

ACCIDENT / INCIDENT INVESTIGATOR

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 an accident investigator.

In this capacity you are required to:

1. Investigate all incidents that occur on the premises.
2. Record the findings of those investigations on an internal incident investigation form.
3. Report the findings of the investigation on an Annexure 2 form as required in terms of General Administrative Regulation 8 of the OHS Act (85 of 1993). If the incident results in a claim, report to the Compensation Commissioner (Compensation of Occupational Injuries and Diseases Act – 130 of 1993).
4. In terms of Section 24 of the Occupational Health and Safety Act – 85 of 1993, report all incidents to the Provincial Director.
5. Report the findings of all investigations to your employer and the SHE Committee.
6. Ensure that the record of each incident is endorsed by the employer and the chairman of the SHE Committee.
7. Keep a register of all incidents – Annexure 2 summary.

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

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