

 GERALD SMITH ELECTRICAL CONTRACTORS V.A.T 4730278399 REG 2016/232943/07 23 FLAMINK ROAD, ALRODE 1449, P.O BOX 166705, BRACKENDOWNS, 1454, TEL: (011) 908-3041/2, FAX: (011) 908-3007, E-MAIL: gerald@gselectrical.co.za	Document Number:	HSE_01.01.04
	Effective Date:	10.01.2022
	Version:	004
	Document reference:	FA
	Approved by:	E Smith
	Review date:	08.01.2025
	Signed by MD	
	Signed by CEO	
First Aider		

First Aider GSR 3

I **Andrew Crowe 16.2** am charged with the duty of ensuring compliance with the requirements imposed under **GSR 3** of the Occupational Health & Safety Act 85 of 1993. I hereby charge and assign you to assist me in performance of my duties in terms and by authority of **GSR 3** of the Act's definitions and the Construction Regulations. You are to ensure that the Occupational Health & Safety Act 85 of 1993, Construction Regulations and Construction Checklists are complied with in your area of responsibility as per the sections of the act as listed at the end of this document.

I **Andrew Crowe 16.2** hereby charge and assign you to assist me in the performance of my duties in terms and by authority of **GSR 3** of the Act's definitions and the Construction Regulations hereby appoint you **Joel Letsoko**, as First Aider for **Gerald Smith Electrical**

You are the holder of a valid first aid certificate, and you are hereby designated as a first aider, to perform the following duties as part of this assignment:

1. Ensure that you are familiar with all aspects of General Safety Regulations 3.4.
2. Responsible for all first aid treatment activities within your workplace.
3. Ensure that your first aid certificate remains valid by notifying **SHEQ CR8(5)** at least three months prior to expiration of the certificate.
4. Always wear the prescribed First Aider identification whilst on site.
5. Ensure that the first aid box is always adequately stocked by scheduling a stock check inspection.
6. Ensure that your first aid box is maintained in a neat, tidy and clean condition.
7. Ensure that your identification as a first aider is visible on the first aid box.
8. Comply with the administrative requirements of shift change if necessary.
9. Complete your administrative duties for recording and reporting first aid injuries.
10. Attend the prescribed training/information sessions as arranged by **SHEQ CR8(5)**
11. Ensure that the first aid box is processed to **SHEQ CR8(5)** on a monthly basis for restocking where applicable or ensure that an order for stock replenishment is placed.
12. Ensure that your first aid box is ready for monthly inspections by your health and safety representative.

Attached are the relevant legal references for this appointment. Ensure that you familiarise yourself with the legal requirements of the Occupational Health and Safety Act 85 of 1993 (**OHSA**):

Appendix 1:	Section 14:	General Duties of Employees at Work
Appendix 2:	Section 15:	Duty not to interfere with, damage or misuse
Appendix 3:	Section 38:	Offenses, penalties and special orders of the court
Appendix 4:	Regulation 3.4	General Safety Regulations

This appointment is valid for **3 years**

I, **Andrew Crowe 16.2** for, **Gerald Smith Electrical** do hereby appoint, **Joel Letsoko** as a, **First Aider**

Signature	Appointed By Designation	Date
	Andrew Crowe Management 16.2	09.09.2025

Acceptance

I, **Joel Letsoko** hereby acknowledge receipt of and accept and understand the requirements of this appointment.

I confirm that I have received adequate training in the assigned responsibilities and duties required of me.		
I confirm that I have read and understood the assigned responsibility as defined in this letter of appointment.		
I confirm that I accept the legal implications of legislation, regulations and standards listed above and confirm my intention to comply with all the relevant requirements.		
I understand the relevance of the legislative and other requirements to my appointment and confirm my acceptance and undertaking of the assigned responsibilities and duties involved.		
Signature	Designation	Date
	First Aider GSR 3	09.09.2025