



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

May 2020 NEWSLETTER

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COVID-19 Hazard Identification and Risk Assessment (HIRA)

The legislation requires that a risk assessment needs to be completed where any hazard exists in the workplace. The risk assessment needs to be conducted by a person that is competent to do so. The risk assessment needs to be clearly communicated to all staff. Any policy or procedure that is subsequently changed also needs to be communicated to all staff and relevant parties.

Different categories of staff have different risk exposures based on their type of job. HIRA (Hazard Identification and Risk Assessment) must be specific to the company and the various job tasks. The HIRA needs to include the following hazards:

1. Biological hazards
2. Physical hazards
3. Chemical hazards
4. Ergonomic hazards
5. Psychological hazards
6. Exposure hazards

With COVID-19, it may not be possible to eliminate the hazards, however, all reasonable control measures must be implemented to reduce the risk. Starting with: eliminate, isolate, engineering, administrative, PPE (Personal Protective Equipment), training, signage, medical surveillance.

Eliminate

- May not be possible.

Isolate

- Employees from possible work-related hazards, to reduce the exposure without relying only on staff behaviour.

Engineering controls

- Installing appropriate air filters.
- Increasing natural ventilation in the work environment.
- Installing shields or using physical barriers such as a face shield.
- In health care settings, setting up specialised negative pressure ventilation.

Administrative controls

- Administrative controls are any changes to work-related policies and procedures to reduce or minimise exposure to a hazard.
- Actions required by both the employer and the employee.
- Sick staff are to remain at home.
- Minimise all contact with colleagues, clients and contractors. Where possible use virtual communications.
- Minimise the number of staff at work. Consider rotational shifts.
- Stop any non-essential travel both locally and internationally.
- Provide frequent and up to date training for all staff on COVID-19 including risk factors and protective behaviour.
- Train the staff who use and wear PPE to ensure that they use it correctly, take it off correctly and the shortcomings thereof.
- Training material should be easy to understand and in as many languages as possible.

Administrative

- Policies, procedures and Safe Working Practices (SOPs) are types of administrative controls to reduce the duration, frequency and intensity of exposure to hazards.
- Provide resources and the correct environment that will promote personal hygiene:
 - No-touch dustbins
 - Running water, hand soap and single-use paper towels
 - Hand sanitisers
 - Disposable towels to clean surfaces
- Posters to be displayed about hand sanitising stations and hand washing techniques in the restrooms.

Personal Protective Equipment (PPE)

- All PPE must be selected upon the hazard to the employee.
- PPE needs to fit properly and comfortably.
- Constantly and properly worn.
- Regularly inspected, maintained, stored and replaced as per supplier specifications, or disposed of to avoid self-contamination to oneself, others and the environment.

Employers are obligated to provide staff with the required PPE. The type of PPE required for COVID-19 will be based on the risk of being infected while working that may lead to exposure.

Staff who work within 2 metres of a patient known to be or suspected to be infected with COVID-19 and who perform aerosol-generating procedures need to use respirators.

- Approved N95 filtering half-face respirators with comprehensive written protection programme, fit-testing, training, and medical exams.

Engineering and environmental	Redesign the work processes or facility where possible		
	Building	Devices	Environment
	• Isolation rooms • Ventilation • HEPA filtration • Negative pressure • Access control • Signage	• Ultraviolet germicidal irradiation • Sterilisation devices	• Environmental monitoring • Air, surface and water decontamination • Waste management
Administration	Implement policies and procedures, health protection and TRAINING		
	Policies	Health protection	Training
	• PPE • Hand hygiene	• Vaccination • Medical surveillance	• Regulation for Hazardous Biological Agent • Hazards and risks

	• Waste management • Laundry management		• Control measures • PPE • Incidents • Promote hygiene
Behaviour	The right attitude with appropriate training contributes significantly to the control of possible transmission.		
PPE	Correct PPE type, fit, usage, maintenance, and disposal. PPE includes but not limited to gloves, goggles, respirator, face shield, boots, shoes, coats, gowns, aprons, overalls, hair and shoe covers.		

Services during lockdown:

Online virtual classroom training: <https://www.topcompliance.co.za/index.php/skills-development-head/virtual-online-classroom-courses>

- OHS Act & SHERQ representative legal liability
 - Dates running – 6, 15, 18 and 26 May 2020
- The Occupational Health and Safety Act & responsibilities of management
 - Dates running – 7, 12, 20 and 25 May 2020
- Food facility health & safety course
 - Dates running – 8, 11, 19 and 28 May 2020
- Basic firefighting
 - Dates running – 4, 13, 21 and 29 May 2020
- Basic firefighting with emergency action planning
 - Dates running – 5, 14, 22 and 27 May 2020

For every four delegates attending one is FREE

COVID-19 specific

- COVID-19 Hazard Identification and Risk Assessment – Site specific
- COVID-19 Safe working procedures – Site specific
- COVID-19 Site specific screening registers
- COVID-19 PPE policies and procedures – Site specific
- COVID-19 Policies and procedures for contractors and clients
- COVID-19 Policies and procedures for management of ill staff of client
- COVID-19 Policies and procedures for submitting COVID-19 illness to Workman's Compensation.
- COVID-19 Induction training
- COVID-19 awareness training

Personal Protective Equipment: <https://www.topcompliance.co.za/index.php/safety-shop>

- Gloves
- Hand Sanitizers
- Masks
- Face shields
- All first aid equipment

<https://www.nicd.ac.za/>
<http://www.nioh.ac.za/>
<https://www.nhls.ac.za/>
<https://www.osha.gov/>

Some of our training courses can be done through our virtual classroom.

Certain types of Risk Assessments and audits will be done by means of virtual site visits using various means of technology to virtually visit the site.

For more information please contact – info@topcompliance.co.za

<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		