

FIRST AID TEAM MEMBER

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 a member of the first aid team.

In this capacity you are required to:

1. Ensure that you familiarise yourself with the operation of the first aid equipment in your department.
2. Ensure that you attend training in emergency first aid and a first aid drill organised by the company.
3. Follow all the instructions given by the Emergency Co-ordinator.
4. Report any unserviceable or damaged first aid equipment in your area to the fire officer.
5. Check the first aid box regularly to ensure that it is stocked as per regulation requirements.

For your information an extract from our Risk Control standards dealing with First Aid Treatment, First Aid Teams and First Aid Procedures is attached.

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