On identifying any shortfalls or hazards convey such information in writing to the Construction Supervisor.

\_\_\_\_\_  
**Principal Contractor's/Contractor's Signature**\_\_\_\_\_  
**Date****Acceptance of Designation**

I, **(Explosive Powered Tools Issuer's Name)** understand the implications of the appointment as detailed above and confirm my acceptance.

This appointment is valid from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Explosive power tools issuer's Signature  
CR 19 (2) (g) (i)**\_\_\_\_\_  
**Date**

## Annex D32

(continued)



## Appointment of the Explosive Powered Tools Operator

## CONSTRUCTION REGULATION 19 (3)

**Authorised Section 16(2) Assignee**

I, (Principal Contractor/Contractor Name) hereby appoint (Explosive Powered Tools Operator's Name) as the explosive powered tools operator responsible for the safe operation and handling of all cartridges and nails or studs.

**Designated Responsibilities and Authority**

You shall ensure that when becoming aware of any health and safety hazards in respect to Explosive Powered tools that the necessary precautionary measures are taken and enforced.

You shall further ensure that the requirements of the Construction Regulations are at all times met. On identifying any shortfalls or hazards convey such information in writing to the Construction Supervisor.

\_\_\_\_\_  
Principal Contractor's/Contractor's Signature

\_\_\_\_\_  
Date

**Acceptance of Designation**

I, (Explosive Powered Tools Operator's Name) understand the implications of the appointment as detailed above and confirm my acceptance.

This appointment is valid from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
Explosive Power Tools Operator's Signature  
CR 19 (3)

\_\_\_\_\_  
Date

**Annex D33**

(continued)

**Tester for Emergency Lighting Appointment (ERW3)****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of ERW 3 (5).

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of testing the emergency lighting in the following area(s):  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

For this position you shall have the following duties and responsibilities:

- You shall familiarise yourself with Environmental Regulation for Workplaces Regulation 3.
- You shall inspect, test and maintain all sources of emergency lighting to ensure efficient operation in your area of appointment, at intervals of not more than three months.
- You shall further be responsible for entering, without delay the results of each inspection and test in a record book compiled specifically for this purpose.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge  
that I understand the requirements of this designation.

The appointment is with effect \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated ERW 3(5) Signature**

\_\_\_\_\_  
**Date**

## Annex D34

(continued)



## Appointment of the Construction Vehicles and Mobile Plant Inspector

## CONSTRUCTION REGULATION 21 (1) (j)

**Authorised Section 16(2) Assignee**

I, (Principal Contractor/Contractor Name) hereby appoint (Construction Vehicles and Mobile Plant Inspector's Name) as the construction vehicles and mobile plant inspector responsible for (Site Address) to inspect on a daily basis all construction vehicles and mobile plant.

**Designated Responsibilities and Authority**

You are required to carry out a daily inspection of all construction vehicles and mobile plants on your allocated site and record such inspections in the appropriate register.

You shall ensure that when becoming aware of any health and safety hazards in respect to Construction vehicles and mobile plant that these are reported to the Principal Contractor/ Contractor.

You shall familiarise yourself with the Construction Regulations.

\_\_\_\_\_  
Principal Contractor/Contractor's Signature

\_\_\_\_\_  
Date

**Acceptance of Designation**

I, (Construction Vehicles and Mobile Plant Inspector's Name) understand the implications of the appointment as detailed above and confirm my acceptance.

The appointment is valid from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
Construction Vehicles and Mobile Plant  
Inspector's Signature

\_\_\_\_\_  
Date

## Annex D35

(continued)



## Appointment of the Temporary Electrical Installation Controller

## CONSTRUCTION REGULATION 22 (e)

**Authorised Section 16(2) Assignee**

I, (Principal Contractor/Contractor Name) hereby appoint (Temporary Electrical Installation Controller's Name) as the temporary electrical installation controller responsible for (Site Address).

**Designated Responsibilities and Authority**

You are required to control all temporary electrical installations on the site allocated and to ensure that respective installations and electrical machinery meet the requirements of Construction Regulation 22.

You shall familiarise yourself with the above Regulation.

\_\_\_\_\_  
Principal Contractor's/Contractor's Signature

\_\_\_\_\_  
Date

**Acceptance of Designation**

I, (Temporary Electrical Installations Controller's Name) understand the implications of the appointment as detailed above and confirm my acceptance.

The appointment is valid from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
Temporary Electrical Installation  
Controller's Signature

\_\_\_\_\_  
Date

**Annex D36**  
(continued)



**Appointment of the Temporary Electrical Installation Inspector**  
**CONSTRUCTION REGULATION 22 (d)**

**Authorised Section 16(2) Assignee**

I, **(Principal Contractor/Contractor Name)** hereby appoint **(Temporary Electrical Installation Inspector's Name)** as the temporary electrical installation inspector responsible for **(Site Address)**.

**Designated Responsibilities and Authority**

You are required to inspect all temporary electrical installations on site at least once a week and electrical machinery on a daily basis before use.

You are to record these inspections in the appropriate register which shall be kept on site.

You shall familiarise yourself with Construction Regulation 22.

\_\_\_\_\_  
**Principal Contractor's/Contractor's Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

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

The appointment is valid from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Temporary Electrical Installation  
Inspector's Signature**

\_\_\_\_\_  
**Date**

**Annex D37**  
(continued)



**Appointment of the Stacking and Storage Supervisor**  
**CONSTRUCTION REGULATION 26 (a)**

**Authorised Section 16(2) Assignee**

I, **(Principal Contractor/Contractor Name)** hereby appoint **(Stacking and Storage Supervisor's Name)** as the stacking and storage supervisor responsible for **(Site Address)**.

**Designated Responsibilities and Authority**

You are required to manage all stacking and storage on site in terms of Construction Regulation 26.

You shall familiarise yourself with the above Construction Regulation.

\_\_\_\_\_  
**Principal Contractor's/Contractor's Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

This appointment is valid from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Stacking and Storage Supervisor's Signature**

\_\_\_\_\_  
**Date**

## Annex D38

(continued)



## Appointment of the Fire Extinguisher Inspector

## CONSTRUCTION REGULATION 27 (h)

**Authorised Section 16(2) Assignee**

I, (Principal Contractor/Contractor Name) hereby appoint (Fire Extinguisher Inspector's Name) as the fire extinguishing inspector responsible for (Site Address) to carry out all inspections in respect to fire extinguishers.

**Designated Responsibilities and Authority**

You shall carry out all inspections of all fire fighting equipment that is positioned within your work site in terms of Construction Regulation 27.

You shall record your inspections in the appropriate register which shall be kept on site.

You shall familiarise yourself with the above Construction Regulation.

\_\_\_\_\_  
Principal Contractor's/Contractor's Signature

\_\_\_\_\_  
Date

**Acceptance of Designation**

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

The appointment is valid from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
Fire Extinguisher Inspector's Signature

\_\_\_\_\_  
Date

**Annex D39**

(continued)

**First Aid Co-ordinator Appointment (GSR 3(4))****Authorised section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

For this position you shall have the following duties and responsibilities:

- Ensuring that all the injuries are treated.
- Ensuring that all treatments are recorded in the first-aid book/record sheet.
- Ensuring that certificates at your unit are valid at all times.
- Ensuring that the first-aid boxes are equipped with the minimum requirements in accordance with Organisational requirements.
- Ensuring that the first-aid box is sign posted indicating location and to whom it is assigned.
- Ensuring that the first-aid box is unobstructed.
- Ensuring that all employees in your department are familiar with the fact that you are the First-Aider and with the exact location of the box.
- Ensure that the names of the appointed First Aiders are displayed on the box with details of how to get hold of them in the event of an emergency. (Discretion is allowed in the marking of boxes)
- You shall familiarise yourself with the General Safety Regulation 3.

\_\_\_\_\_  
**Authorised 16(2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**First aid Co-ordinator  
GSR 3(3)(a)(b) and 4 Signature**

\_\_\_\_\_  
**Date**

**Annex D40**  
(continued)**First Aider Appointment (GSR 3(4))****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties in terms of GSR 3.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of first aid inspections/checks in the following area(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated responsibilities and authority**

You shall ensure that the first aid box which is assigned to you is stocked with the legally required contents, and that you inspect these boxes on a monthly basis and record your findings.

You shall treat all injuries/illnesses in accordance with your training received.

You shall ensure that all treatments are recorded in the first aid book/record sheet.

You shall familiarise yourself with General Safety Regulation 3.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated GSR 3(4) Signature**

\_\_\_\_\_  
**Date**

**Annex D41**

(continued)

**Appointment for Electrical Installations in Hazardous Locations (EMR 8(7))  
- Master Electrician – (Internal Use)****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

For this position you shall have the following duties and responsibilities:

- You shall familiarise yourself with the EMR 8 requirements.
- You shall examine and test all applicable electrical machinery at intervals not exceeding 2 years.
- You shall enter the results of the tests and examinations into the record book.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is effective from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated EMR 8(7) Signature**

\_\_\_\_\_  
**Date**

**Annex D42**

(continued)

**Installation Electrician Appointment (EIR 9 (2))****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that the requirements of the Electrical Installation Regulations are complied with.

**Specific responsibilities:**

- Exercise general supervision on a full-time basis over the installation work which is not performed by you, whilst it is in progress.
- Ensure that the work is done in a safe manner and in accordance with all safety standards and by-laws.
- Inspect and test all completed work prior to making application for the connection of the electrical installation to the electrical supply.
- Complete a certificate of compliance if no exemption has been obtained from this requirement.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is in effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated EIR 9(2) Signature**

\_\_\_\_\_  
**Date**

**Annex D43**

(continued)

**Vessels under Pressure Inspector Appointment (VUP 11, 12, 13)****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

For this position you shall have the following duties and responsibilities:

- You shall familiarise yourself with the legal requirements under the Regulations for Vessels under Pressure.
- You shall examine and test all pressure vessels at intervals not exceeding 36 months.
- You shall enter the results of the test and examinations in the record book.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is in effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Vessels Under Pressure  
Regulation 11, 12, 13 Signature**

\_\_\_\_\_  
**Date**

**Annex D44**

(continued)

**Fire Co-ordinator / Fire Warden Appointment****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_

**Designated Responsibilities and Authority**

- You shall ensure that the requirements of ERW 9 are complied with.
- You shall ensure that all the fire fighting equipment is in a good working condition.
- You shall inspect all your fire fighting equipment once a month and record your findings on a checklist.
- \*You shall ensure that your team members are trained in all the potential health and safety hazards associated with fires.
- \*You shall ensure that all your team members are trained in the safe use of all fire fighting protective equipment as well as breathing apparatuses.
- You shall inspect all your fire protective equipment on a monthly basis and record the findings in the appropriate register.
- You shall ensure that all detection and protection systems are inspected and maintained by an approved authority.
- You shall ensure that a copy of the annual service record of the fire equipment at the relevant unit is filed in relevant section of the Risk Management Filing System.

**Note: \* - These are only applicable where fire teams exist.**

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Fire Co-ordinator Signature**

\_\_\_\_\_  
**Date**

**Annex D45**

(continued)

**Responsible for Servicing and Maintenance of Fire Equipment****Authorised Section 16(2) Assignee**

I have been assigned by an authorised Sect 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2) \_\_\_\_\_ do hereby designate \_\_\_\_\_ to assist me in the performance of servicing and maintenance of the relevant fire equipment in :

\_\_\_\_\_

**Designated Functions and Authority**

You shall service the fire equipment in terms of the Distribution Fire Risk Management Standard as required.

You shall carry out inspections of fire equipment as and when required and furnish a report to the relevant Line Manager on the state of the equipment inspected. (This does not remove the inspections required by the relevant units)

Notwithstanding Vessels Under Pressure Regulations, you shall ensure that all fire extinguishers are pressure tested.

You shall furnish the Regional Risk Management Department with a copy of a certificate certifying that the pressure testing of the extinguishers is carried out by a contractor authorised to do so in terms of SANS 1475.

\_\_\_\_\_  
**Authorised Sect 16 (2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Appointee**

\_\_\_\_\_  
**Date**

**Annex D46**

(continued)

**Regional Head of Emergency Preparedness Appointment****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

For this position you shall have the following duties and responsibilities:

You shall:

- ensure that effective and tested emergency action plans are in place in all departments/units within your Region.
- ensure that the Regions plan is in co-ordination with the Distribution Divisional plan.
- keep the Divisional Manager informed as to the state of readiness of emergency action plans.
- ensure that the local police, ambulance, fire brigade and medical services are incorporated in your emergency plans.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Head of EP Appointee's Signature**

\_\_\_\_\_  
**Date**

**Annex D47**

(continued)

**Emergency Preparedness Co-ordinator Appointment****Department / Unit / Complex****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_

**Designated Responsibilities and Authority**

- You shall ensure that a user-friendly emergency procedure is drawn up, implemented and maintained for your area of responsibility.
- You shall ensure that your plan compliments other buildings and/or surrounding industry/establishments.
- You shall ensure that the local police, ambulance, fire brigade and medical services are incorporated in your emergency plans.
- You shall ensure that the emergency procedures are being complied with.
- You shall ensure that all the role players are well informed regarding their duties in the event of an emergency.
- You shall ensure that emergency drills are carried out on a regular basis and record your findings. and hold post mortem meeting.
- You are responsible for co-ordinating the emergency procedure during an emergency.

\_\_\_\_\_  
**Authorised (16)2 Signature**\_\_\_\_\_  
**Date****Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**EP Co-ordinator's Signature**\_\_\_\_\_  
**Date**

**Annex D48**

(continued)

**Emergency Preparedness Appointment as Evacuation Co-ordinator****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

Duties include:

- Ensuring that there is an effective evacuation procedure with sufficient properly trained members who can take effective action during emergencies.
- There are floor plans available indicating all the escape routes and alternative routes.
- Ensuring that evacuation officials are trained and kept in state of preparedness.
- Monitoring and co-ordinating evacuation activities.
- Reporting to E.P. Co-ordinator as soon as the area has been cleared.

\_\_\_\_\_  
**Authorised 16(2)**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Evacuation Co-ordinator's Signature**

\_\_\_\_\_  
**Date**

**Annex D49**

(continued)

**Emergency Preparedness Appointment as Evacuation Official****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_

**Designated Responsibilities and Authority**

Duties include:

- Ensuring the safe evacuation of all persons from your area of responsibility.
- You are required to inspect the building/ area for total evacuation during an emergency.
- You shall also be charged with the responsibility of inspecting all evacuation routes in your area and reporting on these to the Emergency Preparedness Co-ordinator, at monthly intervals.

\_\_\_\_\_  
**Authorised 16(2)**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Evacuation Official's Signature**

\_\_\_\_\_  
**Date**

**Annex D50**

(continued)

**Hazardous Chemical Substance Co-ordinator Appointment****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

You shall ensure that the requirements of the Hazardous Chemical Substances Regulations are being implemented and maintained.

You shall consult with the Health and Safety Committee and Health and Safety Representatives on the following issues and implement and/or make recommendations to the Principal 16(2) Assignee.

- Information and training in accordance with the relevant Material Safety Data Sheets
- Assessment of potential exposure
- Air monitoring
- Medical Surveillance
- Respirator zone
- Records
- Control of exposure to hazardous substances
- Personal Protective Equipment and facilities
- Prohibitions
- Labelling, packaging, transportation and storage
- Disposal of hazardous substances

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated HCS Co-ordinator's Signature**

\_\_\_\_\_  
**Date**

**Annex D51**

(continued)

**Hazardous Chemical Substance Unit Controller Appointment****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_

**Designated Responsibilities and Authority**

- You shall familiarise yourself with Distribution Standard – 34-440 Selection Purchase and Storage of Hazardous Material
- Good housekeeping shall be employed by all business units/departments that receive and store hazardous materials.
- No containers shall be left lying about.
- Specific storage areas shall be clearly marked and demarcated.
- Each container of hazardous material shall be labelled, tagged and marked.
- Containers shall be protected against physical damage and shall be stored in enclosed storage areas.
- Records shall be kept of all hazardous material stored on site and strict inventory control shall be maintained.

\_\_\_\_\_  
**Authorised (16)2 Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Designated HCS Controller's Signature**

\_\_\_\_\_  
**Date**

**Annex D52**  
(continued)**Emergency Preparedness Appointment as Transport Co-ordinator****Authorised Section 16(2) Assignee**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s): \_\_\_\_\_

**Designated Responsibilities and Authority**

Duties include:

- The organising and managing of all transportation during emergencies.
- The control of all traffic entering and leaving Eskom premises.
- To co-ordinate the acquisition of transport in accordance to the department/ unit EP Plan.

\_\_\_\_\_  
**Authorised (16)2**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Transport Co-ordinator's Signature**

\_\_\_\_\_  
**Date**

**Annex D53**

(continued)

**Responsible for Occupational Health****Authorised Section 16(2) Assignee:**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of occupational health in : \_\_\_\_\_  
\_\_\_\_\_

**Designated Functions and Authority**

You shall carry out periodical health screening in terms of DISASACA2 -Medical Surveillance Standard.

You shall carry out pre-employment and exit medicals. (Refer to DISASACA2)

You shall furnish a copy of your current/re-newel receipt of registration with the South African Nursing Council. (To be attached to this appointment)

You shall ensure that all the medical requirements in terms of the Hazardous Chemical Substances Regulations in terms of the Occupational Health and Safety Act No 85 of 1993 are complied with.

\_\_\_\_\_  
**Authorised 16 (2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Appointee**

\_\_\_\_\_  
**Date**

**Annex D54**

(continued)

**Responsible for Unit Security****Authorised Section 16(2) Assignee:**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

**Assignment**

I, (Authorised 16(2) \_\_\_\_\_ do hereby designate \_\_\_\_\_ to assist me in ensuring that the security of: \_\_\_\_\_

**Designated Functions and Authority**

You shall be responsible for ensuring that all Eskom assets at your unit are kept in a secure manner.

You shall ensure that your unit's buildings are secured at the end of shift.

Where applicable, you shall have access control at your respective unit/workplace.

\_\_\_\_\_  
**Authorised 16 (2) Signature**

\_\_\_\_\_  
**Date**

**Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

\_\_\_\_\_  
**Appointee**

\_\_\_\_\_  
**Date**

**Annex D55**

(continued)

**High Voltage Authorisation for T.O (LV Work)****Recommended by****Supported by**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby designate \_\_\_\_\_  
to assist me in the performance of my duties in the following area(s):  
\_\_\_\_\_

**Designated Responsibilities and Authority**

In terms of the Operating Regulations for Low Voltage Systems you are hereby authorised to perform the duties as defined below:

**All details not applicable must be deleted:**

- \*1.56 Responsible Person restricted to, for example, line work only, cable work only etc.)  
Circuit-breaker reset and change  
Meter change  
Tamper reset  
220/380 V cable joints  
220/380 V bundle conductor repair
- \*2.01.3.3 Operating on excluded systems (state apparatus)  
220/380 V networks  
(If restricted to area state area)
- \*4.02.4 Right to possess keys for (state category/type of key)  
General area key
- \*5.01 To supervise persons undergoing training  
220/380 V network only
- \*5.9 Testing of equipment (if restricted state tests and/or apparatus and/or voltage)  
220/380 V network only

\_\_\_\_\_  
**Authorised (16)2 Signature**\_\_\_\_\_  
**Date****Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and  
acknowledge that I understand the requirements of this designation.

\_\_\_\_\_  
**Authorization for L.V.O. Signature**\_\_\_\_\_  
**Date**

**Annex D56**

(continued)

**High Voltage Authorisation for Distribution/Transmission****Personal Details**

REGION:  
FSC/TSC/TSG:  
NAME:  
UNIQUE NUMBER:  
DESIGNATION:

**Designated Responsibilities and Authority**

In terms of the Operating Regulations for High Voltage Systems you are hereby authorised to perform the duties as defined below:

- 1.56 Responsible person restricted to: (for example, line work only, cable work only)
- 2.01.3.3 Operating on excluded systems (state apparatus)
- 2.03.2 Transmission of messages
- 2.03.3.1 Accept of pre-authorised instructions
- 2.03.3.1 Taking permission to operate (if restricted state feeders)
- 2.07.1 Checking of phasing (if applicable state restriction)
- 3.01.2 Access to prohibited areas / live chambers/restricted area (if restricted state which areas/chambers)
- 3.03 Supervise persons working in Prohibited/Restricted Areas. (if restricted state which areas and / or nature of work)
- 4.02.4 Right to possess keys for (state category/type of key)
- 5.01 To perform SWITCHING/LINKING/SAFETY TESTING/EARTHING (state voltage range and/or specific feeders)
- 5.02.2 Supervising of persons working in live chambers (if restricted state which chambers and / or nature of work)
- 5.03.6.1 To handover (if restricted state apparatus)
- 5.05.2 Replace D.O.F.I. (if restricted state feeders and/or voltages)
- 5.9 Testing of equipment (if restricted state which tests and/or apparatus and/or voltage)
- 6.04 Restoration of supply (if restricted state feeders/substations/voltages)
- 6.05 Establish a temporary local control (if restricted state feeders / substation / voltages)
- 8.02.3.1 Issues work permits (if restricted state voltages and/or nature of work)
- 8.02.7 Supervise work without a permit (if restricted state voltages and/or nature of work)

<b>Note: Where Regions require additional authorisations for other ORHV Regulations then they are permitted to add the relevant Regulations and all details that are not applicable must be deleted.</b>
<b>Note: This authority supersedes all previous authorities</b>
<b>Recommended by:</b>
NAME: SIGNATURE: DATE:
<b>Authorised by:</b>
NAME: SIGNATURE: DATE:
<b>Acceptance of designation</b>
I _____ understand the authorisation detailed above and I accept the duties and responsibilities set out therein.  SIGNATURE:  DATE:

**Annex D57**  
(continued)**Distribution Live Work Authorisation****Personal Details**AREA:  
FSC/TSC/TSG:  
NAME:  
UNIQUE NUMBER:  
DESIGNATION:**Designated Responsibilities and Authority**

In terms of ESKOM's Operating Regulations for High Voltage Systems and Standards for High Voltage Live-Working you are hereby authorised and appointed to perform the following duties:

1. You are hereby appointed in the ..... areas as an Authorised Person for the following duties:

A. **To be in charge of live work in terms of Regulation 7.01.1**

- Gloving method limited to attached procedures
- Stick method limited to attached procedures
- Barehand method limited to attached procedures
- Aerial method limited to attached procedures

B. **To perform live work in terms of Regulation 7.01.2**

- Gloving method limited to attached procedures
- Stick method limited to attached procedures
- Barehand method limited to attached procedures
- Aerial method limited to attached procedures

C. **To be deputised as person in charge in terms of Regulation 7.02.4**

- Gloving method limited to attached procedures
- Stick method limited to attached procedures
- Barehand method limited to attached procedures
- Aerial method limited to attached procedures

2. You are issued with Operating Regulation Book Number.....

3. In terms of **Regulation 4.02.4** you are issued with the following keys to carry out the above duties

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**Note:** This authorisation supersedes all previous authorisations

- All items not applicable must be deleted.
- Authorisations are valid for three years.

**Recommended by:**

NAME:  
SIGNATURE:  
DATE:

**Authorised by:**

NAME:  
SIGNATURE:  
DATE:  
EXPIRY DATE:

**Acceptance by:**

I understand the authorisation detailed above and I accept the duties and responsibilities set out therein.  
NAME:  
SIGNATURE:  
DATE:

**Annex D58**

(continued)

**Environmental Management Appointment****Authorisation**

Name: \_\_\_\_\_ Unique number: \_\_\_\_\_

You are hereby appointed as responsible person for environmental management in terms of the National Environmental Management Act, No. 107 of 1998, in the following area/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Responsibilities and Authority**

Duties include:

- You shall ensure that all environmental issues relevant to your line of business as indicated in the Distribution Group Environmental Accountability Matrix, as amended, are being addressed.
- You shall ensure that environmental responsibilities as detailed in the environmental accountability matrix are communicated, assigned and understood by the relevant personnel within your line of business.
- You shall ensure that progress in attaining the Distribution Group Environmental Key Performance Indicators are reported on a monthly basis through the specified channels of communication.
- You shall actively monitor your line of business to ensure that new issues are dealt with in a proactive manner that supports the business's objectives.
- You shall ensure that you and your staff are familiar and comply with the requirements of the National Environmental Management Act, No. 107 of 1998, and all other applicable Environmental Legislation.

\_\_\_\_\_  
**Employer's Signature**\_\_\_\_\_  
**Date****Acceptance of Designation**

I, \_\_\_\_\_ do hereby accept the above assigned duties and acknowledge that I understand the requirements of this designation.

The appointment is with effect from \_\_\_\_\_ until it is withdrawn in writing.

This appointment supersedes all previous appointments.

\_\_\_\_\_  
**Appointee's Signature**\_\_\_\_\_  
**Date**

**Annex D59**

(continued)

**Withdrawal of Appointment****Authorised Section 16(2) Assignee:**

I have been assigned by an authorised 16(2) with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

**Withdrawal**

I, (Authorised 16(2)) \_\_\_\_\_ do hereby advise \_\_\_\_\_  
that your appointment/s:

\_\_\_\_\_

have been withdrawn with effect of \_\_\_\_\_.

I would like to thank you for your dedication and the efficient manner in which you carried out your duties with regard to the above appointment/s.

\_\_\_\_\_  
**Authorised 16 (2) Signature**

\_\_\_\_\_  
**Date**

## **Annex E**

### **Impact assessment**

**Impact assessment form to be completed for all documents.**

#### **1 Guidelines**

- All comments must be completed.
- Motivate why items are N/A (not applicable)
- Indicate actions to be taken, persons or organisations responsible for actions and deadline for action.
- Change control committees to discuss the impact assessment, and if necessary give feedback to the compiler of any omissions or errors.

#### **2 Critical points**

**2.1 Importance of this document. E.g. is implementation required due to safety deficiencies, statutory requirements, technology changes, document revisions, improved service quality, improved service performance, optimised costs.**

Comment: Statutory Requirement and Business Assigning of specific responsibilities.

**2.2 If the document to be released impacts on statutory or legal compliance - this need to be very clearly stated and so highlighted.**

Comment: Appointments compiled in terms of the Occupational Health and Safety Act requirements as well as Employers responsibilities (Section 8)

**2.3 Impact on stock holding and depletion of existing stock prior to switch over.**

Comment: NONE – N/A

**2.4 When will new stock be available?**

Comment: NONE – N/A

**2.5 Has the interchangeability of the product or item been verified - i.e. when it fails is a straight swop possible with a competitor's product?**

Comment: NONE – N/A

**2.6 Identify and provide details of other critical (items required for the successful implementation of this document) points to be considered in the implementation of this document.**

Comment: NONE – N/A

**2.7 Provide details of any comments made by the Regions regarding the implementation of this document.**

Comment: (N/A during commenting phase)

**Annex E**

(continued)

**3 Implementation timeframe****3.1 Time period for implementation of requirements.**

Comment: Immediately after publication.

**3.2 Deadline for changeover to new item and personnel to be informed of DX wide change-over.**

Comment: Immediately after publication

**4 Buyers Guide and Power Office****4.1 Does the Buyers Guide or Buyers List need updating?**

Comment: NONE – N/A

**4.2 What Buyer's Guides or items have been created?**

Comment: NONE – N/A

**4.3 List all assembly drawing changes that have been revised in conjunction with this document.**

Comment: NONE – N/A

**4.4 If the implementation of this document requires assessment by CAP, provide details under 5 NONE****4.5 Which Power Office packages have been created, modified or removed?**

Comment: NONE – N/A

**5 CAP / LAP Pre-Qualification Process related impacts****5.1 Is an ad-hoc re-evaluation of all currently accepted suppliers required as a result of implementation of this document?**

Comment: NONE – N/A

**5.2 If NO, provide motivation for issuing this specification before Acceptance Cycle Expiry date.**

Comment: Not applicable to contents of document.

**5.3 Are ALL suppliers (currently accepted per LAP), aware of the nature of changes contained in this document?**

Comment: NONE – N/A

## **Annex E**

(continued)

**5.4 Is implementation of the provisions of this document required during the current supplier qualification period?**

Comment: NONE – N/A

**5.5 If Yes to 5.4, what date has been set for all currently accepted suppliers to comply fully?**

Comment: N/A

**5.6 If Yes to 5.4, have all currently accepted suppliers been sent a prior formal notification informing them of Eskom's expectations, including the implementation date deadline?**

Comment: N/A

**5.7 Can the changes made, potentially impact upon the purchase price of the material/equipment?**

Comment: NO

**5.8 Material group(s) affected by specification: (Refer to Pre-Qualification invitation schedule for list of material groups)**

Comment: NONE

## **6 Training or communication**

**6.1 State the level of training or communication required to implement this document. (E.g. none, communiqués, awareness training, practical / on job, module, etc.)**

Comment: Dissemination by Regional Document Controllers

**6.2 State designations of personnel that will require training.**

Comment: NONE

**6.3 Is the training material available? Identify person responsible for the development of training material.**

Comment: NONE

**6.4 If applicable, provide details of training that will take place. (E.G. sponsor, costs, trainer, schedule of training, course material availability, training in erection / use of new equipment, maintenance training, etc).**

Comment: NONE

**6.5 Was Training & Development Section consulted w.r.t training requirements?**

Comment: N/A

**Annex E**  
(continued)

**7 Special tools, equipment, software**

**7.1 What special tools, equipment, software, etc will need to be purchased by the Region to effectively implement?**

Comment: NONE

**7.2 Are there stock numbers available for the new equipment?**

Comment: N/A

**7.3 What will be the costs of these special tools, equipment, software?** N/A

**8 Finances**

**8.1 What total costs would the Regions be required to incur in implementing this document? Identify all cost activities associated with implementation, e.g. labour, training, tooling, stock, obsolescence** NONE

Comment:

.....  
.....  
.....

Impact assessment completed by:

Name: Sivendri Govender & Risk Management Standards Revisions Committee

Designation: Dx Group Risk Specialist – Policies and Procedures