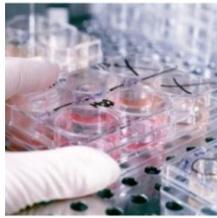




NATIONAL HEALTH  
LABORATORY SERVICE



# COVID-19 & MANAGEMENT ROLES AND RESPONSIBILITIES

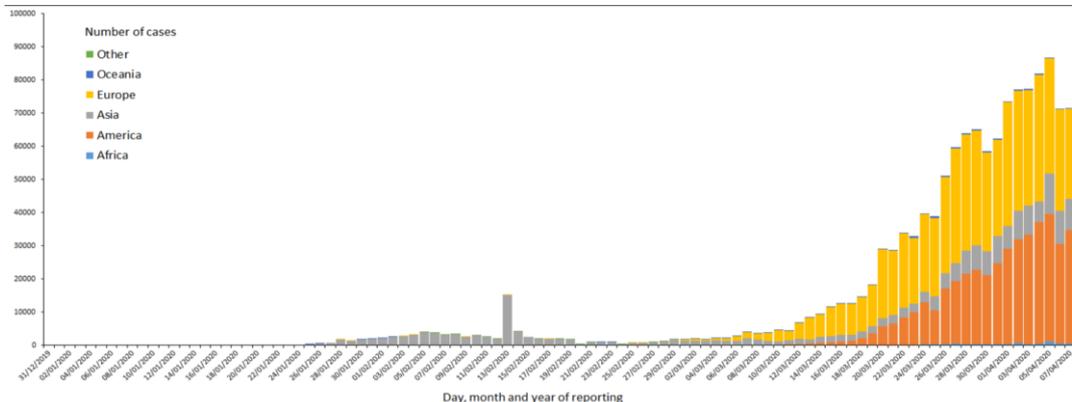


MICHELLE MORGAN  
DEPUTY SHE MANAGER  
NHLS SAFETY HEALTH & ENVIRONMENT (SHE) DEPARTMENT  
9 APRIL 2020

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## INTRODUCTION

- 31 December 2019, the World Health Organization (WHO) China country office reported a cluster of pneumonia cases in Wuhan, Hubei Province of China
- A virus was identified which was subsequently called SARS-CoV-2. The disease caused by this virus is known as COVID-19
- Initially the majority of the cases were epidemiologically linked to seafood, poultry and live wildlife market (Huanan Seafood Wholesale Market) in Jianghan District of Hubei Province
- Number of cases continued to increase rapidly, and evidence of person-to-person transmission is now established.

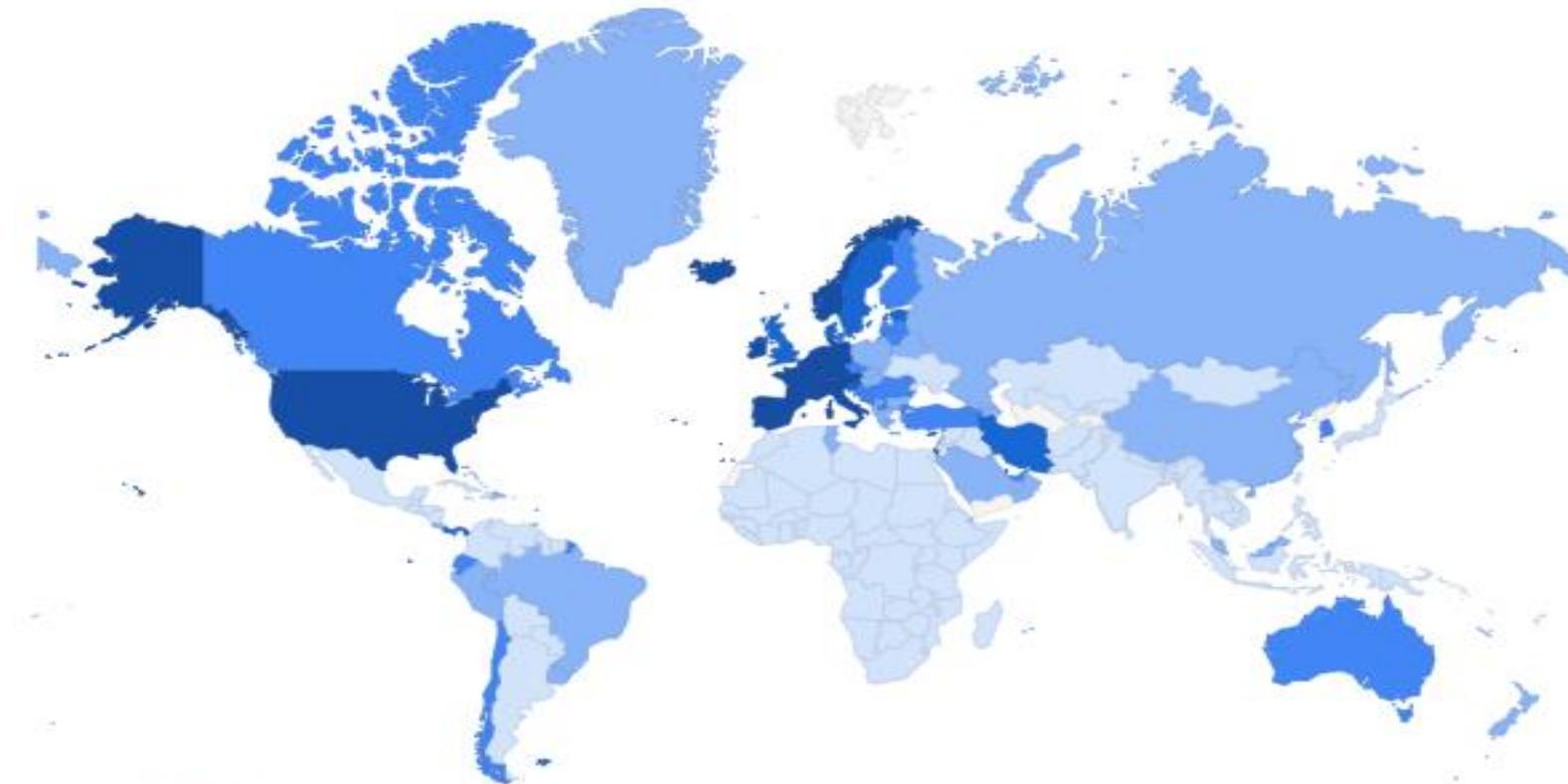




## Coronavirus (COVID-19) map

Updated less than 12 minutes ago

Worldwide ▾



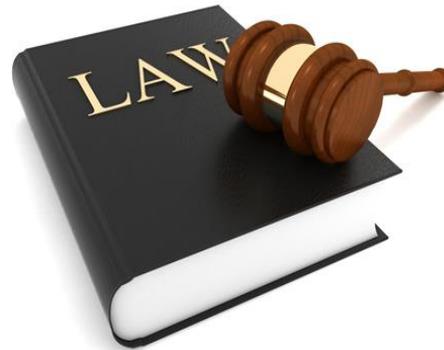
Cases per 1M people



## SOUTH AFRICAN COVID-19 CASES

- 5 March 2020, South African Minister of Health Dr Zweli Mkhize announced the country's first confirmed coronavirus (COVID-19) case
- On 15 March 2020 the President of the Republic of South Africa declared the outbreak a National Disaster
- On 23 March 2020 the President of the Republic of South Africa announced a lock-down of South Africa
- 08/04/2020 : 1749 cases, 13 Deaths
- Initially all positive cases were imported, subsequently we are picking up positive cases of local transmission

# OHS LEGAL REQUIREMENTS FOR MANAGERS



# OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993

- The OHS Act 85 of 1993 came into effect in 1 January 1994.
- The OHS Act has 50 Sections and various regulations.



## AIM OF THE OHS ACT 85 OF 1993

The aim of the OHS ACT is to provide for:

- The health and safety of persons at work;
- The health and safety for persons in connection with the use of plant and machinery;
- The protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work;
- To establish an advisory council for occupational health and safety and to provide for matters connected therewith.



# WHAT IS MEANT BY REASONABLY PRACTICABLE?



## REASONABLY PRACTICABLE

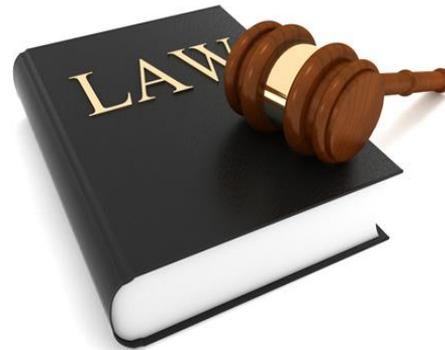
**"reasonably practicable"** means practicable having regard to-

- the severity and scope of the hazard or risk concerned;
- the state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk;
- the availability and suitability of means to remove or mitigate that hazard or risk; and
- the cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom;

## DEFINITIONS

- "**employee**" means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person;
- "**employer**" means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in section I (1) of the Labour Relations Act, 1956 (Act No. 28 of 1956);

# SECTIONS OF THE OHS ACT



## SECTION 7 – HEALTH AND SAFETY POLICY

- This is a written policy concerning the protection of the health and safety of employees at work, including a description of the organization and the arrangements for carrying out and reviewing that policy.
- An employer shall prominently display a copy of the policy, signed by the chief executive officer, in the workplace where his employees normally report for service.



SAFETY POLICY  
BEGINS  
WITH ME !!!



## SECTION 8 – GENERAL DUTIES OF **EMPLOYERS** TO THEIR EMPLOYEES

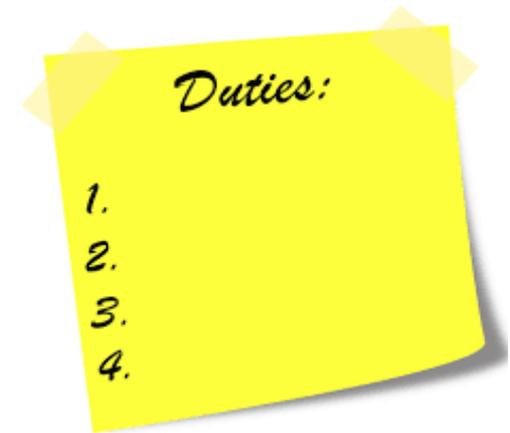
Every employer shall provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of his employees



## SECTION 8 – GENERAL DUTIES OF EMPLOYERS TO THEIR EMPLOYEES

### DUTIES INCLUDE:

- a. The provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are **safe** and without **risks** to **health**;
- b. Taking such steps as may be reasonably practicable to eliminate or mitigate any **hazard** or potential hazard to the **safety** or **health** of employees, before resorting to personal protective equipment;
- c. Making arrangements for ensuring, as far as is reasonably practicable, the **safety** and absence of **risks** to **health** in connection with the production, processing, use, handling, storage or transport of articles or substances;





## SECTION 8 – GENERAL DUTIES OF EMPLOYERS TO THEIR EMPLOYEES

### DUTIES CONTINUED.....

- d. Establishing, as far as is reasonably practicable, what **hazards** to the **health** or **safety** of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in his business, and he shall, as far as is reasonably practicable;
- e. Further establish what precautionary **measures** should be taken with respect to such work, article, substance, plant or machinery in order to protect the **health** and **safety** of persons, and he shall provide the necessary means to apply such precautionary measures;





## SECTION 8 – GENERAL DUTIES OF **EMPLOYERS** TO THEIR EMPLOYEES



### DUTIES CONTINUED.....

- f. Providing such information, instructions, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the **health** and **safety** at work of his employees;
- g. As far as is reasonably practicable, not permitting any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary **measures** contemplated in paragraphs (b) and (d), or any other precautionary measures which may be prescribed, have been taken;

## SECTION 8 – GENERAL DUTIES OF EMPLOYERS TO THEIR EMPLOYEES

### DUTIES CONTINUED.....

- h. Taking all necessary **measures** to ensure that the requirements of this Act are complied with by every person in his employment or on premises under his control where plant or machinery is used
- i. Enforcing such **measures** as may be necessary in the interest of **health** and **safety**;
- j. Ensuring that work is performed and that plant or machinery is used under the general supervision of a person trained to understand the **hazards** associated with it and who have the authority to ensure that precautionary **measures** taken by the employer are implemented



## RISK ASSESSMENT

Is defined as the process of assessing the **risks** associated with the **hazards** identified, so that appropriate **control measures** can be put in place to eliminate or mitigate the risk to protect the **health** and **safety** of workers.





## RISK ASSESSMENT

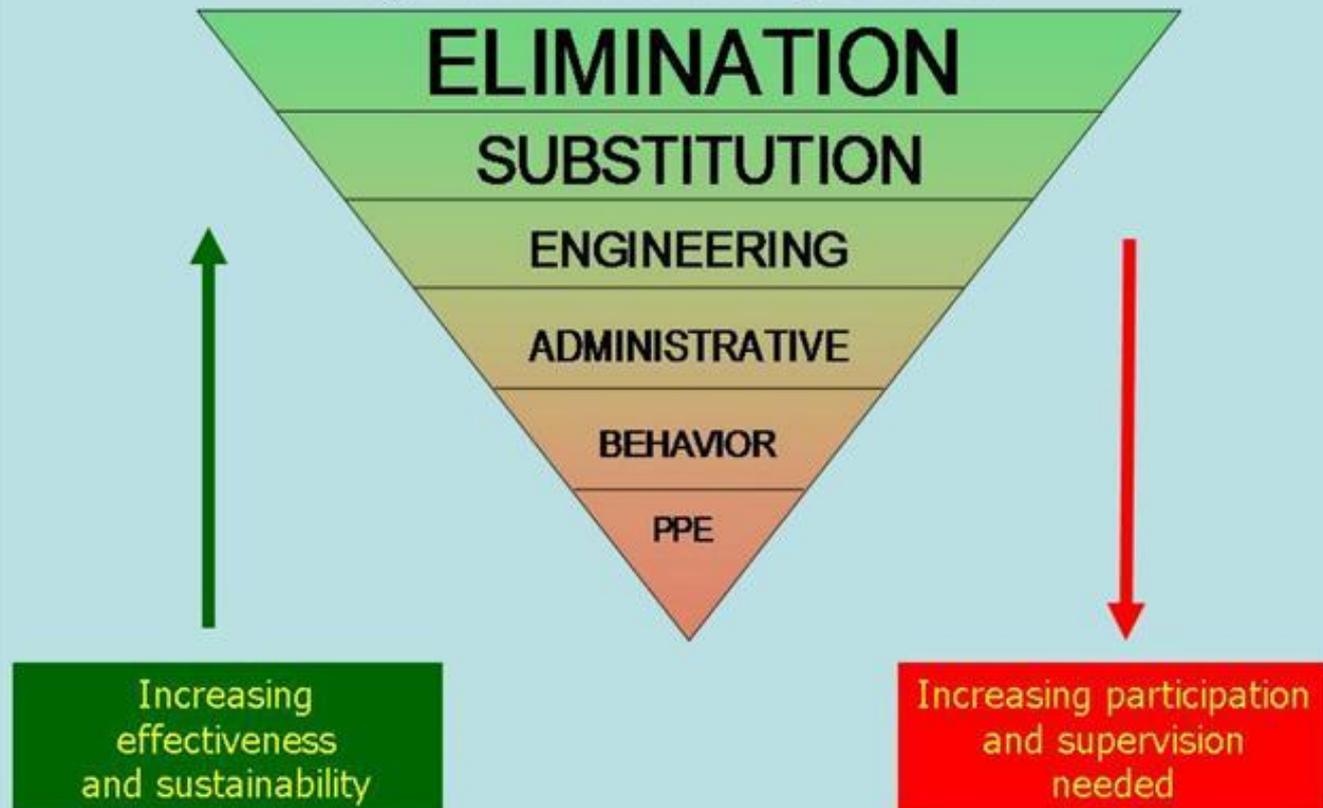


## RISK ASSESSMENT

- Every workplace (laboratories, offices, workshops, etc.) must ensure that there is a risk assessment in place
- The risk assessment must be reviewed to include the risk of exposure to COVID-19.
- For each identified risk, appropriate risk control measures should be selected and implemented in order to mitigate the residual risk to an acceptable level.
- The approved risk assessment must be recorded and communicated to all staff in the workplace.
- Staff must read and familiarise themselves with the contents of the risk assessment.

# Hierarchy of Control

Apply the highest level of control commensurate with the risk level— lower value controls may be used in the interim until long-term controls are implemented.





## SECTION 13: DUTY TO INFORM

Without derogating from any specific duty imposed on an employer by the OHS Act, every employer shall:





## SECTION 13: DUTY TO INFORM

- a. As far as is reasonably practicable, cause every employee to be made **conversant with the hazards** to his health and safety attached to any work which he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery which he is required or permitted to use, as well as with the **precautionary measures** which should be taken and observed with respect to those hazards;
- b. Inform the health and safety representatives concerned beforehand of **inspections, investigations or formal inquiries** of which he has been notified by an inspector; and
- c. Inform a health and safety representative as soon as reasonably practicable of the **occurrence of an incident** in the workplace or section of the workplace for which such representative has been designated.

## SECTION 14 – GENERAL DUTIES OF EMPLOYEES AT WORK



- a. Take reasonable **care for the health and safety** of himself and of other persons who may be affected by his acts or omissions;
- b. As regards any duty or requirement imposed on his employer or any other person by this Act, **co-operate** with such employer or person to enable that duty or requirement to be performed or complied with;
- c. Carry out any lawful order given to him, and **obey** the health and safety rules and procedures laid down by his employer or by anyone authorized thereto by his employer, in the interest of health and safety;

## SECTION 14 – GENERAL DUTIES OF EMPLOYEES AT WORK



- d. If any situation which is unsafe or unhealthy comes to his attention, as soon as practicable **report such situation** to his employer or to the health and safety representative for his workplace or section thereof, as the case may be, who shall report it to the employer;
- e. If he is involved in any incident which may affect his health or which has caused an injury to himself, **report such incident** to his employer or to anyone authorized thereto by the employer, or to his health and safety representative, as soon as practicable but not later than the end of the particular shift during which the incident occurred,

## SECTION 16: CHIEF EXECUTIVE OFFICER CHARGED WITH CERTAIN DUTIES



- a) Every chief executive officer shall as far as is reasonably practicable ensure that the duties of his employer as contemplated in this Act, are properly discharged.

## SECTION 16: CHIEF EXECUTIVE OFFICER CHARGED WITH CERTAIN DUTIES

b. Without derogating from his responsibility or liability in terms of subsection (1), a chief executive officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the chief executive officer.



**Whilst you can delegate duties, the CEO will remain responsible and be held accountable.**



## SECTION 17 – HEALTH AND SAFETY REPRESENTATIVES (HSR)



### WHO SHOULD HAVE HSR ?

- Employers who have **more than 20 employees** in his employment at any workplace must appoint a HSR.

### HOW MUST THIS APPOINTMENT BE MADE?

- This appointment must be **made in writing** for a specified period.

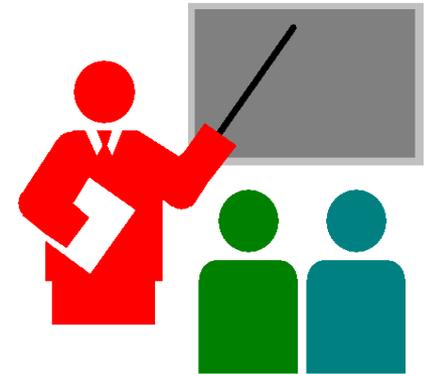
### WHO IS ELIGIBLE TO BE A HSR?

- Only employees employed in a **full time** capacity at a specific workplace are eligible to be appointed
- Only employees who are **acquainted** with conditions and activities at that workplace are eligible to be appointed.

## SECTION 17 – HEALTH AND SAFETY REPRESENTATIVES (HSR)

### HOW MANY HSR SHOULD THERE BE?

- Shops and offices – 1 HSR for every 100 employees.
- All other workplaces – 1 HSR for every 50 employees.



### WHEN ARE ACTIVITIES CONDUCTED?

- Activities in connection with the designation, functions and training of HSR shall be performed during ordinary working hours.
- Any time reasonably spent by an employee in carrying out his functions as a HSR shall be deemed to be time spent by him in the carrying out of his duties as an employee.



## SECTION 18 – FUNCTIONS OF HEALTH AND SAFETY REPRESENTATIVES (HSR)

- a. Review the effectiveness of health and safety measures;
- b. Identify potential hazards and potential major incidents at the workplace;
- c. In collaboration with his employer, examine the causes of incidents at the workplace;
- d. Investigate complaints by any employee relating to that employee's health or safety at work;



## SECTION 18 – FUNCTIONS OF HEALTH AND SAFETY REPRESENTATIVES (HSR)

- e. **Make representations** to the employer or a health and safety committee on matters arising from paragraphs (a), (b), (c) or (d)
- f. **Make representations** to the employer on general matters affecting the health or safety of the employees at the workplace;
- g. **Inspect the workplace**, including any article, substance, plant, machinery or health and safety equipment at that workplace with a view to the health and safety of employees, at such intervals as may be agreed upon with the employer;



## SECTION 18 – FUNCTIONS OF HEALTH AND SAFETY REPRESENTATIVES (HSR)

- h. Participate in **consultations** with inspectors at the workplace and accompany inspectors on inspections of the workplace;
- i. **Receive information** from inspectors;
- j. In his capacity as a health and safety representative **attend meetings** of the health and safety committee of which he is a member, in connection with any of the above functions.



## SECTION 19 – HEALTH AND SAFETY COMMITTEES (HSC)

1. An employer shall in respect of each workplace where **two or more health and safety representatives** have been designated, **establish one or more HSC** and consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of his employees at work.



## SECTION 19 – HEALTH AND SAFETY COMMITTEES (HSC)

2. A HSC shall consist of such number of members as the employer may from time to time determine:



Provided that-

- a. if **one HSC** has been established in respect of a workplace, **all the health and safety representatives** for that workplace shall be **members** of the committee;
- b. if **two or more HSC** have been established in respect of a workplace, each health and safety representative for that workplace shall be a **member of at least one** of those committees;
- c. and the number of persons nominated by an employer on any HSC established in terms of this section shall **not exceed** the number of health and safety representatives on that committee.

## SECTION 19 – HEALTH AND SAFETY COMMITTEES (HSC)

3. A health and safety committee shall hold meetings as often as may be necessary, but **at least once every three months**, at a time and place determined by the committee.

4. The procedure at meetings of a health and safety committee shall be determined by the committee.

5 (a) A health and safety committee may **co-opt one or more persons** by reason of his or their particular knowledge of health or safety matters as an advisory member or as advisory members of the committee.

(b) An **advisory member** shall not be entitled to vote on any matter before the committee.



## SECTION 20 - FUNCTIONS OF HEALTH AND SAFETY COMMITTEES (HSC)

1. **Make recommendations** to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established; Discuss any incident at the workplace or section thereof in which or in consequence of which any person was injured, became ill or died, and may in writing report on the incident to an inspector;
2. A health and safety committee shall **keep record of each recommendation made** to an employer in terms of subsection (1) (a) and of any report made to an inspector in terms of subsection (1) (b).



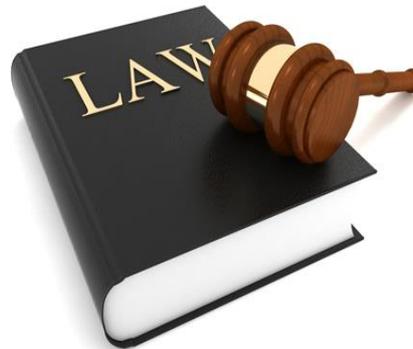
## SECTION 20 - FUNCTIONS OF HEALTH AND SAFETY COMMITTEES (HSC)

3. A health and safety committee or a member thereof shall not incur any civil liability by reason of the fact only that it or he failed to do anything which it or he may or is required to do in terms of this Act.

4. An employer shall take the prescribed steps to ensure that a health and safety committee complies with the provisions of section 19 (4) and performs the duties assigned to it by subsections (1) and (2).



# **GENERAL SAFETY REGULATIONS GNR.1031 OF 30 MAY 1986**





## INTOXICATION

- Employees under the influence of intoxicating liquor or drugs, not permitted to enter or remain at the workplace
- Employees at work, not permitted to have in their possession intoxicating liquor or drugs
- Persons on medication – only permitted to work if side effects of medication do not constitute a threat or danger.



## ADMITTANCE OF PERSONS

- An employer shall not permit persons to enter a workplace where the health or safety of such person is at risk.
- In the interest of health and safety, an employer shall post up a notice at the entrance to the workplace prohibiting the entry of unauthorised persons to such workplace.





## FIRST AID, EMERGENCY EQUIPMENT AND PROCEDURES

- If >5 employees at a workplace - Employer must provide a first aid box.
- First aid box to contain minimum requirements as stipulated by this regulation.
- If >10 employees at a workplace – Employer to ensure that for every group of 50 employees, at least one trained first aider is readily available to provide first aid.
- Location of first aid box and name of responsible first aider must be prominently displayed at workplace.

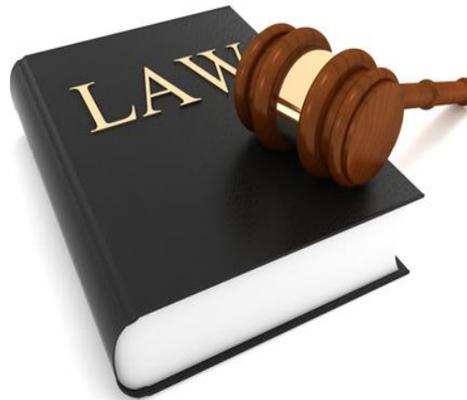


## FIRST AID, EMERGENCY EQUIPMENT AND PROCEDURES

- Where there is a potential hazard of injury to the eye from a biological or chemical substance, an eyewash facility must be available in the workplace.
- Staff must be trained on the use of the eyewash.
- Where large amounts of toxic, corrosive or hazardous substances are handled, a deluge shower must be provided in the immediate vicinity and staff trained on the use thereof.



# GENERAL ADMINISTRATIVE REGULATIONS GNR.929 OF 25 JUNE 2003



## COPY OF THE ACT

- If  $> 5$  employees at a workplace, the employer must keep a copy of the OHS Act and the relevant regulations readily available at the workplace.
- If  $< 5$  employees, the employer must make a copy of the Act available to an employee upon request.



## REPORTING OF INCIDENTS AND OCCUPATIONAL DISEASES

- The employer shall within 7 days of any incident give notice to the Provincial Director in the form of a WCL1 or WCL2.
- If an employee as a consequence to the above incident, dies, becomes unconscious, suffers the loss of a limb or part of a limb or is injured or becomes ill and is likely to die or suffer permanent physical defect, such incident must be reported to the Provincial Director by telephone or fax.
- A registered medical practitioner shall within 14 days of the examination or treatment of a person for an occupational disease, give notice to the chief inspector and to the employer.

**INCIDENT  
REPORTING**



## RECORDING AND INVESTIGATION OF INCIDENTS

- An employer must keep a record of all incidents occurring at a workplace.
- All incidents on record must be investigated.
- All investigation records must be kept on file.
- All incident recorded must be tabled and examined by the health and safety committee of that workplace, at its next meeting.



# **FACILITIES REGULATION GNR.924 OF 3 AUGUST 2004**



## SANITATION

- Provide toilet paper free of charge
- Provide a water closet pan with a seat.
- Provide disposable paper towels or hot air blowers at each washbasin.
- Provide toilet soap or cleansing agent free of charge to employees.



## FACILITIES FOR SAFE KEEPING

- Employer to provide employees with a personal facility for safekeeping.
- This is for the purpose of the safe storage of clothing and other personal items.



## CHANGING ROOMS

- Separate changing rooms, for males and females, must be provided for employees who need to undress.
- These rooms must be separated from workplaces where hazardous biological and chemical agents are handled.
- Natural / artificial ventilation with glazed windows.



## DINING ROOMS

- Workplaces handling HCS or HBA must be provided with a separate dining-room or eating place on the work premises.
- Provide this room with sufficient tables and chairs.
- This room must be separated from workplaces where hazardous biological and chemical agents are handled.



## PROHIBITION

- Eating, drinking and smoking is prohibited in a workplace where HCS and HBA are handled.
- Conspicuous signs and notices at such workplaces prohibiting smoking, eating or drinking



## DRINKING WATER

- Employer to provide an adequate supply of drinking water for his employees.
- Taps with water not fit for human consumption must be clearly marked.



## SEATS

Where reasonably practicable:

- Provide an ergonomically sound seat for every employee.
- Permit an employee, whose work is done standing, to take advantage of any opportunity of sitting.
- Provide seats with backrests.

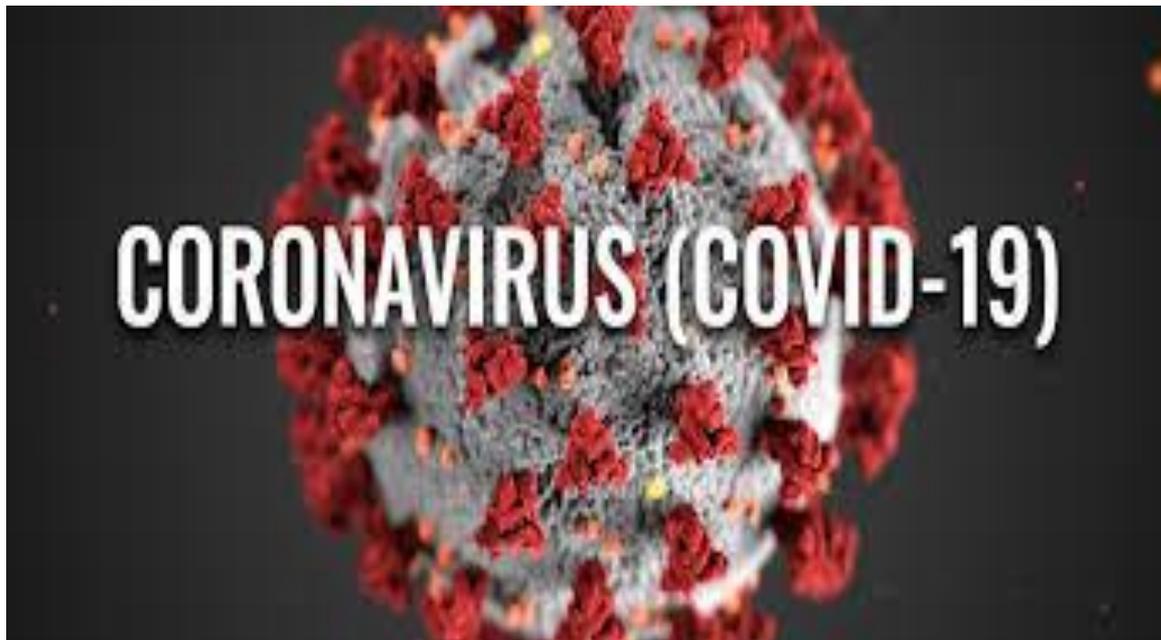


## CONDITION OF ROOMS AND FACILITIES

- Maintain all rooms and facilities in a clean, hygienic, safe, whole and leak-free condition and in a good state of repair.
- At least 2.25 square meters of effective open floor area must be available for every employee working in an indoor workspace.



# POINTS TO CONSIDER IN LIGHT OF COVID-19



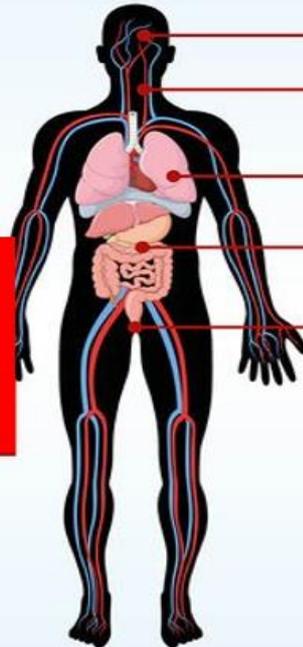
# What is Coronavirus?

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases like pneumonia, MERS and SARS

- Severe Symptoms
- High Fever
- 38°C
- Pneumonia
- Kidney Failure
- Death

## TRANSMISSION

Coughs or sneezes from infected person or touching contaminated objects



## COMMON SYMPTOMS

- Fever
- After 2 to 7 days develop a dry cough
- Mild breathing difficulties at the outset
- Gastrointestinal issues
- Diarrhea
- General body aches

\* Source: Centers for Disease Control and Prevention/ USA Today

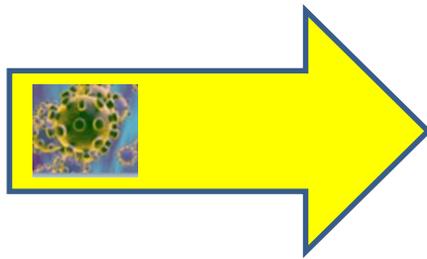
EXPRESS

SARS = Severe Acute Respiratory Syndrome

MERS = Middle East Respiratory Syndrome

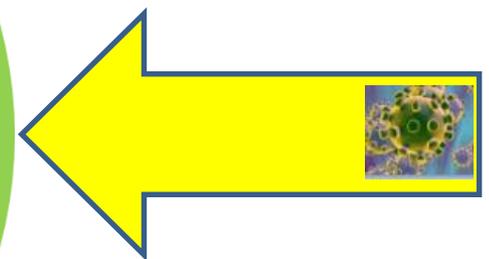
## POTENTIAL SOURCES OF EXPOSURE IN THE WORKPLACE

**Community  
acquired**



**Workplace**

**Workplace  
acquired**



## STRATEGIES TO CONSIDER IN CONTROLLING COVID-19



- HAND HYGIENE
- RESPIRATORY HYGIENE
- SOCIAL DISTANCING
- QUARANTINE / ISOLATION

# GENERAL PRECAUTIONS TO BE OBSERVED



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid close contact with people who are sick  
Stay home when you are sick  
Try to keep distance from others at home or in the workplace, including in the tearoom or at your work station.



Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.

# GENERAL PRECAUTIONS TO BE OBSERVED



Clean and disinfect frequently touched objects and surfaces. E.g. office desks, door handles, telephones etc.



Recommendation for international business travel to be prohibited in line with governments pronouncements. All local business travel must be limited. Where possible, use technology to further business requirements.



There is currently no vaccine for COVID-19, however all staff are encouraged to get the flu vaccine.



Ensure your general health is maintained. Chronic diseases are well controlled.



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<http://www.nioh.ac.za/wp-content/uploads/2020/03/Handwashing-poster.pdf>



# WASH YOUR HANDS

THE MOST IMPORTANT **20 SECONDS** OF YOUR LIFE



1 Wet hands with water



2 Apply enough liquid or bar soap to cover all hand surfaces



3 Rub hands palm to palm



4 Right palm over left dorsum with interlaced fingers and vice versa



5 Palm to palm with fingers interlaced



6 Rotational rubbing of left thumb clasped in right palm and vice versa



7 Back of fingers to opposing palm with fingers interlocked and vice versa



8 Rotational rubbing, back and forth with clasped fingers of right hand in left palm and vice versa



9 Rinse hands with water



10 Dry thoroughly with a single use towel



11 Use towel to turn off tap



12 Your hands are now clean and safe!



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20-30 seconds

# DON'T COMPROMISE HAND SANITISE

[http://www.nioh.ac.za/wp-content/uploads/2020/03/Hand-Sanitiser-Poster\\_v1.pdf](http://www.nioh.ac.za/wp-content/uploads/2020/03/Hand-Sanitiser-Poster_v1.pdf)



1a

Apply a palmful of the product in a cupped hand, covering all surfaces



1b

An elbow, press or squeeze bottle can be used depending on availability



2

Rub hands palm to palm



3

Right palm over left dorsum with interlaced fingers and vice versa



4

Palm to palm with fingers interlaced



5

Back of fingers to opposing palm with fingers interlocked and vice versa



6

Rotational rubbing of left thumb clasped in right palm and vice versa



7

Rotational rubbing, back and forth with clasped fingers of right hand in left palm and vice versa



8

Once dry, your hands are now safe



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**GOVERNMENT NOTICE**

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**DEPARTMENT OF EMPLOYMENT AND LABOUR**

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**No. R.**

**2020**

**COMPENSATION FOR OCCUPATIONAL INJURIES AND  
DISEASES ACT, 1993 (ACT NO 130 OF 1993)**

**NOTICE ON COMPENSATION FOR OCCUPATIONALLY-ACQUIRED NOVEL CORONA  
VIRUS DISEASE (COVID-19) UNDER COMPENSATION FOR OCCUPATIONAL INJURIES  
AND DISEASES ACT, 130 of 1993 AS AMENDED**

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National Institute for Occupational Health (NIOH)  
COVID-19 Occupational Health and Safety Queries  
HOTLINE NUMBER : 0800 212175

EVENTS & NOTICES: Information, situational reports and guidance for prevention. To access this information click here.

[COVID-19 Fact Sheets for Workplace](#)

## Acknowledgements

- Mr David Jones - National SHE Manager, NHLS SHE Department
- Dr Graham Chin - Occupational Medicine Practitioner, NHLS SHE Department
- Ms Mmashela Kgole - Waste Assurance Manager, NHLS SHE Department

*Thank  
you*

