

 <p>GERALD SMITH ELECTRICAL CONTRACTORS V.A.T 4730278399 REG 2016/232943/07</p> <p>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</p>	Document Number:	HSE_01.03.16
	Effective Date:	10.01.2022
	Version:	003
	Document reference:	HSCM
	Approved by:	E Smith
	Review date:	08.01.2024
	Signed by Managing Director	
	Signed by CEO	
Health and Safety Committee Member		

**Health and Safety Committee Member
Section 19.3**

Legal Reference – Section 19(3)

19. Health and safety committees.

(3) The persons nominated by an employer on a health and safety committee shall be designated in writing by the employer for such period as may be determined by him, while the health and safety representatives shall be members of the committee for the period of their designation in terms of section 17 (1).

I, Gerald Smith 16.1 for, **Gerald Smith Electrical** do hereby designate Hamilton Mtheli as a **Section 19.3** with the provisions of the Occupational Health & Safety Act, Subject to my control and directions as **Health and Safety Committee Member**, in respect of the following sites: Gerald Smith Electrical and related sites as well as all customer related retail sites.

This letter appoints you as Safety Manager in our organization, **Gerald Smith Electrical**.

You are expected to assume office on 01 February 2024 at the opening hours of the office.

Your job responsibilities as Safety Manager will include but not be limited to the following:

- Conducting audits, safety meetings, and inspections for ensuring compliance, evaluating performance, identifying corrective action, and implementing follow-up assessments.
- Planning, implementing, and conducting safety, preventative care, and compliance training programs.
- Planning, managing, implementing, and maintaining comprehensive environmental safety & health programs at project site locations or on-premises.
- Providing the project management team with guidance on health and safety and confirming the project site fulfils local, industry, state, and federal guidelines.
- Collaborating with the management for developing an Emergency Action Plan and serving as the primary contact for the project site incident notification, case management, and investigation. Maintaining a written log of reports, safety inspection activities, and correspondence.
- Guarantee that all jobs are performed in accordance with the internal policies and procedures, approved manuals, and good engineering practices.
- Providing technical support to the project managers.
- Developing and maintaining the project cost, the change controls, the project budget, and the accounting records.
- Coordinating and monitoring schedule updates, submittals, and invoices.
- Reporting the statuses of projects to businesses and the market leaders.
- Participating in team meets and providing regular on-site project presence.

Attached are the relevant legal references for this appointment.

1. In terms of this appointment the following functions should be performed:


- to represent the employer's interests in terms of occupational health and safety
- to serve on the appropriate health and safety committee
- to bring to the attention of your supervisor any deviations of health and safety issues that come to your attention
- to perform any further functions that may be required by the employer in the interest of health and safety.
- Dates and times of health and safety committee meetings will be determined by the committee.
- Such meetings as determined by the committee shall be attended.
- You should familiarise yourself with the provisions of the Act and its Regulations that relate to the functions of the health and safety committees, to enable you to carry out your functions effectively and efficiently as stipulated
- You will be required to undergo Health and Safety training to ensure that you can complete your tasks successfully

I, Gerald Smith 16.1 for, **Gerald Smith Electrical** do hereby appoint, Hamilton Mtheli as a, **Health, and Safety Committee Member**

Signature	Appointed By Designation	Date
	Gerald Smith CEO 16.1	09.09.2025

Acceptance

I, Hamilton Mtheli 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
	Health and Safety Committee Member Section 19.3	09.09.2025