



KZN PROVINCIAL TREASURY

Reference: 4/R
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**TO : SENIOR MANAGEMENT
:DEPARTMENTAL OFFICIALS**

**FROM : MR E V N XULU
SENIOR MANAGER: AUXILIARY SERVICES**

**SUBJECT : INTERNAL CIRCULAR NUMBER 1 OF 2015 ON NOMINATION OF
HEALTH AND SAFETY REPRESENTATIVES.**

1. The above subject refers.
2. The observation made by our departmental Health and Safety Committee suggested that additional representatives should be nominated for further appointment by the HOD. This observation is in line with the provisions of Health and Safety Act 85 of 1993. The latest report for the Departmental fire drill covered this observation and similar mitigation is also contained.
3. The attached table indicate names of representatives and required replacement from respective business units. It is essential for indicated business units to nominate Health and Safety Representatives in order for this office to facilitate written appointments by the Head of Department.
4. The appointment letters will be issued for new and old representatives streamlining responsibilities as outlined in the Occupational Health and Safety Act. Only permanently employed officials are eligible for nomination and appointment.

5. The deadline to submit nominations is next week 24 February 2015. This will give time for nominations to be done by affected business units. All nominations must be forwarded to Facilities Management Team to the following email address: (BUILDING_FAULTS@kzntreasury.gov.za).



MR E V N XULU

SENIOR MANAGER: AUXILIARY SERVICES

DATE: 17/02/2015

ANNEXURE A

LIST OF ALLOCATED HEALTH AND SAFETY REPRESENTATIVES.

Treasury House Building

NAME OF H&S REP	DIRECTORATE	ALTERNATIVE	DIRECTORATE	FLOOR	COMMENT
				Ground	
Mr X Hlela	Auxiliary Services	Ms L Ramparsad	CFO	1st	Fully covered
Parking area level no offices				2nd	
Mr H Mkhize	HRM&D	Vacant	PPP, IGR & Asset and Liabilities	3rd	Listed business units to collectively nominate a REP
Ms S Dladla	Provincial SCM	Vacant	SCM	4th	SCM to nominate additional REP
Mr J Upfold	Public Finance	Mr Mabaso	Infrastructure	5th	Fully covered
Ms L Mjwara	Municipality Finance	Vacant	Municipality Finance	6th	Municipality Finance to nominate Additional REP
Ms L Billenge	Municipality Finance	Vacant	Municipality Finance	7th	Municipality Finance to nominate Additional REP
Ms D De Bruin	SGM Internal Audi	Vacant	HOD, Accountant General & Fiscal Resource	8th	1 Additional REP must be nominated .
Mr D Moonsamy	Financial Reporting	Mr S Ntombela	Financial Reporting	9th	Fully covered.

Nomalanga Building

NAME OF H&S REP	DIRECTORATE	ALTERNATIVE	DIRECTORATE	FLOOR	COMMENT
Ms C De Waal	Assurance	Vacant	Assurance	Ground	Assurance to nominate additional REP
Ms N Seme	Internal Audit	Ms C Ndlovu	Internal Audit	1st	Fully covered
Vacant	Risk Management & Forensic	Vacant	Risk Management & Forensic	2nd	Risk Management and Forensic should nominate 3 REP based on the high number of occupancy.