



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

February 2020 NEWSLETTER

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Pandemic preparedness

In a pandemic, employers play a key role in protecting employees' health and safety. Organisations can help limit any negative impact on the economy and society as well. Companies that provide critical infrastructure services, such as power and telecommunications, must also plan to continue operations in a crisis. As with any emergency, having a contingency plan is essential.

As you will be aware there is a new bug on the block – The Corona Virus 2019-nCoV

A coronavirus is a kind of common virus that causes an infection in your nose, sinuses, or upper throat.

Some types of coronaviruses are serious, though. About 858 people have died from Middle East respiratory syndrome (MERS), which first appeared in 2012 in Saudi Arabia. In 2003, 774 people died from a severe acute respiratory syndrome (SARS) outbreak. As of 2015, there were no further reports of cases of SARS.

But In early 2020, following a December 2019 outbreak in China, the World Health Organization identified a new type, 2019 novel coronavirus (2019-nCoV).

What is a Coronavirus?

Coronaviruses were first identified in the 1960s, but we don't know where they come from. They get their name from their crown-like shape. Sometimes, but not often, a coronavirus can infect both animals and humans. Most coronaviruses spread the same way as other cold-causing viruses do. Through infected people coughing and sneezing, by touching an infected person's hands or face, or by touching things such as doorknobs, handrails that may be contaminated.

Common symptoms of Coronavirus

The symptoms of most coronaviruses are like any other upper respiratory infection, including runny nose, coughing, sore throat, and sometimes a fever. In most cases, you won't know whether you have a coronavirus or a different cold-causing virus, such as rhinovirus.

You could get lab tests, including nose and throat cultures and blood test, to find out whether your cold was caused by a coronavirus, but there's no reason to. The test results wouldn't change how you treat your symptoms, which typically go away in a few days.

But if a coronavirus infection spreads to the lower respiratory tract (your windpipe and your lungs), it can cause pneumonia, especially in older people, people with heart disease, or people with weakened immune systems.

What to do about Coronavirus

There is no vaccine for coronavirus. To help prevent a coronavirus infection, do the same things you do to avoid the common cold:

- Wash your hands thoroughly with soap and warm water or with an alcohol-based hand sanitizer.
- Keep your hands and fingers away from your eyes, nose, and mouth.
- Avoid close contact with people who are visibly ill or possibly infected.

Symptoms and Transmission

Symptoms of the coronavirus range from common to severe respiratory illnesses and include:

- fever;
- cough;
- difficulty breathing; and
- pneumonia, kidney failure and death in severe cases.

While it is currently unclear how contagious the coronavirus is, health officials are advising people to take the commonly advised precautionary measures including washing hands with soap and water, avoiding touching face with unwashed hands and staying home if feeling ill.

Legal Considerations

The same legal considerations that apply to employees who are unable to work due to illness apply to employees who fall ill or who self-quarantine as a result of potential exposure to the coronavirus. These legal considerations include obligations under the basic conditions of employment, human rights, occupational health and safety, workman's compensation and privacy legislation.

Tips for Employers

Below are some tips for employers to prepare for a possible coronavirus pandemic:

Prevention

1. Alert employees as to the symptoms and risks associated with the coronavirus, as well as prevention measures.
2. Encourage employees to wash their hands prior to commencing work, after sneezing and coughing, and after they touch objects that may have been in contact with people exhibiting flu-like symptoms.
3. Encourage employees not to touch surfaces that may be contaminated with the flu virus and to avoid close contact with people who are sick.
4. Provide hand sanitizers (and even face masks), when appropriate.
5. Review cleaning procedures in place to regularly disinfect equipment, workstations and the workplace generally.
6. Consider introducing a policy requiring disclosure of employee personal travel to a coronavirus hotspot.
7. A return to work guideline that outlines whether employees returning from an at-risk-area will be required to absent themselves from the workplace and whether they will be eligible to apply for sick pay or be otherwise paid for time away from work.

Containment

1. Require sick employees to stay home.
2. Consider accommodating at-risk employees by use of alternative work arrangements.

Prepare for potential work refusals

Ensure that supervisors and managers are familiar with work refusal obligations and steps as required under applicable health and safety legislation.

Establish (or re-activate) a pandemic preparation and response team

Identify a team responsible to plan for a pandemic, including representatives with expertise in human resources, operations, health and safety and communications.

Prepare a plan

1. If the employer is part of a global corporate pandemic plan, consider how the plan can be implemented locally and how it may need to be adjusted on local leave.
2. Establish a process to obtain and implement local public health directives.

Consider whether to operate or not

1. Determine to what extent the business can operate in the event of an actual pandemic.
2. Assess staffing needs, including alternative work locations, overtime agreements, and alternative means of getting work done without direct human-to-human contact (e.g., remote work and telecommuting).
3. Assess the effect of a pandemic on suppliers, service providers and customers.
4. Consider how much time is needed for an orderly shutdown, if necessary.
5. Review insurance coverage and relevant agreements to determine how the employer can meet contract terms if it decides not to operate.

Security Considerations

Consider whether the employer's facility is secure, in anticipation of possible service (e.g., hydro, water) reductions, reduced staffing levels and the possible need to shut down, without much, if any, warning.

Determine sickness/disability coverage

Contact insurers to determine sickness/disability coverage, including for employees who have been asked (or ordered) to self-quarantine but who are not sick.

Determine obligation to permit employee to be absent from work to care for sick family members

Review applicable legislation, policies and obligations to determine if employees are entitled to family responsibility and/or other legislated leaves to care for sick family members.

Communication

1. Determine who will be responsible for issuing communications.
2. Provide information to employees about the coronavirus and associated symptoms and risks. Carefully and clearly communicate information, policies and procedures to all employees.
3. Ensure employees get regular, updated training and information on hazards and hazard identification.
4. Establish a system for employees to report their status during a pandemic, including what information they are required to communicate (and how) to the employer and when they are expected to NOT report to work.

5. Ensure employee and employee emergency contact information is up to date. Inform employees of how the employer will communicate with them in the event of an emergency.

Visitors

Where applicable, consider asking visitors to complete questionnaires in advance of attending the workplace to identify visitors who have flu-like symptoms or who may have had contact with a person infected with the coronavirus.

Ask visitors to provide information as to where and how they may be contacted after their visit, if the coronavirus develops in the workplace and they need to be notified.

Stay updated with the latest available information from reputable sources:

The National Institute for Communicable Diseases in South Africa <http://www.nicd.ac.za/>
The World Health Organisation <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

For your FREE examples of

[PANDEMIC PREPAREDNESS POLICY - WORKPLACES](#)

[PANDEMIC PREPAREDNESS POLICY - SCHOOLS](#)

Sources

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.healthline.com/health/r-nought-reproduction-number>
<https://www.biorxiv.org/content/10.1101/2020.01.23.916395v1>
<https://twitter.com/ReserveReport/status/1221684702035292160/photo/1>
https://www.who.int/influenza/preparedness/pandemic/essential_steps_influenza/en/
<https://www.webmd.com/lung/coronavirus>

All training and audits booked and confirmed before 31st January 2020 will be priced on the 2019 pricing.

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



			
Medical equipment	SANS Signage	Legal posters	Personal Protective Equipment

Courses offered by Top Compliance (Pty) Ltd

First Aid Courses:		SACE CPTD points
First aid: Level 1	2 days	15
First aid: Level 2	3 days	15
First aid: Level 3	3 days	15
First aid: Level 1 & 2	3 days	30
First aid: Level 2 & 3	3 days	30
First aid: Level 1, 2 & 3	5 days	45
Child and infant CPR & choking	6 hours	0
Adult CPR & choking	6 hours	0
Adult CPR & choking and AED	1 day	0
Basic first aid equestrian grooms	1 day	0
Basic first aid domestic workers	1 day	0
Perform basic life support and first aid procedures	2 days	15
Provide risk-based primary emergency care/first aid in the workplace	2 days	15
Occupational Health and Safety Courses		
OHS Act & SHERQ representative	1 day	10
The Occupational Health and Safety Act & responsibilities of management	1 day	10
Apply health and safety at work area	1 days	10
Conduct workplace Occupational Health and Safety (OHS) inspections	1 day	10
Explain basic health and safety principles in and around the workplace	1 day	10
Food facility health & safety course	6 hours	0
Basic ladder safety	6 hours	0
Fire Fighting and Prevention Courses		
Basic firefighting	6 hours	10
Basic firefighting with emergency action planning	1 day	10
Basic firefighting with fire extinguisher practical	1 day	10
Basic firefighting and prevention in the equine industry	1 day	0
Demonstrate knowledge and use of hand operated firefighting equipment	1 day	10
Apply firefighting techniques	1 day	10

SKILLS PROGRAMS		SACE CPTD	Class days
First Aid Level 1,2 & 3 - HW/SP/1601190			
US 119567	Perform basic life support and first aid procedures	15	5 days
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	15	5 days
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	15	4 days
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	10	5 days
US 119567	Perform basic life support and first aid procedures	15	
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	15	3 days
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	15	4 days
US 119567	Perform basic life support and first aid procedures		
Safety Incident Investigation and inspections - HW/SP/1511233			
US 259617	Conduct an investigation into workplace safety, health and environmental incidents	10	2 days
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	15	4 days
US 13961	Demonstrate knowledge and use of hand operated firefighting equipment		
Fire and Rescue Skills Programme - HW/SP/1604338			
US 252250	Apply firefighting techniques	15	4 days
US 119567	Perform basic life support and first aid procedures	15	
Emergency First Aider - HW/SP/1605377			
US 119567	Perform basic life support and first aid procedures	15	5 days
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	15	3 days
US 259639	Explain basic health and safety principles in and around the workplace		