**HEALTH & SAFETY REPRESENTATIVE APPOINTMENT LETTER**

<Date>

**Attention**:

**Re: Appointment: Health and Safety Representative in terms of Section 17 of the Occupational Health and Safety Act (Act 85 of 1993)**

I hereby appoint you as a Health and Safety Representative for Botle Buhle Brands (Pty) Ltd.

In summary, you will be responsible for the following duties:

1. To review the effectiveness of Health and Safety measures for the Botle Buhle Brands;
2. To identify potential hazards and potential major incidents at Botle Buhle Brands;
3. To examine the cause of incidents in collaboration with the Employer;
4. To investigate complaints by Employees relating to Health and Safety at work;
5. To make representations to management on matters arising from the above as well as general matters affecting the Health and Safety of Employees at work;
6. To inspect the workplace at a time agreed with management;
7. To participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace when required; and
8. To serve on Botle Buhle Brands’ Health and Safety Committee and attend meetings as required.

This appointment is valid from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_

Yours sincerely

<CEO>

**ACCEPTANCE**

Please confirm your acceptance of this appointment by signing the section below.

I understand the implications of this appointment as detailed above and confirm my acceptance.

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| **Employee Signature** |  | **Date** |

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| **Witness Signature** |  | **Date** |