



FOR:

26 AVERY AVENUE, CONSTANTIA, 7806

PREPARED FOR:

STRUCTAFORM

PREPARED BY:

FLAME OCCUPATIONAL HEALTH AND SAFETY (PTY) LTD

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SECTION 1: INTRODUCTION

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in China to be a Public Health Emergency of International Concern. Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) has been confirmed as the causative virus of COVID-19. To date, COVID-19 has become a global pandemic and it is continuing to spread across the globe. WHO and public health authorities around the world are taking action to contain the COVID-19 outbreak.

AIM

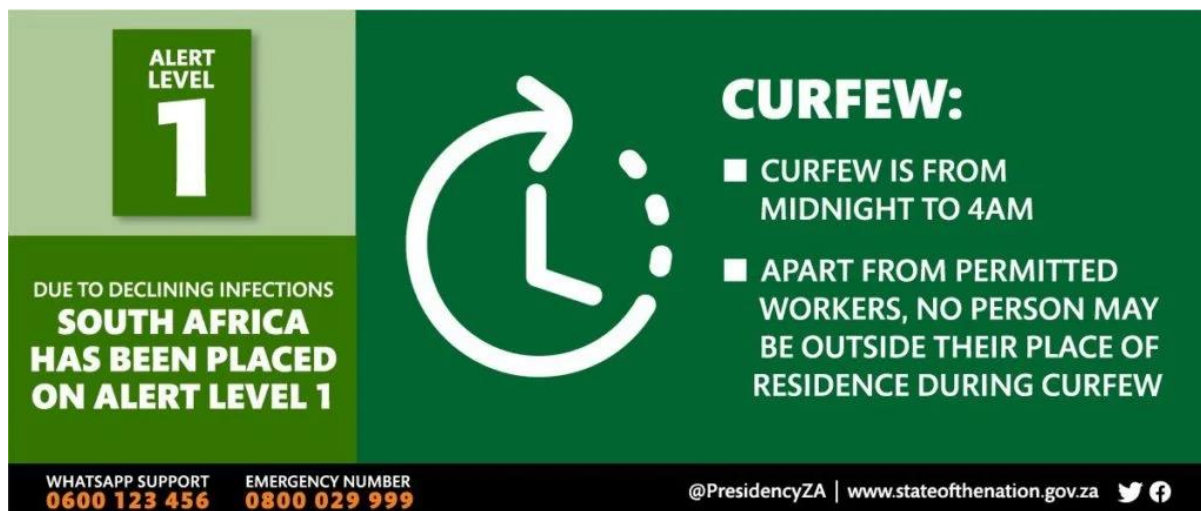
The aim of this Management Plan is to enable:

1. To be legally compliant with Government Regulations.
2. To prevent further transmission of Covid-19 amongst employees
3. Diagnose and correct treatment of workers affected by Covid-19.

TRAINING AND AWARENESS:

Vital to the effective implementation of any management strategy is training and awareness. Training refers to actual presentation of critical and necessary information, and awareness refers to measures taken to reiterate and reinforce the training on a continual basis, thereby ensuring standards are maintained.

Training material can either be developed in-house or sourced via training providers or safety specialists. Based on the understanding that risk of exposure is not limited to the work area, it is imperative that training addresses employee movement to and from premise, as well as the importance of on-going social distancing while at home.



ALERT LEVEL 1

**DUE TO DECLINING INFECTIONS
SOUTH AFRICA
HAS BEEN PLACED
ON ALERT LEVEL 1**

CURFEW:

- CURFEW IS FROM MIDNIGHT TO 4AM
- APART FROM PERMITTED WORKERS, NO PERSON MAY BE OUTSIDE THEIR PLACE OF RESIDENCE DURING CURFEW

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STRUCTAFORM shall ensure employees cognizant of the fact that contracting COVID-19 and thereby causing the contamination of a work area or construction premise, shall result in an employee quarantine from anywhere between 8 and 21 days, dependent on the resultant infection rate. Therefore, acting responsibly at all times is essential.

Training shall therefore include as a bare minimum the following key points:

- Communicating the symptoms of COVID-19, and the risk of infection.
- Informing workers of the fact should they have any symptoms of concern, or should they develop symptoms during the course of a workday, they are responsible and obligated to inform the employer / premise management immediately so that further assessment is possible.
- Personal hygiene: controlled coughing, regular hand washing and sanitization of personal belongings and the home environment.
- On-going social distances within the home environment, while travelling and within the work area. This needs to also include avoiding all unnecessary social contact, social gatherings and sharing of personal items or food and beverages.
- The correct fitting of face masks and face-shields where shields are required, and the importance of wearing facemasks both on-premise and while commuting or running personal errands outside of work commitments.
- The use of plant and equipment: ensuring that it is sanitized prior to use and immediately after use. Plant and equipment cannot be passed from one employee to another unless it has been wiped down with sanitizer.
- Using ablutions safely.
- Not drinking from the end of a hose or tap, but decanting water into a personal container.

Procedures for Self-Quarantine under Covid-19

Self-quarantine is recommended for individuals who have been directly exposed to the new Coronavirus or have history of travel in infected or heavily populated areas.

Stay at home.

Limit all your non-essential travels.
Unless you're going out for food, medicines or other essentials.



Wash your hands.

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitizer.



Check your temperature.

Check your temperature at least two times a day.



Watch for other symptoms.

Aside from fever, Covid-19 symptoms include cough, difficulty breathing, and fatigue.



Stay in a specific room.

If you're sick or suspect yourself to be sick, it's best to stay in a designated room or area away from others.



If possible, have a designated toilet and bathroom as well.

Practice social distancing.

If you need to go out, maintain at least 1 meter (3 feet) distance from others.



Call your doctor or hospital before visiting.

If you need to seek medical attention whether for viral symptoms or other medical care reasons, contact your doctor or hospital ahead of time so they can prepare and take precautions for your arrival.



QUARANTINE

Should it be reported or brought to the STRUCTAFORM team's attention, that a worker who has been active on premise is tested positive for the virus, STRUCTAFORM team shall consider the following priority recommendation issued by the Department of Health:

All employees are to be made aware of the fact that an employee has tested positive. They shall be re-briefed regarding the symptoms which include any of the following:

- Headaches,
- A Dry Cough,
- Shortness of breath and difficulty breathing
- Fever,
- An Irritated Chest or Throat.
- General Aches and Pains.

STRUCTAFORM is required to notify the DOL and the premise common areas and areas that can be decontaminated, should be and thereafter work may commence and screening and monitoring protocols commence.

Another option or recommendation would be to introduce an alternative team onto the premise once it has been decontaminated, allowing the initial team to self-isolate.

Where any other workers develop symptoms, they are to report to a testing facility and the premise quarantine shall be extended until test results relating to that individual have been confirmed.

If they are positive, the premise remains closed for a total of 10 days, and on-going daily contact with the individuals shall continue to check on any further cases. Where no further cases occur, the premise can recommence on the 15th day. Only workers who do not experience any of the symptoms should return to work post quarantine.



**ALERT
LEVEL
1**

DUE TO DECLINING INFECTIONS
**SOUTH AFRICA
HAS BEEN PLACED
ON ALERT LEVEL 1**



GATHERINGS:

- GATHERINGS ARE PERMITTED
- INDOOR GATHERINGS MAY NOT EXCEED 50% OF VENUE CAPACITY UP TO A MAXIMUM OF 100 PEOPLE
- OUTDOOR GATHERINGS MAY NOT EXCEED 50% OF VENUE CAPACITY UP TO A MAXIMUM OF 250 PEOPLE
- HEALTH PROTOCOLS MUST BE OBSERVED AT GATHERINGS, INCLUDING MAINTAINING A DISTANCE OF AT LEAST 1.5 METERS BETWEEN PEOPLE

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SECTION 2: HOW COVID-19 SPREADS

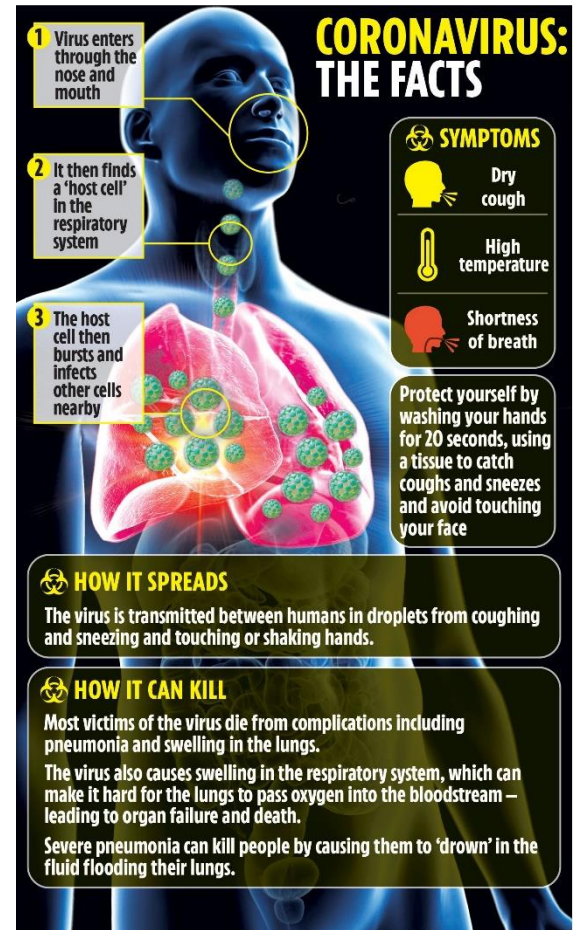
People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. This is why it is important to stay at least 1.5 metre away from others. These droplets can land on objects and surfaces around the person such as tables, doorknobs and handrails. People can become infected by touching these objects or surfaces, then touching their eyes, nose or mouth. This is why it is important to wash your hands regularly with soap and water or clean with alcohol-based hand rub. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

SECTION 3: PREVENTING THE SPREAD OF COVID-19 IN WORKPLACE

INFECTION PREVENTION AND CONTROL MEASURES

After arrival of employees, STRUCTAFORM shall comply with the following:

Infection prevention and control measures should be applied to all modes of transport for employees, screening areas and departments.



COVID-19 Prevention Tips



WASH

Wash your hands frequently – for at least 20 seconds



COVER

Use tissues when you cough or sneeze and dispose of them immediately, use your elbow if a tissue not available



AVOID

Do not touch surfaces and then your mouth, eyes or nose



DISTANCE

Practice social distancing by not shaking hands, hugging, etc.



ISOLATE

Stay home if you become ill and prevent the spread of the illness

Education of workers should be given on:

- Maintaining physical distancing. STRUCTAFORM shall ensure employees and staff keep a distance of at least 1.5 m when in contact with other people; where this is not possible, issue appropriate facemasks
- Regular washing of hands with soap.
- Regular sanitizing of hands with alcohol-based hand rub or other appropriate sanitizers.
- Avoid touching your face areas (mouth, eyes and nose).
- Avoid physical hand contact such as handshakes.
- Avoid using other people's personal belongings such as stationery, cell phones and sharing food etc.
- When coughing or sneezing do not use your hands, rather use a tissue/toilet paper or the inside of your elbow.
- Use disposable tissues rather than a handkerchief; immediately dispose of these tissues in a closed bin and wash or sanitise your hands thereafter
- Avoid big crowds and travelling.
- Avoid touching objects before sanitising, like toilet seats, tables and chairs.
- Coach and teach family members.
- Wearing and handling of appropriate PPE. Face masks are mandatory.

Posters on Infection Prevention to be visible at all areas of the work place. Sanitisers shall be made available at the entrance and exit points of all security entrances and all entrances and exits at the workplace, and at the starting points and end points of all places where close contact among workers is likely to occurs – Offices. PPE is required for all staff, and PPE management programs shall be in place to ensure that PPE is worn correctly, replaced as necessary, stored correctly and disposed of safely. Employees not able to socially distance by 1.5 m should be provided with PPE.

TRAVEL TO AND FROM WORK

If possible employees shall travel to the workplace alone using their own transport.

If this is not possible:

- Employees travelling together on trips should be shared with the same individuals and with the minimum number of people at any one time.
- Reduce the risk of transmission with proper ventilation may help prevent spread.
- Regularly clean the vehicle focusing on the handles and areas that are touched by passengers, the person cleaning the vehicle shall need to wear gloves and use cleaning products when cleaning.

If public transport is the only means of transport, employees need to avoid using public transport during peak times, to reduce the chances of transmission.



SCREENING AT PREMISE ACCESS



STRUCTAFORM shall comply with the following:

At the work place, pre-screening of workers and any visitors should be done before entering the facility (at the gate or front door of the offices) by staff protocol. This should include a temperature check. A Daily register is to be completed.

If a worker presents with those symptoms, or advises the employer of these symptoms, STRUCTAFORM not permit the worker to enter the workplace or report for work or if the worker is already at work immediately isolate the worker,

provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;

STRUCTAFORM ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);

If there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.

SANITIZERS, DISINFECTANTS AND OTHER MEASURES

STRUCTAFORM shall supply hand sanitizer and it shall be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.

STRUCTAFORM shall take measures to ensure that all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends; all areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected; disable biometric systems or make them COVID-19-proof.



CORONAVIRUS (COVID-19)

THE NATIONAL DEPARTMENT
OF HEALTH STATES THAT:



CLOTH MASKS - MANDATORY

STRUCTAFORM shall provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition, for the employee to wear while at work and while commuting to and from work; and require any other worker to wear masks in the workplace.

STRUCTAFORM shall ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.

REGULAR HAND WASHING

STRUCTAFORM shall allow regular breaks to wash hands, they shall provide additional hand washing facilities to the usual welfare facilities.

STRUCTAFORM shall ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times. STRUCTAFORM shall provide hand sanitizer where hand washing facilities are unavailable.

STRUCTAFORM shall have a regularly cleaning schedule for the hand washing facilities. These facilities shall have suitable and sufficient rubbish bins for hand towels with regular removal and disposal. In the facilities a guideline poster/s for hand washing and sanitizing at all washing/sanitizing stations shall be on display.

TOILET FACILITIES

RESTROOM



URINALS AND STALLS

SINGLE-OCCUPANCY RESTROOM
ALSO LOCATED WITHIN

STRUCTAFORM shall restrict the number of people using toilet facilities at any one time. Employees are required to wash or sanitize hands before and after using the facilities.

STRUCTAFORM shall enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. The capacity of each toilet facility should be clearly identified at the entrance to the facility, and measures to follow regarding compliance with social distancing.

Effective hand-washing

Duration of the procedure: at least 20 seconds



SECTION 5: QUICK GUIDELINES FOR WORKPLACE SUMMARISED

- Keep Social Distancing at 1,5 to 2 meters at all times.
- Do not share cutlery, crockery or anything that can facilitate the spread of the virus.
- Wear your mask at all times. When removing for lunch or tea, ensure that it is placed safe for re-use.
- Avoid touching your eyes, nose and mouth where possible. Wash or sanitize your hands prior to removing your mask.
- Cough or sneeze in your mask, if not possible, make use of a tissue which shall be disposed of.
- Wash your hands as frequent as possible for no less than 20 seconds. If not available, use sanitizer.
- Do not crowd or gather if it can be avoided.
- If you do not feel well, do not come to work, inform your manager.
- If you become ill during working hours, report this to your manager immediately.



ALERT LEVEL 1

DUE TO DECLINING INFECTIONS SOUTH AFRICA HAS BEEN PLACED ON ALERT LEVEL 1

MANDATORY MASK WEARING:

- WEARING A CLOTH MASK OR SIMILAR COVERING OVER THE NOSE AND MOUTH IS MANDATORY WHEN IN PUBLIC
- ANY PERSON WHO DOES NOT WEAR A MASK IN A PUBLIC PLACE WILL BE COMMITTING AN OFFENCE

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COVID-19 PPE:

- FACE MASK IS MANDATORY
- Disposable Gloves (e.g.: security and screening personnel)
- Disposable Overalls

Respiratory Protection (i.e. any face mask endorsed by Department of Labour): 2 x cloth masks to be issued to all on premise, surgical masks to be used only for issue to COVID 19 infected personnel prior to removal from premise.

Eye Protection: Full face shield or safety goggles

WASTE MANAGEMENT

STRUCTAFORM shall ensure that there are sufficient refuse bins on premise for disposal of tissues, used PPE. All used PPE shall be considered Hazardous waste and be disposed of as such.

PROCEDURE THAT SHALL BE FOLLOWED SHOULD ONE OF THE EMPLOYEES CONTRACT THE VIRUS.

STRUCTAFORM shall check all employees (Every Morning) Temperature and symptoms before they go onto premise. Should an employee fail the temperature test or have any of the underlying symptoms.

STRUCTAFORM shall follow these procedures:

- 1.) Place the employee away from the other employee's at least 1.5m away (Isolated)
- 2.) Call the **emergency hotline 0800029999** and get the employee tested for the virus (The rapid response team shall give you more specific details how to handle the situation. Cooperate and follow their instructions at all times)
- 3.) If the employee tests positive for the virus, he/she shall be placed in self-quarantine (7 to 10 Days) before testing again. STRUCTAFORM shall complete the Covid-19 Exposure and Medical questionnaire as per the Department of Labour. Any other person who had been in contact with the employee shall be tested for virus (As soon as a tests proves that the employee has the virus)



ALERT LEVEL 1

DUE TO DECLINING INFECTIONS SOUTH AFRICA HAS BEEN PLACED ON ALERT LEVEL 1

ALCOHOL:

- ALCOHOL SALES ARE PERMITTED AS NORMAL
- NO ALCOHOL MAY BE SOLD DURING CURFEW

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QUARANTINE:

Should it be reported or brought to the premise team's attention, that a worker who has been active on premise is tested positive for the virus, the Principal Contractor team shall consider the following priority recommendation issued by the Department of Health: On receipt of the report, all workers are to be made aware of the fact that a worker has tested positive. They shall be re-briefed regarding the symptoms which include any of the following: Headaches, A Dry Cough, Shortness of breath and difficulty breathing, Fever, An Irritated Chest or Throat. General Aches and Pains. The Contractor is required to notify the DOL and the premise common areas

and areas that can be decontaminated, should be and thereafter work may commence and screening and monitoring protocols commence. Another option or recommendation would be to introduce an alternative team onto the premise once it has been decontaminated, allowing the initial team to self-isolate. The Employer shall contact each individual on a daily basis, inquiring as to whether any symptoms have developed. Where any other workers develop symptoms, they are to report to a testing facility and the premise quarantine shall be extended until test results relating to that individual have been confirmed. If they are positive, the premise remains closed for a total of 10 days, and on-going daily contact with the individuals shall continue to check on any further cases. Where no further cases occur, the premise can recommence on the 11th day. Only workers who do not experience any of the symptoms should return to work post quarantine.

PERSON/S UNDER INVESTIGATION (PUI)/ ISOLATION AREA

If there are any people that are suspected of having COVID-19 or symptoms thereof, will be required to be isolated in an Isolation Room. Once an isolation room has been used, the isolation room shall be fumigated/cleaned immediately after use.

HAZZARD IDENTIFICATION AND RISK ASSESSMENT (H.I.R.A)

26 AVERY AVENUE, CONSTANTIA, 7806

COVID – 19 RISK ASSESSMENT

Risk Evaluation System Risk Rating = Likelihood of harm(L) × Potential consequence of harm (C)		Potential consequence of harm		
		1 – Minor Injury (hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (hazard can result in serious injury and/or illness, over 3 day absence)	3 – Major Injury (hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur)	3 – Medium	6 – High	9 – Extreme

Activity	Hazards	Risks	Risk Rating			Low Med High	Minimum Control Measures to reduce the Risk / Written Safe Work Procedure	Residual risk Rating			Low Med High
			L	C	R			L	C	R	
Travelling to and From Work	Employees ignoring Lockdown Level 1 Rules, Social distancing not being implemented	Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona Virus, developing of the following symptoms - fever, cough and difficulty breathing	3	3	9	Extreme	Employees who can work remotely must do so. All employees must make use of their own transport where possible. if public transport is used, employees must be made aware of the requirements to protect themselves against Covid-19. Start and finish times of Workplace operations to be adjusted to avoid peak hours and public transport being overcrowded. More parking to be made available at the Workplace (Social Distancing) Health and Induction and Covid – 19 awareness training to be conducted on Workplace start up to include travel requirements.	2	3	6	High

HAZZARD IDENTIFICATION AND RISK ASSESSMENT (H.I.R.A)

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Accessing the Workplace	Employees ignoring Covid-19 Officer and Workplace Management, Incorrect data being recorded	Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona Virus, developing of the following symptoms - fever, cough and difficulty breathing	2	3	6	High	Non-Essential deliveries must be cancelled. Screening of all employees or visitors before they enter the premises. Awareness training and questionnaires to be completed before visitors or employees enter the premises. Multiple access points to be created to reduce the risk of spread. Covid-19 Officer to manage Workplace access. Hand Sanitizer to be available at each Workplace entry points. All visitors and employees to have PPE or issued with PPE before they enter the Workplace. Common areas of the Workplace to be cleaned and sanitized. Delivery vehicle's drivers must remain in their vehicle's and all delivery notes to be signed with the managers own pen. All employees that temperature is above $\geq 38^{\circ}\text{C}$ must follow the Procedure That Will Be Followed Should One of the Employees Contract the Virus. Work force to be limited and all records of Workplace visitors to be kept.	2	2	4	Med
Driving vehicles/ Operators of Machinery	Overcrowded vehicle's, unhygienic surfaces, Hand sanitizer not being used	Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona Virus, developing of the following symptoms - fever, cough and difficulty breathing	2	3	6	High	Only one driver allowed per a vehicle. Vehicles to be disinfected after every shift. Transporting of employees between Workplaces must be minimized. Hygiene requirements to be implemented and maintained. Displaying of posters must be placed at strategic points to ensure awareness.	2	2	4	Med
Workplace Conditions/ Facilities	Common surfaces not being disinfected, Additional facilities not being provided, overcrowding of toilets/facilities, employees drinking from tap	Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona Virus, developing of the following symptoms - fever, cough and difficulty breathing	3	3	9	Extreme	Extra facilities to be provided to ensure no overcrowding at the workplace. Additional hygiene facilities need to be provided. Cleaning of Welfare and facilities need to be done regularly. Sufficient rubbish bins, hand towels and canteens for drinking water to be provided. Lunch and Tea times to be planned to reduce the risk of spread. Employees to provide their own meals from home and cutlery. Workplace office chairs, tables etc. to be moved to implement social distancing. All meeting areas/rooms to be well ventilated.	2	3	6	High

HAZZARD IDENTIFICATION AND RISK ASSESSMENT (H.I.R.A)

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Company Activities	Employees ignoring Covid- 19 Rules, Social distancing not being implemented, Worn/Torn masks and PPE, Sharing of Cellphones and cigarette buds, Employees not washing hands or sanitizing, Facilities not being disinfected regularly, Employees urinating or spitting on Workplace, No medical fitness certificate available for employee/s,	Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona Virus, developing of the following symptoms - fever, cough and difficulty breathing	3	3	9	Extreme	Instruct all workers to ensure they wash their hands frequently; at very least, before and after going to the ablutions, before and after eating or drinking, before and after smoking. Educate workers on the importance of limited personal contact (cover your nose and mouth with a disposable tissue or flexed elbow when you cough or sneeze, do not touch your eyes, nose or mouth, avoid close contact (1.5 meter) with people who are unwell, stay at home and self-isolate from others in the household if you feel unwell) Advise workers to refrain from spitting or urinating on Workplace and explain the added risk. Ensure the workers are made aware of the symptoms, and that they are provided with the emergency contact number: 0800029999. Encourage them to save it to their phones. Explain to workers the risk associated with sharing cell phones and encourage them not to do so. Encourage workers to eat and have rest breaks in the open as opposed to inside a container or inside the building. Inform workers of the risk associated with the sharing drinking containers, cups, bottles, eating containers and cutlery. Inform workers of the risk associated with the sharing of cigarettes. Clean the ablutions more frequently: not referring to servicing per-say, but referring to cleaning the cubicle itself, all training sessions should be held outside, and the number of attendees kept to a minimum. Rather training workers in groups of 10 at a time. This will ensure more thorough communication as well. Refrain from hosting unessential meetings. Where meetings are essential, limit attendance to key role-players. As far as possible, host meetings in the open as opposed to small rooms or confined areas. Where it is impossible to host meetings in the open, ensure the room is well ventilated, and refrain from confined circulation of air-conditioned air. Keep meetings brief. Deal with as much as possible electronically or via cell phone. Make respiratory protection available on Workplace, and as far as possible, encourage workers to wear the protection whenever they are working in areas where other contractor workers are active or where the area is a thoroughfare within the building structure. Be aware of any workers who may already have	2	3	6	High
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HAZZARD IDENTIFICATION AND RISK ASSESSMENT (H.I.R.A)

26 AVERY AVENUE, CONSTANTIA, 7806

							TB, or HIV, or Asthma, Heart Disease and other respiratory conditions. Explain to them that they are deemed to be in the high-risk mortality category and therefore must wear respiratory protection at all times for the sake of their own well-being. Finally, Workplace Management is advised to schedule and sequence work so as to ensure the number of workers on Workplace can be accommodated and provided for, as well as to minimize the number of workers working in a specific area on Workplace, at any one given time				
Personal Hygiene and Contact	Employees not being trained regarding Covid-19, Meetings being held to frequently and no social distancing being implemented, Substandard PPE issued to employees.	Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona Virus, developing of the following symptoms - fever, cough and difficulty breathing	3	3	9	Extreme	COVID-19 awareness training to be completed with all employees and visitor's records to be kept in the Health and Safety File. Social distancing must be maintained at all levels. Workplace meetings should be done electronically where possible to prevent the spread of the virus. Should employees fail the daily screening test they need to be quarantined and Department of Labour notified. PPE needs to be issued to employees and PPE issue register needs to be signed. Employees PPE that is worn/torn needs to be replaced by Workplace management.	2	3	6	High
Change of clothing and PPE Management	Overcrowded changing areas, social distancing not implemented,	Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona Virus, developing of the following symptoms - fever, cough and difficulty breathing.	2	3	6	High	All company policies, plans and Risk Assessments to be reviewed and monitored on Workplace to ensure continues improvement and compliance with the Disaster Management Act gazetted on 29/4/2020	2	2	4	Med
Waste and Maintenance	Insufficient number of bins, employees littering (Covid 19 can spread), skips	Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona	2	3	6	High	Portable toilets must be monitored and maintained daily. Waste collection bins and hazardous waste containers must be provided and placed at various areas around Workplace for the storage of organic, recyclable and hazardous waste. A dedicated waste area	2	2	4	Med

HAZZARD IDENTIFICATION AND RISK ASSESSMENT (H.I.R.A)

26 AVERY AVENUE, CONSTANTIA, 7806

	overfilled, ablution company not cleaning toilet, No Waste Management Policy	Virus, developing of the following symptoms - fever, cough and difficulty breathing					must be established on Workplace for the storage of all waste streams, before removal from Workplace. Signage/ colour coding must be used to differentiate disposal areas for the various waste streams (i.e. paper, cardboard, metals, food waste, glass etc.). Hazardous waste must be stored within a bonded area constructed according to SABS requirements. The volume of waste stored in the bunds must not exceed 110% of the bund capacity.				
Quarantine of employee/s who tested positive	Department of Labour not being informed, Employer not following up on employee, Workman's Compensation not being notified, Employee not getting the necessary care he/ she requires	Fatality, Spread of Pandemic Covid -19 Virus, Workplace closure for testing of Corona Virus, developing of the following symptoms - fever, cough and difficulty breathing.	2	3	6	High	Should it be reported or brought to the Workplace team's attention, that a worker who has been active on Workplace is tested positive for the virus, the Employer should consider the following priority recommendation issued by the Department of Health: On receipt of the report, all workers are to be made aware of the fact that a worker has tested positive. They must be re-briefed regarding the symptoms which include any of the following: Headaches, A Dry Cough, Shortness of breath and difficulty breathing, Fever, An Irritated Chest or Throat. General Aches and Pains. The Contractor is required to notify the DOL and that the Workplace common areas and areas that can be decontaminated, should be and thereafter work may commence and screening and monitoring protocols commence, allowing the team to self-isolate, and the Employer must contact each individual on a daily basis, inquiring as to whether any symptoms have developed. Where any other workers develop symptoms, they are to report to a testing facility and the Workplace quarantine must be extended until test results relating to that individual have been confirmed. If they are positive, the Workplace remains closed for a total of 14 days, and on-going daily contact with the individuals must continue to check on any further cases. Where no further cases occur, the Workplace can recommence on the 15th day.	2	2	4	Med



STRUCTAFORM shall create and maintain a risk assessment to give effect to the minimum measures required by the Government, taking into account the specific circumstances of the workplace. STRUCTAFORM shall ensure minimal contact between workers and as far as practicable ensure that there is a minimum of one and a half meters between workers while they are working. If it is not

practicable to arrange work stations to be spaced at least one and a half meters apart, STRUCTAFORM shall arrange physical barriers to be placed between work stations or erected on work stations to form a solid physical barrier between workers while they are working, or supply the employee free of charge with appropriate PPE based on a risk assessment of the working place. STRUCTAFORM shall ensure daily screening of all workers, at the time that they report for work, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing); it is the duty of the employee to immediately inform the employer if they experience any of the symptoms. STRUCTAFORM must, free of charge, ensure that – there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance of, and in, the workplace which the workers or other persons are required to use every employee who works away from the workplace, other than at home, must be provided with an adequate supply of hand sanitizer. STRUCTAFORM shall ensure surfaces that workers and members of the public come into contact with are routinely cleaned and disinfected. The Department of Health requires that all persons wear cloth masks when in a public place, STRUCTAFORM shall provide each of its employees, free of charge, with a minimum of two cloth masks. Face masks must be worn at all times – Mandatory.

Signature _____

Date: _____

Designation: _____

WORKPLACE CLEANING REGISTER

CLEANING AND DISINFECTION

Cleaning and disinfecting are two different processes:

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

ROUTINE CLEANING

Workplaces should clean surfaces at least daily. Special attention should be given to frequently touched surfaces (e.g. table tops, door handles, light switches, desks, toilets, taps, kitchen surfaces and cupboard handles). Once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

- visibly soiled
- used repeatedly by a number of people and
- after any spillage.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material.

Use the following steps to clean an environment:

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible number of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus as specified by the manufacturer. If no time is specified, leave for 10 minutes.

WORKPLACE CLEANING REGISTER

FREQUENTLY TOUCHED SURFACES FOR TOUCHPOINT COVID-19 CLEANING:

- Desktops and all work surfaces
- Doorknobs and door handles
- Light switches and dimmer switches
- Computer monitors, keyboards, mice
- Tablets and laptops
- Telephone equipment
- All chair rests and arms
- Canteen tables and chairs, crockery, trays and cutlery – If company has.
- Sinks, taps and kitchen areas
- Toilets, including all surfaces
- Water fountains and drinks dispensers and vending machines
- Lifts and their doors and buttons

WORKPLACE CLEANING REGISTER

DAILY CLEANING CHECKLIST

AREA: 26 AVERY AVENUE, CONSTANTIA, 7806
COMPANY: STRUCTAFORM

RESPONSIBLE PERSON:

WEEK START:

FREQUENCY DAILY

[illegible]



DAILY COVID – 19 SCREENING & QUESTIONNAIRE

Company Name: STRUCTAFORM

Location of screening: 26 AVERY AVENUE, CONSTANTIA, 7806

Person conducting daily screening name and surname:

Date of Screening: _____

[illegible]



DAILY COVID – 19 SCREENING & QUESTIONNAIRE

Comments/Notes for the day:

Daily Inspection Conducted by: _____ Date of Inspection: _____ Covid – 19 Officer Signature: _____

Important Guidelines:

- 1.) If the employee/s have failed the temperature test (Point 4), have any of the symptoms (Point 5), not been issued with the relevant PPE (Point 7) or not undergone the Covid-19 Guideline induction, the employee/s may not enter the Workplace. Remember to always stay 1.5m away from any person when recording the daily data. Not More than 1/3 of the workforce may be permitted to go to the Workplace.
- 2.) **Temperature:** any body temperature above the normal oral measurement of 37 °C
- 3.) **Steps to follow should an employee have an elevated temperature above 37.2 °C or the following symptoms - fever, cough and difficulty breathing**
 - 1.) Place the employee away from the other employee's at least 1.5m.
 - 2.) Call 0800029999 and thereafter the employee must be placed in self-quarantine and complete the Covid-19 Exposure and Medical questionnaire.

COVID – 19 AWARENESS TO BE COMMUNICATED TO EMPLOYEES

1. Instruct all workers to ensure they wash their hands frequently; at very least, before and after going to the ablutions, before and after eating or drinking, before and after smoking.
 2. Educate workers on the importance of limited personal contact (cover your nose and mouth with a disposable tissue or flexed elbow when you cough or sneeze, do not touch your eyes, nose or mouth, avoid close contact (1.5 meter) with people who are unwell, stay at home and self-isolate from others in the household if you feel unwell)
 3. Advise workers to refrain from spitting or urinating at the Workplace and explain the added risk.
 4. Ensure the workers are made aware of the symptoms, and that they are provided with the emergency contact number: 0800029999. Encourage them to save it to their phones.
 5. Explain to workers the risk associated with sharing cell phones and encourage them not to do so.
 6. Encourage workers to eat and have rest breaks in the open as opposed to inside a container or inside the building.
 7. Inform workers of the risk associated with the sharing drinking containers, cups, bottles, eating containers and cutlery.
 8. Inform workers of the risk associated with the sharing of cigarettes.
 9. Clean the ablutions more frequently: not referring to servicing per-say, but referring to cleaning the cubicle itself,
 10. All training sessions should be held outside, and the number of attendees kept to a minimum. Rather training workers in groups of 10 at a time. This will ensure more thorough communication as well.
 11. Refrain from hosting unessential meetings.
 12. Where meetings are essential, limit attendance to key role-players.
 13. As far as possible, host meetings in the open as opposed to small rooms or confined areas. Where it is impossible to host meetings in the open, ensure the room is well ventilated, and refrain from confined circulation of air-conditioned air.
 14. Keep meetings brief. Deal with as much as possible electronically or via cell phone.
 15. Make respiratory protection available at the Workplace, and as far as possible, encourage workers to wear the protection whenever they are working in areas where other contractor workers are active or where the area is a thoroughfare within the building structure.
 16. Be aware of any workers who may already have TB, or HIV, or Asthma, Heart Disease and other respiratory conditions. Explain to them that they are deemed to be in the high-risk mortality category and therefore must wear respiratory protection at all times for the sake of their own well-being.
 17. Finally, Workplace Management is advised to schedule and sequence work so as to ensure the number of workers can be accommodated and provided for, as well as to minimize the number of workers working in a specific area at the Workplace at any one given time.
- FACE MASKS MUST BE WORN AT ALL TIMES – MANDATORY.**

Company Name: STRUCTAFORM

Location of Training: 26 AVERY AVENUE, CONSTANTIA, 7806

Date of Training:

[illegible]

[illegible]

APPOINTMENT OF COVID – 19 COMPLIANCE OFFICER

APPOINTMENT OF COVID – 19 OFFICER

I _____ Representing STRUCTAFORM (name of company) do hereby appoint You: _____ (name of appointee) with the duty of the managing of the work ensuring occupational health and safety compliance at: 26 AVERY AVENUE, CONSTANTIA, 7806 (Workplace address) for the duration of the project/contract or until you are relocated to another Workplace or leave the employ of the company.

Signature _____

Date: _____

Designation: _____

Kindly confirm your acceptance of this appointment by completing the following:

I, _____ (name of appointee) hereby accept this appointment as:
COVID – 19 OFFICER

Your duties shall include but not be limited to the following:

- 1.) Complete the COVID-19 Daily Symptom Screening and Return to Work Questionnaire
- 2.) Conduct Awareness training with employees and continues training in form of toolbox talks
- 3.) Ensure all employees and visitors are wearing their Personal Protective Equipment (Face Mask, long sleeve cloths were possible etc.)
- 4.) Ensure Hand Sanitizer is provided at the workplace at all times
- 5.) Ensure facilities are cleaned and the Covid – 19 Company Management Plan, Policy, Risk Assessment are implemented and maintained at all times.

Signature _____

Date: _____

Designation: Covid – 19 Officer

APPOINTMENT OF COVID – 19 MANAGER

APPOINTMENT OF COVID – 19 MANAGER

I _____ Representing STRUCTAFORM (name of company) do hereby appoint You:
_____ (name of appointee) with the duty of the managing of the work ensuring
occupational health and safety compliance at: 26 AVERY AVENUE, CONSTANTIA, 7806 (Workplace address) for the duration of
the project/contract or until you are relocated to another Workplace or leave the employ of the company.

Signature _____

Date: _____

Designation: _____

Kindly confirm your acceptance of this appointment by completing the following:

I, _____ (name of appointee) hereby accept this appointment as:
COVID – 19 MANAGER

Your duties shall include but not be limited to the ensure the Covid – 19 Officer complies with the duties that need to be
implemented and maintained at all times.

Signature _____

Date: _____

Designation: Covid – 19 Manager

APPOINTMENT OF COVID – 19 PANDEMIC MANAGER

APPOINTMENT OF COVID – 19 PANDEMIC MANAGER

I _____ Representing STRUCTAFORM (name of company) do hereby appoint You:
_____ (name of appointee) with the duty of the managing of the work ensuring
occupational health and safety compliance at: 26 AVERY AVENUE, CONSTANTIA, 7806 (Workplace address) for the duration of
the project/contract or until you are relocated to another Workplace or leave the employ of the company.

Signature _____

Date: _____

Designation: _____

Kindly confirm your acceptance of this appointment by completing the following:

I, _____ (name of appointee) hereby accept this appointment as:
COVID – 19 PANDEMIC MANAGER

Your duties shall include but not be limited to following up on any employee/s that have tested positive for Covid – 19 and
ensure that all the correct procedures are followed at all times.

Signature _____

Date: _____

Designation: Covid – 19 Pandemic Manager