



Advanced Projects

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Reg. No: 1999/05550/1/23
VAT No: 4300184993

HEALTH AND SAFETY SUPERVISOR

OHS ACT 85/1993 Section 8(2)(i)

TO APPOINTEE:		AREA/PLACE	
DESIGNATION:	Health and Safety Supervisor		
BY:	CEO 16(1)	DATE	

YOUR DUTIES AND RESPONSIBILITIES ARE:

- Direct Supervision of Safe Work: Ensure that all work performed under their supervision is carried out in a safe manner and in accordance with established safety procedures.
- Hazard Identification and Risk Control: Identify hazards and potential hazards within their area of responsibility and ensure that appropriate precautionary measures are implemented to eliminate or mitigate risks.
- Ensure Employee Competency: Verify that all employees under their supervision are adequately trained, competent, and authorized to perform their assigned tasks safely.
- Enforce Safety Rules: Strictly enforce all company health and safety rules, procedures, and lawful instructions, applying disciplinary action where necessary.
- Monitor PPE Usage: Ensure that employees are consistently wearing and properly using the required Personal Protective Equipment (PPE) for the tasks at hand.
- Conduct Workplace Inspections: Perform regular informal and formal inspections of their work area, tools, and equipment to identify and address unsafe conditions or acts.
- Incident Reporting and Initial Investigation: Ensure that all accidents, incidents, and near misses are immediately reported, and conduct initial investigations to determine immediate causes.
- Provide Safety Communication: Conduct toolbox talks, safety briefings, and ensure effective communication of safety information to their team.
- Maintain Housekeeping: Ensure good housekeeping and order in their designated work area to prevent slip, trip, and fall hazards.
- Report Unresolved Issues: Promptly report any unresolved health and safety issues, significant hazards, or resource limitations to their immediate manager or the designated safety representative.

ADVANCED PROJECTS & CLEANING SERVICES

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Signature		At	
Manager 16(2)		Date	
ACCEPTANCE OF DESIGNATION			
I, Name:		Hereby accept the above duties and acknowledge that I understand the requirements of this appointment.	
Signature		At	
		Date	

Revision 1. Date 16/06/2025	Advanced Projects & Cleaning Services. Copyright © 2025	
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