**Important Notice to All Staff, Contractors and Visitors**

**Appointment of Acting Manager**

**Company’s Name** is pleased to announce the appointment of **Appointee’s Name** as Manager of the **Company’s Name at, site location**, effective **Day and Date** to **Day and Date.**

Appointee’s duties remain the same as before, except that he takes over all the responsibilities held by the current Manager **Name**.

All persons on site (staff, contractors and visitors) must comply with **Appointee’s name** instructions at all times in matters including site Health & Safety.

All incidents, accidents or new hazards must be reported to **Appointee’s name** immediately in order that corrective action is taken.

Please continue to use your Take 5 booklets to record incidents/accidents/new hazards and give to **Appointee’s name** for action.

It is up to every person to act responsibly and safely at all times, and assist **Appointee’s name** in maintaining an accident/incident free site.

Operations Director

1 October 2024