

HOME-BASED WORK CONTROLLER APPOINTMENT

With the current expanding need to designate the completion of responsibilities from home, it is necessary to appoint a responsible person to manage and control the risks to which these employees may be exposed.

The responsible person may have to liaise between operational and human resource departments to ensure that the employees in question are adhering to company and legislative requirements.

APPOINTMENT

[NAME OF PERSON] [ID NUMBER] is hereby appointed as the Home-Based Work Controller for [NAME OF BUSINESS]

You are required to review the Occupational health and Safety Act as well as company standards and procedures for the effective execution of this appointment. You may be required to undergo training on Legal Liability as well as other aspects which may influence this appointment and its execution.

You are responsible to:

- Ensure that all employees adhere to the health and safety requirements for performing their duties from home.
- Conduct regular checks with regard to the maintenance of the required health and safety documentation needed for safe work from home with the employees.
- **Liaise with the health and Safety representative on matters relating to the health and safety of employees performing Home-Based Work duties. [if there is a H & S representative]**
- Provide employees the needed documentation required for safe work from home.
- Investigate, in conjunction with the health and Safety representative any occurrence of incidents of any nature that may have an impact on the health and safety of the employee whilst performing duties related to the company, from home.
- Communicate any changes or improvements to the Home-Based Work Policy and other elements to the employees as deemed necessary.

Signature

____/____/____
Date

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance thereof.

Signature

____/____/____
Date

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