



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

May 2019

Prevention of colds and flu at work

This month, we focus on ways to prevent the spread of cold and flu in the workplace.

It's that time of year again, the time when you start hearing coughing and sneezing throughout the office and a box of tissues is placed conveniently near your computer keyboard.

Colds and flu are spread when people are indoors, cold and flu viruses are often passed along from person to person and surface to surface in the workplace. According to the Centre for Disease Control and Prevention, people are most contagious during the first 2-3 days of contracting a cold or flu, and for about 5 days thereafter after being infected with the cold or flu virus. One is contagious even before the onset of symptoms. However, there are many actions you can take to prevent the spread of cold and flu viruses at work.

- Wash your hands for at least 15-20 seconds with soap many times a day or sanitise with an alcohol-gel hand sanitiser, especially following contact with potentially contaminated surfaces:
 - Hands or face of others – including handshakes
 - Doorknob or handle (including microwave and refrigerator)
 - Copier machine buttons or parts
 - Another person's keyboard or phone
 - Coffee pot handle
 - Elevator button
 - Countertop
 - Food or food container handled by others
 - Shared books or other office materials
 - Shared hand or power tools
- After washing your hands use the paper towel to turn off the tap.
- Avoid touching your face, eyes, or rubbing your nose.
- Wash out your water bottle daily.
- Clean shared items such as phones, keyboards, handles and door knobs with alcohol wipes or other sanitiser type wipes.
- Avoid close contact with anyone who may have a cold or flu.
- Sneeze and cough into a tissue, throw the tissue away, and then wash your hands. If you don't have a tissue cough or sneeze into your elbow rather than your hand.
- Drink plenty of fluids, but do not share drinking cups or straws.
- Get lots of fresh air.
- Exercise regularly and frequently.
- Eat healthy foods such as whole grains, fresh fruits and vegetables.
- Get plenty of rest, most people need seven to nine hours of sleep each night.

What is the difference between a cold and the flu (Influenza)?

Signs and symptoms	Influenza / Flu	Cold
Symptom onset	Abrupt	Gradual
Fever	Usual	Rare
Aches	Usual	Slight
Chills	Fairly common	Uncommon
Fatigue and weakness	Usual	Sometimes

Sneezing	Sometimes	Common
Stuffy nose	Sometimes	Common
Sore throat	Sometimes	Common
Chest discomfort, cough	Common	Mild to moderate
Headache	Common	Rare

Some common myths about preventing and treating colds and flu.

Myth 1: Take antibiotics

Fact: Antibiotics only act on bacterial infections, and they do not work against viruses, including cold and flu viruses

Myth 2: Starve a cold and feed a fever/flu

Fact: There is no conclusive evidence for withholding or increasing food or drink intake to reduce the symptoms or duration of a cold. The body needs adequate nutrition and fluids, especially during stress, to maintain body functions.

Myth 3: Vaccines prevent colds

Fact: Vaccines only work against the specific type of influenza virus for which it was designed and there are no effective universal vaccines against the common cold viruses.

Myth 4: Take Vitamin C to prevent or stop colds

Fact: Vitamin C trials have shown encouraging results for reducing some cold symptoms and reducing the duration of illness; however, it hasn't been proven to cure or prevent infection.

Myth 5: Dress warmly or you'll catch a cold.

Fact: While it's important to keep warm, colds are spread person-to-person or from contact with a contaminated surface. Wash your hands! The single best thing you can do to prevent cold and flu.

Wash hands.

Cover coughs and sneezes.

Wishing you all a healthy winter.

Please go visit our NEW online store for all your first aid, personal protective equipment, signage and legal posters.

<https://www.topcompliance.co.za/index.php/products>



Our contact details:

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Public courses

[For all the dates this year](#)

23 & 24 May	Pretoria	Level 1 first aid
8 & 9 June	Pretoria	Level 1 first aid - FULL
10 June	Pretoria	SHERQ Rep – legal Liability - FULL
14 June	Pretoria	Basic firefighting - FULL
18 & 19 June	Pretoria	Level 1 first aid
8 July	Pretoria	SHERQ Rep – legal Liability
15 & 16 July	Pretoria	Level 1 first aid
26 July	Pretoria	Basic firefighting

Corporate and Private training courses as below:

First Aid Courses:

First aid: Level 1

First aid: Level 2

First aid: Level 3

First aid: Level 1 & 2

First aid: Level 2 & 3

First aid: Level 1, 2 & 3

Child and infant CPR & choking

Adult CPR & choking

Adult CPR & choking and AED

Occupational Health and Safety Courses

OHS Act & SHERQ representative

The Occupational Health + Safety Act - responsibilities of management

Food facility health & safety course

Basic ladder safety

Fire Fighting and Prevention Courses

Basic firefighting

Basic firefighting with emergency action planning

Basic firefighting with fire extinguisher practical

SKILLS PROGRAMS

First Aid Level 1,2 & 3 - HW/SP/1601190 – **NEW REQUIREMENT**

US 119567	Perform basic life support and first aid procedures
US 120496	Provide risk-based primary emergency care/first aid in the workplace
US 376480	Provide first aid as an advanced first responder

First Aider - HW/SP/1202005

US 119567	Perform basic life support and first aid procedures
US 120496	Provide risk-based primary emergency care/first aid in the workplace
US 13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.

First Aid (Basic) - HW/SP/150795

US 119567	Perform basic life support and first aid procedures
US 9964	Apply health and safety to a work area
Health, Safety and Fire Combination - HW/SP/1510179	
US 9964	Apply health and safety to a work area
US 119567	Perform basic life support and first aid procedures
US 120331	Demonstrate knowledge pertaining to fires in working places
Workplace SHE Rep - HW/SP/1510182	
US 9964	Apply health and safety to a work area
US 259639	Explain basic health and safety principles in and around the workplace
First Aid and Safety Representative - HW/SP/1510183	
US 9964	Apply health and safety to a work area
US 119567	Perform basic life support and first aid procedures
Safety Incident Investigation and inspections - HW/SP/1511233	
US 259617	Conduct investigation into workplace safety, health + environmental incidents
US 259619	Conduct workplace Occupational Health and Safety (OHS) inspections
First Aid and Firefighting - HW/SP/1511239	
US 120496	Provide risk-based primary emergency care/first aid in the workplace
US 13961	Demonstrate knowledge and use of hand operated firefighting equipment
Fire and Rescue Skills Programme - HW/SP/1604338	
US 252250	Apply firefighting techniques
US 119567	Perform basic life support and first aid procedures
Emergency First Aider - HW/SP/1605377	
US 119567	Perform basic life support and first aid procedures
US 120496	Provide risk-based primary emergency care/first aid in the workplace
Safety Management - HW/SP/1601159	
US 9964	Apply health and safety to a work area
US 259639	Explain basic health and safety principles in and around the workplace
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