

(EVENT ORGANISER'S LETTERHEAD)

Safety at Sports and Recreational Events Act, 2010 Sec 4.4a

Safety officer appointment

I, _____(name) the duly assigned person in terms of the Act Section 4.4a do hereby designate you _____(name) as the Safety Officer for the event at _____(site)

DUTIES AND RESPONSIBILITIES:

- To consider the degree of dangers likely to be encountered or the accumulation of hazards or risks on the site.(Risk Assessment).
- Attend the ESSP Committee meeting with the organiser.
- To prepare and hand in a safety plan addressing all the safety issue identified for the event for presentation at the SASREA compliance meeting.
- To assist in the control of safety related aspects on site.
- To check that safety communications are done via toolbox talks and keep attendances registers.
- To observe the general adherence to requirements as per the SANS 085 third Ed. 2000 and report any deviations to the Event organiser.
- To ensure all appropriate PPE is used correctly.
- To prepare a general fall protection plan as in Construction Regulation 10(1)a.
- To assist in the pre-work risk evaluation where possible.
- Monitor and review safety procedures whether procedures are being followed and advise the Event organiser of any actions needed to rectify the situation.
- To ensure all induction and training is updated and attendance registers are kept in the JOC.
- Keep an Occurrence book in the JOC.
- Be present on site during pre-event, the event and breakdown of the event.
- Provide the Event organizer with an Event Safety Report on completion of the event.
- Attend the debriefing meeting of the organiser.

(Name) (Signature) (Designation) (Date)

ACCEPTANCE OF APPOINTMENT

I, _____(name) the undersigned, do hereby acknowledge receipt of, understanding, and accept this designation.

(Signature) (Date)