

## APPOINTMENT

### HAZARDOUS CHEMICAL AGENTS CO-ORDINATOR IN TERMS OF THE HAZARDOUS CHEMICAL AGENTS REGULATION OF THE OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993

I, \_\_\_\_\_, designated as the \_\_\_\_\_ for \_\_\_\_\_  
hereby appoint you \_\_\_\_\_ as  
HAZARDOUS CHEMICAL AGENTS CO-ORDINATOR.

This assignment is valid from date of signature until cancelled or amended in writing

Your area of responsibility will be \_\_\_\_\_

In this you will report to \_\_\_\_\_

For this position you will have the following duties and responsibilities:

1. Co-ordinate the assessment and keep a record of the assessment as prescribed, in alphabetical order, of all Hazardous Chemical Agents, using Prescribed Data Sheet
2. Ensure that Data Sheets are kept up to date
3. Ensure that these Data Sheets are displayed in the department where the chemical is used and that the employees are familiar with these
4. Ensure that the certified First Aider has access to these Data Sheets
5. Ensure that during Induction Training employees are trained on these Data Sheets
6. Ensure the safe stacking and storage of all Hazardous Chemical Agents
7. Make adequate provision to handle, control, clean up and dispose of spills
8. Where employees are working with Hazardous Chemical Agents conduct a Risk Assessment and have an Authorised Inspection Authority carry out an Assessment to determine if any person might be exposed to a Hazardous Chemical Agent and thereafter at intervals not exceeding two years
9. Table, discuss and action Assessment Reports with the Occupational Health and Safety Committee, if applicable
10. Ensure that during Induction Training employees are trained on Hazardous Chemical Agents and provided with suitable Personal Protective Equipment
11. Ensure employees exposed to listed Hazardous Chemical Agents undergo Medical Surveillance

\_\_\_\_\_  
Signature of CEO /  
Representative of Employer

\_\_\_\_\_  
Date

## ACCEPTANCE

I, \_\_\_\_\_, hereby accept this appointment as detailed above.

\_\_\_\_\_  
Signature of Appointee

\_\_\_\_\_  
Date