





	Integrated management Systems	Doc Ref	S.H. E.Q
	COVID 19 HEALTH AND SAFETY PLAN	Rev No:	SHEQ/COVID/PLAN 01
		Date:	20/07/2020
Approved By:	Group CEO : M Mnyani	Signed:	

# COVID 19 WORKPLACE HEALTH AND SAFETY PLAN

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## 1. Introduction & Purpose

As the country is current phasing the Coronavirus (commonly known as COVID – 19) outbreak, Khato Civils/South Zambezi in solidarity found it critical to contribute to the initiative of fighting the spread of Covid-19 in the workplace which threatens to human life and health of many.

### Purpose

The document intends to consolidate education, awareness and practical guidance to manage Business Continuity during the COVID 19 pandemic outbreak.

It addresses risks employees are exposed to and strategies in place to minimise and prevent the spread of the virus.

## 2. Coronavirus 2019 (COVID 19)

- ▶ Corona viruses are a large family of viruses which may cause respiratory infections ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome) and MERS (Middle East Respiratory Syndrome). The common recent Coronavirus disease is COVID 19.
- ▶ COVID -19 was first reported in the late 2019 in Wuhan and has spread extensively China and worldwide

## 3. How the virus spreads




### ▶ Droplets Transmission

- Contact with contaminated surfaces and touching your face
- Close personal contact with infected person
- Direct contact with droplets from an infected person when coughing/sneezing
- From hand shake with an infected person

### ➤ Respiratory Transmission

- Through droplets
- Occurs when a person is in close contact with someone who has respiratory symptoms (coughing/sneezing) and is at risk of having his/her mouth/nose and eyes exposed to potentially infective respiratory droplets.

## 4. Signs & Symptoms

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Dry throat



Itching throat



Dry cough



High temperature




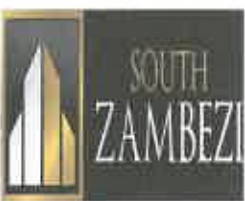

Shortness Of breath



Lose of Appetite

## 5. Precautionary to prevent the spread Covid-19

- ▶ Wash hands often with water & soap for approximately 20 seconds or use a 70% alcohol-based sanitiser.
- ▶ Keep safe distance of 1.5-2m apart
- ▶ Regularly clean your work surface with water & soap or other means of disinfectant cleaning agent.
- ▶ Cover coughs and sneezes with you're a flexed elbow or tissue – If using a tissue, please dispose immediately.
- ▶ Employees are encouraged to avoid sharing of food and personal belongings. (water bottle, lip care)
- ▶ All employees are encouraged to bring their own utensils (Cups, Cutlery, Tea, Coffee and Sugar) to avoid sharing of utensils.

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- ▶ Employees are encouraged not to share stationary and also encouraged to avoid using the rest room at the same time
- ▶ Use of face mask is Mandatory
- ▶ Avoid touching face, nose & mouth

## 6. Safety Control Measures Undertaken by Khato Civils/South Zambezi

Section 8(1) of the Occupational Health and Safety Act 85 of 1993 as amended requires the employer to provide and maintain as far as reasonably practicable a working environment that is safe and without risks to the health of the employees.

Section (2)(b) further required steps that may be reasonably practicable to eliminate/mitigate any hazards before resorting to Personal Protective Equipment (PPE)

Various safety control measures at work will still be obtained. The following OHSACT guidelines for effective implementation of controlled will be adapted:

### a) Elimination Control measures

- ▶ Not practical, the virus is unavoidable and exposure is through direct contact with the infected personnel and possible airborne.

### b) Substitution Control Measures

- ▶ Replace face – All face meeting are discontinued with immediate effect so as to maintain social distancing
- ▶ Certain meetings will be maintained with digital platforms (Zoom, Skype, tele-conference)
- ▶ Biometric system at the gate will be discontinued

### c) Engineering Control Measures




- All Khato Civils/South Zambezi to undergo a daily COVID 19 pre- screening on a daily bases prior to accessing their offices. Hand washing basins with running water will be available in all the ablutions Sanitizer will be available across the premises

### d) Administrative Control Measures

- ▶ Health and Safety Signs, awareness posters will be posted at various notice boards/corridors and offices across the premises.
- ▶ Continuous Training and Educational sessions will be conducted
- ▶ Various information will be updated as new information is obtained from our external legal attorney
- ▶ Remote working where possible can be continued.

### Personal Protective Equipment Control Measures

- ▶ Wearing of face masks in the workplace is compulsory.
- ▶ Additional PPE will be provided as per area risk assessment conducted

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## 6.1 How to wear a face mask properly

- **Rule #1**  
Hand hygiene is of high importance before you put on a mask as that could be a source of infection
- **Rule #2**  
Ensure the metal piece on the top of your nose and Put the mask on your around your face using the elastic strings
- **Rule #3**  
Adjust your mask over your face and cover your chin & nose making sure your nose and mouth is fully covered by the mask.
- **Rule #4**  
Do not touch the front of the mask while using it to avoid possible contaminations. If you accidentally touch it wash your hand with soap & water.
- **Rule #5**  
When taking out mask, remove the elastics from behind without touching the front and keep it away from the face and clean it.

## 6.2

The following rea are identified high risk areas/hot spots  
a detailed risk assessment on high risk areas will be compiled

- Canteen/Dinning Facilities
- Offices and Boardrooms
- Office Kitchen
- Smoking areas
- HR offices
- Female and male ablutions



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A	INJURY SEVERITY	B	FREQUENCY of OCCURRENCE	RATING		
C	POTENTIAL DAMAGE / LOSS	D	ENVIRONMENT	ACTION REQUIRED		
0	No injury	0	Has not occurred in last two years	RISK CLASSIFICATION	RISK VALUE	
2	Minor laceration, wound (first aid case)	2	Occurs very seldom	LOW	0--6	
4	More severe injury medical attention	4	Occurs occasionally	MEDIUM	6--16	
8	Serious injures, broken bones, amputation etc	8	Occurs often	HIGH	16--32	
10	Loss of life / fatality	10	Could / has happened	CRITICAL	32--40	
0	No damage, minimal costs R10 – 100	0	No effect	LOW	Supervision, training, certification, method/risk assessments, safe work procedures training, toolbox talks.	Good instruction.
2	Minor damage, small costs R100 – 1000	2	Minor effect	MEDIUM	Competent supervision, training certification, method/risk assessments, safe work procedures training, toolbox talks.	Change method, mitigate
4	Med damage, stoppage (On site repair) medium cost R1000 – 5000	4	Serious effect (Short term)	HIGH	Competent supervision, training certification, method/risk assessments, safe work procedures training, toolbox talks.	Change method, mitigate.
8	More serious damage // loss / delay < R5000 - +	8	Very serious effect (Long Term)	CRITICAL	Close competent supervision, training certification, method/risk assessments, safe work procedures, work permits, training, toolbox talks.	Intolerable, change method, transfer risk.
10	Severe damage, long term stoppage, high costs	10	Catastrophic effect			





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### COVID 19 WORKPLACE RISK ASSESSMENT

ACTIVITY	POTENTIAL HAZARD	POSSIBLE RESULT	RISK EVALUATION				PREVENTATIVE MEASURES/ MITIGATION	CONTROL MEASURES	
			S	F	P	E	R		
1. Screening of employees, visitors, contractors as they arrive at the premises	Unknown possibilities of infected personnel.	Virus transmission	1	8	1	0	28	<ul style="list-style-type: none"> <li>Compulsory pre-screening of personnel Covid - 19 Pre-screening includes the following                             <ul style="list-style-type: none"> <li>Screening questionnaire to be populated to all employees.</li> <li>Temperature Check - allowed temp 38 degrees (to be done daily)</li> </ul> </li> </ul>	Random exiting/leaving the premises <b>MUST</b> strictly be avoided. Security Personnel to <b>ONLY</b> provide access to persons who are screened.
2. Clocking In/Out on the biometric system	Coronavirus can be transmitted by an infected individual by touching the biometric scanner	Virus Transmission through contacting the contaminated surface/area	4	8	8	0	20	<ul style="list-style-type: none"> <li>Avoiding use of biometric system during the cause of the pandemic.</li> </ul>	All biometric systems will be monitored by security to ensure all preventative measures are adhered to.





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ACTIVITY	POTENTIAL HAZARD	POSSIBLE RESULT	RISK EVALUATION				PREVENTATIVE MEASURES/ MITIGATION	CONTROL MEASURES
			S	F	P	E R		
3. Tea and lunch Breaks (Office Kitchen & Canteen)	Employees in proximity	Virus Transmission through proximity	4	8	10	22	<ul style="list-style-type: none"> <li>Limit number of people at the same time to maintain the 1.5- 2meter distance.</li> <li>Floor Demarcations will be done to maintain social distancing of 1.5 - 2 meter.</li> <li>Number of people inside the kitchen will be stated.</li> <li>Employees to bring their own food and personal utensils</li> <li>Frequent cleaning will be done on shared equipment. (Microwave, kettles, fridge)</li> </ul>	Cleaning department personnel to ensure frequent cleaning and disinfecting of shared equipment.
4. Ablutions Change rooms/ Showers/	Employees in proximity and touching contaminated surfaces	Virus Transmission through proximity and touching contaminated surfaces	8	8	80	24	<ul style="list-style-type: none"> <li>Limit number of people at the same time to maintain the 1.5 - 2-meter distance.</li> <li>Daily disinfecting process to be conducted in all ablutions</li> <li>Only 2 persons allowed per period</li> </ul>	Cleaning department personnel to ensure frequent cleaning and disinfecting of shared equipment.






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			S	F	P	E			
5. Office boardrooms, Workshop meeting areas, smoking areas & Consultation Offices/desks/ reception	Employees in proximity.	Virus Transmission through proximity	4	4	8	0	16	<ul style="list-style-type: none"> <li>Limit number of people at the same time to maintain the 1.5- 2meter distance.</li> <li>Floor Demarcations will be done to maintain social distancing of 1.5 - 2 meter.</li> <li>No gathering meeting to be held</li> <li>Avoid physical consultations and replace with digital platforms (Email, telephone, WhatsApp, Zoom meetings)</li> </ul>	The meeting chairperson to ensure social distancing is observed during the meeting.
6. Assembly Points	Emergency gathering and proximity	Virus Transmission	8	2	1	0	20	<ul style="list-style-type: none"> <li>Emergency gathering to be avoided during the pandemic.</li> <li>In case of emergency, employees to evacuate work premises and strictly observe social distancing while waiting for further instructions</li> </ul>	Emergency Evacuation Team & SHE department to ensure the evacuation process is undertaken.



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ACTIVITY	POTENTIAL HAZARD	POSSIBLE RESULT	RISK EVALUATION				PREVENTATIVE MEASURES/ MITIGATION	CONTROL MEASURES	
7. All other daily work activities where employees are required to work close to each other	Employees coming into close contact with contaminated objects/infected persons	Virus Transmission through close contact Possible face – face contact	2	4	2	0	8	Strictly use of PPE (Face mask) and observing of social distancing where possible.	Supervisor shall ensure wearing of PPE is adhered with and social distancing is maintained.

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### 6.3 VISITORS & CONTRACTORS

- ▶ All external Visitors and contractors will report to Khato Civils/South Zambezi main gate for Pre-screening.
- ▶ All external Visitors doing Collection/deliveries, they will be required to bring their masks and immediately wear them prior given access.


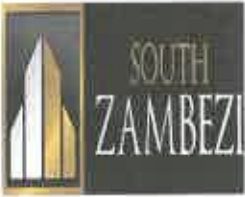

## 7. Safe Work Practices to prevent transmission of the virus

- Wearing of MASKS in the workplace is compulsory for the duration of the thread of COVID - 19 pandemic where practicable
- Handshaking, Touching and Hugging on the premises is prohibited. Recommended greeting manners are (waving/foot greeting/head nodding)
- Employees must refrain from sharing of personal belongings (Water bottles, lip care, utensils, etc.)
- Social gatherings i.e. smoking are closed for the duration of pandemic, to avoid unnecessary gatherings and socialization.
- Where employees are sharing one table, required social distancing must be implemented and maintained and necessary PPE will be used (mask & face shield).
- All workbenches/tables/Workstations must be rearranged where feasible to ensure social distancing. (Workshop)
- Frequently touched surfaces (handrails, door handles, printers, microwaves etc.) areas must be cleaned daily.
- Employees are encouraged to wash their hands with soap & water for 20s alternatively use an alcohol-based hand sanitizer.
- No employees are allowed to gather for meetings in the office's boardrooms and workshop meeting area will be stated
- Avoid physical consultations and replace with digital platforms (Email, telephone, WhatsApp, Zoom meetings)
- Appropriate Covid 19 and proper use of PPE training will be provided and signed off
- Distance of 1.5- 2meter between the desk and work station will be maintained at all times
- Strictly use of PPE (Face mask + Face shield) and observing of social distancing where possible.
- Employees to bring their own food to Avoid unnecessary movements during lunch times
- ▶ Employees are encouraged to avoid sharing of food and personal belongings. (water bottle, lip care)
- ▶ Employees are encouraged to bring their own utensils (Cups, Cutlery, Tea, Coffee and Sugar) to avoid sharing of utensils.

## 8. Continuous Monitoring

All employees are edged to comply with all guidelines put in place without fail.

Employees deemed to contravene this guideline will be given a written warning.

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## 9. Conclusion

Section 14(a) of the Occupational Health and Safety Act 85 of 1993 mandates the employee to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts.

The objective of this regulations is to ensure both parties commit, participate and adhere to curb the spread of COVID – 19.

WE ARE IN THIS TOGETHER!!!