

### 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:

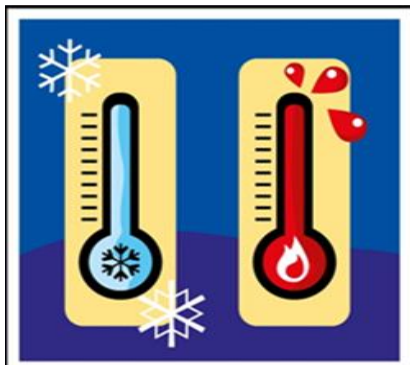


- *blowing your nose, coughing, or sneezing*
- *touching common touch areas- door handles, cupboards, door frames, window handles, etc.*

- ▶ 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

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