

	UNIVERSITY OF CAPE TOWN		
	Occupational Health, Safety and Environmental (OHSE) Representative Appointment Letter	Reference Number	HS05
		Implementation Date	
		Rev / Amendment No	02
		Rev / Amendment Date	07 October 2025

LETTER OF APPOINTMENT: OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT (OHSE) REPRESENTATIVE

1. BACKGROUND

1.1. LEGAL REFERENCE – Section 17(1)

17. Health and safety representatives.

- (1) Subject to the provisions of subsection (2), every employer who has more than 20 employees in his employment at any work-place, shall, within four months after the commencement of this Act or after commencing business, or from such time as the number of employees exceeds 20, as the case may be, designate in writing for a specified period health and safety representatives for such work-place, or for different sections thereof.

1.2. LEGAL REFERENCE – General Administrative Regulation 7

7. Designation of health and safety representatives.

An employer shall ensure that the designation of health and safety representatives is in accordance with the agreement contemplated in regulation 6 [of the General Administrative Regulations.]

1.3. EXPLANATION:

There is a general perception that a OHSE representative is the so-called responsible person for health and safety. That is not necessarily the case – the OHSE representative is somebody acting as the representative of the workforce regarding occupational health and safety matters. The intention is that these representatives provide the employer and employees with information regarding OHSE matters and escalate matters timeously to the respective OHSE Committee chair or responsible persons to address and prevent unsafe and unsafe conditions. . This does not imply that employers can be absolved of OHSE responsibilities – they still have to provide and maintain a workplace that is safe and without risk to the health of employees and the definition of reasonably practicable, would be applicable.

Section 17(1) makes provision for all employers who have more than 20 employees in their employment to designate in writing health and safety representatives for that workplace. In office space /shops **as a minimum** 1:100 OHSE reps are appointed , in workshops and laboratories the minimum ratio is 1: 50. However the placement and number of OHSE Reps is also risk dependent and Faculties and Departments may choose to appoint additional representatives.

Regulation 7 of the General Administrative Regulations also stipulates that the employer has to designate health and safety representatives in writing for a specific period for a workplace or different sections thereof, as the case may be.

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2. APPOINTMENT LETTER

OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993

SECTION 17(1) and GAR 7 – OCCUPATIONAL HEALTH SAFETY ENVIRONMENT (OHSE) REPRESENTATIVE

I, _____ *(Head of Department)*
of _____ *(area of responsibility), hereby appoint you,*
_____ *(appointee's full names), as the OHSE representative for*
_____ *(area of responsibility).*

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

1. to represent your employee electorate's interests in terms of OHSE.
2. to carry out OHSE inspections of your workplace, as designated above, prior to OHSE committee meetings.
3. to serve on the appropriate OHSE committee.
4. to bring to the attention of your supervisor any deviations of OHSE issues that come to your attention.
5. to investigate, or assist with the investigation, of incidents in your area of responsibility.

Dates and times of OHSE committee meetings will be determined by the committee. Such meetings as determined by the committee should be attended.

You will be required to undergo OHSE Representative training to ensure that you can complete your tasks successfully.

Your appointment is valid for a maximum of 3 years, reviewed every 12 months from date of commencement.

Signature *(appointer's designation/legal reference)*

Date

Kindly confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____ *(appointee's full names)* understand the implications of the appointment as detailed above and confirm my acceptance thereof.

Signature *(appointee)*

Date