

# **POLICY, GUIDANCE AND SAFE WORK PROCEDURES**

*Associated with the **COVID-19** Pandemic  
in the workplace – post lockdown.*

## **POLICY BRIEF & PURPOSE**

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity. This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

The legislation governing workplaces in relation to COVID – 19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, and requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees.

Specifically, section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE).

However, in the case of COVID–19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

However, before the implementation of control measures, current risk assessments need to be reviewed and updated, taking into account the new hazards posed by exposure to COVID-19 in the workplace. This is in accordance with Section 8 (2) (d) of the OHS Act.

DIRECTIVE BY THE MINISTER OF EMPLOYMENT AND LABOUR IN TERMS OF REGULATION 10 (8) OF THE REGULATIONS ISSUED BY THE MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS IN TERMS OF SECTION 27 (2) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)

## **SCOPE**

This coronavirus policy applies to all of our employees who physically work in our office(s).

We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

## **POLICY ELEMENTS**

The following documented guidance and safe work procedures, outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

## **GUIDANCE AND SAFE WORK PROCEDURES**

### **1. SPECIFICALLY**

The implementation and monitoring of control measures related to the COVID-19 Virus in the workplace post the countrywide lock down.

### **2. OBJECTIVES**

To continue to eliminate and prevent all employees from contracting the COVID-19 Virus whilst carrying out their duties and tasks at work.

The OHS Act read in conjunction with the Hazardous Biological Agents Regulations requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. All safe work procedures and this policy are governed by the Act and the various Regulations.

### **3. RESPONSIBILITY AND AUTHORITY**

- i. The management team is responsible to the CEO in setting standards, and associated objectives and targets in line and referenced by Section 16 of the OHS Act.
- ii. Managers, Supervisors and their OHS Representative(s) will monitor compliance for their respective departments and ensure achievement of the objectives in their respective departments in line with and referenced under Section 8 of the OHS Act

### **4. SAFE WORK PROCEDURES**

#### **4.1 INDICATIONS / SYMPTOMS**

- i. If any of your team members has even the slightest symptoms (e.g. cough, fever, difficulty breathing) ask them to go home.
- ii. Be discreet; we do not want to make anyone feel uncomfortable.
- iii. This is a pandemic outbreak; it is not anyone's fault if they get infected, but we do need to minimize the risk.
- iv. Contact HR as soon as possible – we might need to sanitize the office or take other drastic measures.

## **4.2 TRAINING**

- i. Ensure that a training matrix is composed and completed for all management and staff, aimed specifically at the control and prevention of the COVID-19 Virus.
- ii. Subject matter must include but are not limited to:
  - Symptoms
  - Training
  - Monitoring
  - Social distancing
  - PPE usage
- iii. Ensure that all management and staff undertake the specific training prior to the re-commencement of work activities.
- iv. Proof of training must be maintained by way of registers

## **4.3 SECURITY**

- i. Security staff must be instructed to not allow entry to anyone who does not comply with all the requirements listed below – should a driver and/or helper be found to exceed the guidelines on body temperature, they too will also be denied access individually.
- ii. Suppliers must ensure that they provide and issue the required PPE to all personnel:
  - Drivers and helpers must wear masks
  - Drivers and helpers must wear protective gloves
  - Drivers and helpers to wear hair coverings
  - Drivers and helpers will be required to wash their hands thoroughly on entry to the premises
  - Drivers and helpers will be screened for body temperature on entry at the gate.
- iii. All management and staff will be screened for body temperature on entering the premises by security personnel.
- iv. All management and staff will be required to wash their hands on entering the premises – alternatively – spray your hands with a sanitizer.

## **4.4 SUPPLIERS / COURIER SERVICES**

- i. Suppliers have a duty to inform either their delivery teams or courier company principles to abide by the rules – or face the risk of being turned away at our gates.
- ii. Supplier drivers and or their appointed courier services are to abide strictly with the requirements listed above under the Security protocols.

#### **4.5 VISITORS**

- i. Effective immediately, visitation will be restricted from external partners, customers, candidates and any other guests in our offices unless prior arrangements have been made.
- ii. Please cancel any meetings you may have already planned with them and reach out to our IT department to get support on how to run these meetings virtually if possible.
- iii. We are cancelling any scheduled events that would take place in our offices. Don't make plans to host other events until further notice.
- iv. You're also advised to refrain from visiting partners' offices and scheduling meetings in co-working spaces.

#### **4.6 MENTAL HEALTH**

- i. It's natural that some team members might get stressed over this situation. Management must be sympathetic and let them know that we will all get through this tough time together.
- ii. Try to avoid negative words that imply emergency and danger and opt for a more empathetic, calm tone. You can also encourage your team members to talk about their feelings and concerns during face to face meetings.
- iii. We do take and will continue to take precautionary measures so that we can keep working with a lower risk factor, but we realize that health is the top priority at this point.
- iv. Be mindful of the inevitable changes in production and use this time to re-evaluate how you and your team are collaborating and how you can adapt to new working styles as we might need to work remotely for some time.

#### **4.7 TRAVEL**

- i. All business trips, no matter the destination, are now cancelled. If you have something planned, talk to your manager; we'll try to rearrange trips when we have official guidance that it is safe to travel, or follow published guidance from the company.
- ii. If you have recently travelled (to any location) or live with someone who did, please reach out to HR and your manager in order to undertake screening and health evaluations.
- iii. As a precautionary measure, we might ask you to work from home for another 14 days until you're fully asymptomatic.

#### **4.8 PPE**

- i. While engineering and administrative controls are considered effective in minimising exposure to COVID-19, PPE is the primary medium to prevent exposures. Remember that the virus is passed on through person to person contact.
- ii. Examples of PPE include gloves, goggles, face shields, face masks, gowns, aprons, coats, overalls, hair and shoe covers and respiratory protection, when appropriate.
- iii. No persons will be allowed to enter the premises without the wearing of appropriate and published PPE requirements.

#### **4.9 COMMUTING**

- i. Wear a face mask and gloves if you travel in public transport.
- ii. Hand sanitizer must be used prior to handling any fixtures/fittings in the vehicle.
- iii. If possible, use a digital wallet to make all payments instead of dealing cash.
- iv. Wash your hands as soon as you reach home or office.
- v. If possible, you could request your manager to also allow you to move your shift timings enough so you can travel to work and back during non-peak hours.

#### **4.10 PERSONAL HYGIENE**

Many of us are already cautious when it comes to office hygiene, but in times like these, we ask you to ensure you follow these official guidelines:

- i. Wash your hands regularly throughout the day for at least 20 seconds at a time.
- ii. Use hand sanitizers with at least 70% alcohol – we will ensure the work areas are suitably equipped, so you can find one anywhere.
- iii. Avoid touching your face – especially eyes, nose, and mouth – with your hands.
- iv. Cover your mouth with your elbow when you cough or sneeze.
- v. Open the windows regularly to ensure regular fresh air flow.

Your health is our top priority, so we will keep an eye on any developments around the hygiene issues and will let you know if there are any extra precautionary measures, we all need to apply.

#### **4.11 AUDITING**

- i. Auditing of this guidance as well as specific health and safety requirements under the OHS Act will be undertaken on a [weekly basis](#).
- ii. Audit schedule is available.
- iii. Non-Compliance by individuals will result in immediate suspension from work activities.
- iv. Verbal and written warnings will be issued, and could result in permanent loss of employment

#### **4.12 COMMUNICATION**

- i. It is of utmost important that daily toolbox talks are conducted, in order to keep staff abreast of any issues, developments and changes implemented by Government, the Company and local communities.
- ii. Notices must be posted in prominent locations should any changes and recommendations be implemented coming out of any safety meetings.
- iii. Signage must be posted in and around the work areas as well as in ablutions and Change rooms as per the samples below:



#### 4.13 RISK ASSESSMENT

It is important that a comprehensive Risk Assessment is carried out specific to your workplace. For further assistance and guidance as well as guidance and recommendations in this regard, please contact [Safety officer](#).

|  |  |           |
|--|--|-----------|
|  | Baseline Risk Assessment                         | BRA 01    |
|  | Prevention of Contacting Corona Virus – COVID 19 |           |
|  | Safety, Health and Environment                   | Version 1 |

| Risk Evaluation Table        |                                |               |               | Persons at Risk | Risk Factors   |
|------------------------------|--------------------------------|---------------|---------------|-----------------|--|
| Likelihood of Harm Occurring | 2<br>Remote                    | 4<br>Possible | 6<br>Probable |                 |  |
| Severity of Injury or Harm   | 6<br>Fatal / Major Injury      | M             | M             | H               | <b>25 → 36</b><br><b>High Risk.</b> Intolerable, eliminate, Safety Method Statements to reduce risk to a tolerable level.<br><br><b>12 → 24</b><br><b>Medium Risk.</b> Tolerable only with the full implementation of all of the control measures identified below<br><br><b>1 → 11</b><br><b>Low Risk.</b> Reduce risk further where cost and time allows. Maintain all basic disciplines and controls. |
|                              | 4<br>Reportable Injury         | L             | M             | M               |  |
|                              | 2<br>First Aid or Minor Injury | L             | L             | M               |  |
|                              |                                | Likelihood    | Severity      | Risk Factor     | Notes/Comment on Evaluation  |
|                              |                                | 6             | 6             | 36              | <b>Extremely High Risk – could lead to death</b>   |
|                              |                                | 2             | 2             | 4               | Ensure sufficient spacing and avoid close contact between employees  |
|                              |                                | 2             | 2             | 4               | Waste Disposal of used tissues/masks/gloves  |

#### **4.14 SOCIAL DISTANCING AT WORK**

- i. Ensure that there is a space of 1.5-2 meters between all seats. The lockdown may be partially lifted, but that does not mean that there is no need for social/physical distancing anymore.
- ii. You spend 8-9 hours at work and must maintain a proper distance from everyone during this time, whether they seem fine or not. There are no exceptions to this rule.
- iii. Avoid crowded lifts and take the staircase instead. If you need to touch the railing for support, be sure to wash your hands with soap and water as soon as you reach the office - even before you set your bag down at the desk.

#### **4.15 AVOID MASS GATHERINGS**

- i. Follow published National Guidance at all times, that doesn't just apply to parties, weddings and funerals and places of prayer, but also, your cafeteria and conference venues.
- ii. While we're sure there will be further recommendations on how many people should be allowed to assemble in an area, just generally avoiding being in a group of more than four people might be a good idea until the rate of coronavirus infection slows down in the country.
- iii. Internal as well as client meetings should still be conducted via video conferencing as much as possible.

#### **FURTHER ADVICE AND GUIDANCE**

Should you require further assistance on the COVID-19 virus and how it affects you, please contact us on [moving@elliottmobility.com](mailto:moving@elliottmobility.com) or +27 (0) 11 256-3000