



SARMA GUIDELINE

**SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL &
QUALITY STANDARD**

APPOINTMENTS

Document Number

SHE5.11-F01

Revision Number

00

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SHREQ APPOINTMENTS

(SARMA Audit document January 2017 version 1

Section A, Element 1, Item 1.8.6;

Section A, Element 3, Items 3.1 & 3.2;

Section A, Element 5, Items 5.1 to 5.4;

Section A, Element 6, Items 6.3.2 and

Section F, Element 3, Item 3.1)



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1. PURPOSE

- 1.1. To create understanding amongst SHREQ Roll Players of Roles, Responsibilities, Accountabilities and Competency requirements to facilitate participation.

2. SCOPE

- 2.1. This standard applies to the **EMPLOYERS** and all appointed persons/ organizations.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1. The Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) will be responsible to ensure that a risk program that covers occupational health, safety and the environment, road transport and quality is established at the Facility;
- 3.2. The Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) assisted by the SHE Rep [\[SHREQ5.11-F02-8\]](#) will be responsible to ensure that this program is in place and that the necessary appointments are done;
- 3.3. It will be the responsibility of the Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) to ensure that contractual agreements are entered into with an occupational hygienist/organisation (AIA) to carry out Occupational Hygiene Surveys, identify environmental stressors and make recommendations on medical surveillance and remedial action to be taken;
- 3.4. The Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) will be responsible to distribute copies of Relevant Occupational Hygiene Surveys to the Occupational Health Service and the SHREQ Committee [\[SHREQ5.11-F02-9\]](#);
- 3.5. It will be the responsibility of the occupational health practitioner to ensure that the requirements of the Occupational Hygiene and Medical Surveillance Programs are discussed at the depot SHREQ committee [\[SHREQ5.11-F02-9\]](#) and to report on progress with the implementation of preventative measures;
- 3.6. The Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) will be responsible to monitor the implementation of all feasible recommendations of the survey;
- 3.7. The Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) will be responsible to ensure that an Appointed Hygiene person [\[SHREQ5.11-F02-13\]](#) serves on the depot SHREQ committee [\[SHREQ5.11-F02-10\]](#)
- 3.8. The Appointed person [\[SHREQ5.11-F02-13\]](#) will be responsible to do formal monthly inspections of hygiene facilities at the Facility and
- 3.9. The Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) will be responsible to compile a training needs-analysis with regard to all employees who have to carry out specific health and safety related duties in terms of the facility [SHREQ program Manuals 1,2,3,4 & 5](#).


4. DEFINITIONS AND ABBREVIATION

- 4.1. AIA – Accredited Inspection Authority and
- 4.2. See manuals one to five.

5. LEGAL AND OTHER REQUIREMENTS

5.1 General

No.	Document Number	Description
5.1.1.	SHREQ5.03-F01	Legal appointments
5.1.2.	SHREQ5.11-F02-1 to 44	EMPLOYERS appointments
5.1.3.	SHREQ5.03-F01	Occupational Health and Safety Act No. 85 of 1993.
5.1.4.	SHREQ5.03-F01	First Aiders – GSR 3
5.1.5.	SHREQ5.03-F01	Apart from those mentioned under other elements the other appointments are not strictly legally required, bur are implied

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5.2 Legal Reference

5.2.1. Legal Register.

5.3 Other Requirements

5.3.1. Clients requirements.

6. RECORDS

Rec. Nr	Document	Description	Storage Space	Retention Time
	EMPLOYERS	Appointments		

7. IMPLEMENTATION OF REQUIREMENTS

7.1.1 Safety, Health and Environmental Co-ordinator [\[SHREQ5.11-F02-7\]](#)

7.1.1.1. An employee with the appropriate safety qualifications will be appointed in writing and

7.1.1.2. The Facility Manager [\[SHREQ5.11-F02-3\]](#) will be responsible for the co-ordination of the facility SHREQ program.

7.2.2 Occupational Health Co-ordinator/ Practitioner [\[SHREQ5.11-F02-12\]](#)

7.2.2.1. An Occupational Health Co-ordinator [\[SHREQ5.11-F02-12\]](#) will be appointed in writing and

7.2.2.2. The appointed person will be responsible for the Co-ordination of the Occupational Hygiene and Medical Surveillance Program.

7.2.2.2.1. The minimum qualifications shall be a registered nursing sister who is
In possession of an Occupational Health Certificate/diploma, and
preferably a minimum of 3 years industrial experience.

7.2.3 Occupational Hygienist

7.2.3.1. An Occupational Hygienist [\[SHREQ5.11-F02-12\]](#) or AIA will be appointed on a contract basis for the Business Unit;

7.2.3.2. The appointed hygienist will be responsible for the Occupational Hygiene Surveys as legally required and

7.2.3.3. The minimum qualification of the hygienist will be a National Diploma or Degree, and any additional qualifications required for certification with the Department of Labour as an AIA.

7.2.4 Occupational Medicine Practitioner


7.2.4.1. An Occupational Medicine Practitioner will be appointed [\[SHREQ5.11-F02-12\]](#) on a part-time/consultative basis and will operate from the clinic;

7.2.4.2. A contract between the Company and the Occupational Medicine Practitioner will be entered into, defining his/her role/duties and responsibilities and

7.2.4.3. The minimum qualifications will be MB Ch (General Practitioner) but preferably with the required DOH qualification and experience in the field.

7.2.5 Fire co-ordinator

7.2.5.1. The Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) will be responsible for the identification and appointment of a Fire co-ordinator [\[SHREQ5.11-F02-26\]](#) in writing. A signed copy of the appointment will be retained on file and

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7.2.5.2. The Fire co-ordinator [\[SHREQ5.11-F02-26\]](#) will be in possession of a certificate for an advanced fire-training course, which must not be older than 5 years. A copy of the certificate must be retained on file.

7.2.6 First Aiders

- 7.2.6.1. Trained first aides [\[SHREQ5.11-F02-40\]](#) will be appointed per department and
- 7.2.6.2. All appointed persons must have at least completed a level 1 first aid course and must be in possession of a valid certificate.

7.2.7 Investigators

- 7.2.7.1. All Section 16(2) Appointees [\[SHREQ5.11-F02-3\]](#) and the SHREQ Rep [\[SHREQ5.11-F02-8\]](#) will be appointed as investigators [\[SHREQ5.11-F02-38\]](#) and
- 7.2.7.2. All appointed persons will attend an incident investigation course.

7.2.8. Annexure- examples

- Appointment: SHREQ co-ordinator [\[SHREQ5.11-F02-7\]](#);
- Appointment SHREQ Rep [\[SHREQ5.11-F02-8\]](#);
- Appointment: Occupational health and hygiene co-ordinator [\[SHREQ5.11-F02-12\]](#);
- Fire co-ordinator [\[SHREQ5.11-F02-26\]](#);
- First aide [\[SHREQ5.11-F02-40\]](#);
- Investigator of incidents [\[SHREQ5.11-F02-38\]](#);
- Inspection Co-ordination [Various SHREQ numbers](#);
- Emergency Co-ordination [\[SHREQ5.11-F02-29\]](#) and
- Section 16(2) [\[SHREQ5.11-F02-1\]](#), [\[SHREQ5.11-F02\]](#), [\[SHREQ5.11-F03\]](#).

7. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.	SHREQ Co-ordinator	[SHREQ5.11-F02 -7]
8.2.	Occupational Medical Practitioner	[SHREQ5.11-F02 -12]
8.3.	Occupational Hygiene	[SHREQ5.11-F02 -13]