

EMERGENCY CO-ORDINATOR

Dear _____

(Full Names)

I _____

Manager – Section 16 (2)

having been appointed in terms of section 16 (2) of the Occupational Health and Safety Act (85 of 1993) to ensure full compliance with the Act, hereby appoint you as Emergency Co-ordinator.

Your duties will include the following:

1. Draw up in writing an Emergency plan for the premises to cater for any foreseeable natural or man-caused emergency, disaster or production interruption.
2. Identify and appoint suitable persons to take control of certain functions during an emergency to minimise the effect of the emergency situation, e.g. fire teams, first-aid teams, evacuation marshals, etc.
3. Liaise with government agencies such as the SAPS, local Civil Defence, Fire Brigade, etc. and neighbouring industries to co-ordinate those aspects of the emergency plan which are of concern or benefit to both parties.
4. Revise the laid-down emergency procedures at least once every six months, and ensure that they are practical and current in terms of the prevailing conditions.
5. Ensure that parts of the plan are available to all employees on a need to know basis, and that emergency escape routes, etc. are displayed prominently on a layout plan of the premises.

This appointment will become effective on the date of acceptance thereof and will be for a period of 3 years.

Please confirm your acceptance of this appointment by signing and returning to me the duplicate copy of this letter.

Manager – Section 16 (2)

Date

I understand the implications of this appointment and confirm my acceptance thereof.

Signature

Date