

RISK ASSESSMENT

- ▶▶ Employers should ensure that all home workers have a risk assessment to ensure that they have a safe environment to work in.
- ▶▶ When someone is working from home, the risk assessment should consider:
 - ☑ How you will keep in touch with them
 - ☑ The type of work they will be doing (and for how long)
 - ☑ How it can be done safely
 - ☑ If you need to put control measures in place to protect them
- ▶▶ Practical ways to do this include:
 - ☑ Providing advice and guidance on their home-working set-up
 - ☑ Using questionnaires or self-assessment tools
 - ☑ Talking to them, for example using phone or video calls

PROTECT YOUR MENTAL WELLBEING



- ✓ Have a dedicated comfortable working space.
- ✓ Home workers should be able to achieve a comfortable and sustained posture while working at the computer.
- ✓ Create and keep regular routines & schedules.
- ✓ Maintain regular contact and support from your manager and colleagues.
- ✓ Ensure meetings are well spaced and you have appropriate work demands.
- ✓ Working from home can sometimes cause workers to work longer hours to ensure outputs. Speak regularly about workloads, demands and training needs.
- ✓ Ensure any occupational support available to them.
- ✓ Make home workers aware of any occupational support available to them.
- ✓ Ensure work-life balance.
- ✓ Keep in touch- friends, family & colleagues- phone or email.
- ✓ Create time for safely playing and relaxing. Build in breaks.
- ✗ **Avoid smoking or using alcohol or other drugs for emotional support**

MAINTAIN HYGIENE PRACTICES IN YOUR HOME

- ▶▶ Ensure good ventilation by keeping doors and windows open.
- ▶▶ Ensure that all household members are vaccinated in line with the DOH guidelines.



- ▶▶ When coughing or sneezing, cover your mouth and nose with your flexed elbow or tissue.
- ▶▶ Put used tissues into a bin & wash your hands.
- ▶▶ Wash your hands frequently with soap and water for at least 20 seconds or use an alcohol-based sanitiser especially after:

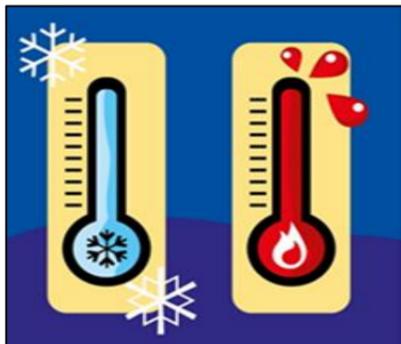


- *blowing your nose, coughing, or sneezing*
- *touching common touch areas- door handles, cupboards, door frames, window handles, etc.*

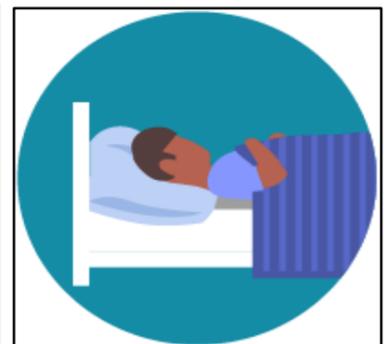
- ▶▶ Use cleaning products and disinfectants to clean common or shared spaces, and "high touch areas".
- ▶▶ Reduce socialising widely and when necessary do so in well ventilated spaces, practice social distancing and wear a mask.



- ▶▶ If you have a medical condition that makes you vulnerable, comply with company policies on workplace accommodation.



- ▶▶ If you are sick, inform your manager.
- ▶▶ Contact your health care provider for a diagnosis and test for SARS CoV2 if so directed.
- ▶▶ If you are symptomatic and test positive for COVID-19 isolate
- ▶▶ Co-operate with isolation guidelines from the Department of Health.



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

Workplace Hotline: 0800 2121 75

Occupational Health Surveillance System [OHSS]

General queries for data submission: 0723215503 | 0713981169 | OHSWorkplace@nioh.ac.za

OPERATING HOURS for the OHSS hotline: Mon-Fri: 08h00 - 17h00, Weekends and public holidays: Closed

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COVID-19