

S8 – Relief Person in Charge Appointment H&SD&R06

Name

Job title

Location

You are hereby appointed to take charge of the locations and activities listed below when the appointed Responsible Manager is not readily available.

Should any matters arise for which you require advice or assistance you should contact the Senior Manager or other appropriate person in the management structure which is displayed on the notice board and included in the Health and Safety Document.

If you need to make reference to procedures or responsibilities these are included in the health and safety procedures manual held on site.

For health and safety matters your relief responsibilities are as defined for 'Responsible Manager' in the procedures.

Please acknowledge receipt of this appointment by signing and returning the enclosed copy.

Locations of responsibility

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Activities

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Appointed by

Name Position Date

Acknowledged by

Name Signature Date

