Delegation of Authority to Approve HIRAC Documents

Supervisor

1. I authorise the delegate named below to approve HIRAC documents on my behalf, for procedures up to and including Class ____ (may not exceed Class 3).

2. I acknowledge that while authority to approve HIRAC documents is delegated, I remain responsible for procedures conducted within my group even when they are approved by my delegate.

Name ___________________________ Signature ___________________________ Date ____________

Delegate (must be Level A or above)

1. I accept the delegated authority.

2. I agree to approve HIRAC documents only when I fully understand the hazards and risks described. If this is not the case, I will defer approval to the supervisor, named above.

Name ___________________________ Signature ___________________________ Date ____________

Level Safety Officer

1. I have discussed this delegation of authority with both parties.

2. I have entered this Delegation of Authority in the School registry of same, including the date of expiry.

Name ___________________________ Signature ___________________________ Date ____________

This authorisation is valid until 31 January 2017 or the end of the Delegate’s contract, whichever is sooner.

Once completed, this form should be tabled at a meeting of the Safety Committee by the Level Safety Officer and retained by the Chair of the Safety Committee.