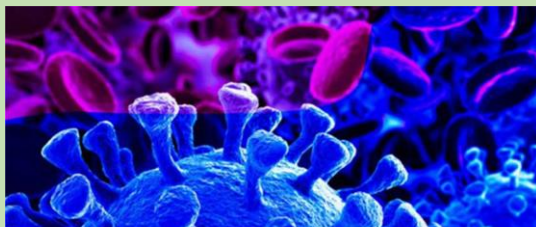


# COVID-19: WHAT EVERY WORKPLACE SHOULD IMPLEMENT



## 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 following should be implemented as minimum precautionary measures to protect employees. Additional measures required may be identified through the risk assessment process, and should be implemented.

### 1. CONDUCT A HEALTH RISK ASSESSMENT

Determine the risk of exposure to COVID-19 for each work area or work task and identify suitable control measures according to the risk rating

### 2. IMPLEMENT SUITABLE CONTROL MEASURES, e.g.:

- INSTALL CLEAR PLASTIC OR GLASS BARRIERS BETWEEN PUBLIC AND STAFF
- INSTALL A VENTILATION SYSTEM WITH INCREASED VENTILATION RATES AND HIGH EFFICIENCY FILTERS
- PROVIDE STAFF WITH APPROPRIATE PPE IF REQUIRED

### 3. EDUCATION AND TRAINING TO EMPLOYEES

Regarding the health risk assessment and implemented control measures, as well as updated information about COVID-19

### 4. PRACTICE SOCIAL DISTANCING

Prompt employees to keep 1.5 to 2 meters away from colleagues and/or customers, and use virtual communication for meetings where possible

### 5. ENCOURAGE HAND HYGIENE

Provide soap for frequent handwashing, and / or alcohol-based hand rub, and frequently remind employees to practice hand hygiene

### 6. PROMOTE RESPIRATORY HYGIENE

Cough or sneeze into a flexed elbow, or use a tissue and dispose of it in a closed bin

### 7. EMPLOYEES EXPERIENCING SYMPTOMS OF RESPIRATORY DISEASE

Stay at home, and wear a mask when amongst other people

Please refer to general and industry-specific fact sheets at <http://www.nioh.ac.za/covid-19/> for more information