

COMPANY NAME

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
FIRST AIDER
GENERAL SAFETY REGULATION 3.

(Appointee's Name)

I,
designated as the
for
hereby appoint you
as FIRST AIDER.

This appointment will be valid from/...../..... until
...../...../.....

Your area of responsibility will be:.....
.....

In this you will report to:
.....

For this position you will have the following duties and responsibilities:

1. Treat all first aid injuries.
2. Complete the first aid dressing book.
3. Inspect the first aid box on a regular basis.
4. Ensure that the box is not obstructed.
5. Ensure that your name appears on the box.
6. Ensure that the content complies with requirements of General Safety Regulation Annexure.
7. Ensure that the serious injuries are reported to the sister.
8. Ensure that all minor injuries are investigated.
9. Assist the emergency co-ordinator in the event of an emergency.

Be assure of my co-operation at all times.

.....
SIGNED

.....
Date

.....
Signature of C E O

.....
Date

ACCEPTANCE

I, hereby accept this appointment as detailed above.

.....
Signature of Appointee

.....
Date