

COVID-19:

WHAT EVERY WORKPLACE SHOULD IMPLEMENT

DUTY OF EMPLOYERS

According to Section 8 of the Occupational Health and Safety Act No. 85 of 1993, an employer must ensure that every workplace under his control is safe and without risk to the health of employees. This also applies to the current outbreak of COVID-19.

The Consolidated Direction on Occupational Health and Safety Measures in Certain Workplaces, R. 499 of 11 June 2021 specifies the following measures that must be implemented as minimum precautionary measures to protect employees.

Additional control measures may be identified through the risk assessment process, and must be implemented.

1. CONDUCT A HEALTH RISK ASSESSMENT

Determine the risk of exposure to COVID-19 for each work area or work task as required by the Regulations for Hazardous Biological Agents and identify suitable control measures according to the risk rating, including the need for vaccination where applicable. Consider employees that are classified as vulnerable workers, as well as operational requirements and any specific circumstances

2. COMPILE A PLAN THAT OUTLINE PROTECTIVE MEASURES IN PLACE

Describe the control measures that the employer implemented to reduce the risk of contracting COVID-19 whilst performing their normal work tasks at the workplace. Include the measures regarding vaccination that the employer intends to implement

3. ADMINISTRATIVE MEASURES, INCLUDING EDUCATION AND TRAINING TO EMPLOYEES

Regarding the Directive and the measures implemented to adhere to it, including the health risk assessment, implemented control measures, as well as updated information about COVID-19.

4. PRACTICE SOCIAL DISTANCING

Prompt employees to keep at least 1.5 meters away from colleagues and/or customers, and use virtual communication for meetings where possible. Install physical barriers between workstations that cannot be moved at least 1.5 meters apart.

5. ENCOURAGE HAND HYGIENE

Provide soap, water and hand towels for frequent handwashing, and / or alcohol-based hand rub, and frequently remind employees to practice hand hygiene. Ensure that customers use hand sanitiser before entering your shop / workplace.

6. MONITOR WEARING OF FACE MASKS

The wearing of face masks or a cloth covering over your nose and mouth in any workplace or public area is compulsory. The employer must ensure that all employees and customers adhere to this.

7. CONDUCT DAILY SYMPTOM SCREENING

Employees must be screened for the specified symptoms associated with COVID-19 on arrival at the workplace, and must self-report if they start experiencing any of these symptoms while at work

8. PROVIDE SPECIFIC PPE WHERE REQUIRED

Employees must wear the required, provided PPE applicable to their specific work tasks as identified by the risk assessment

9. ENSURE THAT THERE IS SUFFICIENT VENTILATION AT EVERY WORKPLACE

Every workplace must be well ventilated by natural or mechanical means to reduce the SARS-CoV-2 airborne concentration

Please refer to posters, factsheets and other COVID-19 resources at <http://www.nioh.ac.za> for more information

COVID-19 Workplace Preparedness & Prevention
HEALTHY, SAFE & SUSTAINABLE WORKPLACES

Workplace Hotline: 0800 2121 75

Occupational Health Surveillance System [OHSS]

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