

SERVICES TEAM 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 the person responsible for the Emergency Alarm and Evacuation Drills.

Your duties will include the following:

1. Draw up in writing an Evacuation Drill Procedure which should take place at least 6-monthly.
2. Identify strategic points for placement of electronic alarms as well as back-up alarm. The alarm points must be indicated on the emergency plan on a need to know basis.
3. The alarm system must be tested regularly according to the inspection list.
4. All personnel must be aware of what the alarm sounds like, making sure that it can be heard throughout 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