



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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Claiming for compensation for workplace acquired COVID-19

As some sectors will start to return to the workplace in the next few days and weeks it is important to understand how to report this illness on duty.

Firstly, one will have to diagnose for Occupationally Acquired COVID-19 utilising following criteria:

- Occupational exposure to a known source of COVID-19
- A reliable diagnosis of COVID-19 by a medical health practitioner
- An approved official trip and travel history to a high-risk area
- A high-risk COVID-19 work environment
- Temporal association between exposure and symptoms

All workers with a valid contract can claim for Occupationally Acquired COVID-19 except:

- Domestic workers and those in informal trade
- South African National Defence Force, SAPS
- Military
- Independent contractors
- Workers who work outside the country for more than 12 months at a time
- Any act of wilful misconduct leading to the disease

What makes COVID-19 occupationally acquired?

- Travel *for work* purposes to a high-risk country
- Health worker
- Proof of close contact within the work environment
- High-density, frequent contact, frequent touch, frequent money exchange
- Poor ventilation, contact with vulnerable groups

Occupations at risk:

- **Very high** and high exposure risk occupations – Very high potential for exposure to COVID-19 patients – Most frontline health workers
- **Medium exposure** risk occupations – Frequent and/or close contact within 2m of possible COVID-19 patients e.g. schools, labour centres, retail, etc.
- **Low exposure** risk occupations – Jobs that do not require contact with people known to be suspected of being infected with COVID-19

Potential sources of exposures in the workplace

- Direct transmission – Fomites
- Droplet – Sneezing – Coughing – Talking

- Aerosols – Aerosols-generating procedures (certain settings), Very-high risk, high-risk exposure health workers – E.g. dentists, frontline doctors, nurses etc.

Reporting of an employee with COVID-19

The following documentation should be submitted to the Compensation Commissioner

[Employer Report of an Occupational Disease \(W.CL.1\)](#)

[Notice of an Occupational Disease & Claim for Compensation \(W.CL.14\)](#)

[Exposure and Medical Questionnaire](#)

[First Medical Report in respect of an Occupational Disease \(W.CL.22\)](#)

[Exposure history \(W.CL.110\) and/or any other employment history](#)

A medical report from Dr and/or Specialist

[Progress medical reports \(W.CL.26\)](#)

[Final medical report \(W.CL.26\)](#)

[First medical Report \(W.CL.22\)](#)

[Annexure 1](#)

- The “Responsible Person” will complete Part 1 of the *Annexure 1* document for inspection by the Department of Labour.
- The designated official will do an investigation of the incident and complete Part 2 of the *Annexure 1* document for inspection by the Department of Labour.
- The CEO / Director will complete Part 3 of the *Annexure 1* document for inspection by the Department of Labour.
- The chairman of the Occupational Health and Safety Committee will complete Part 4 of the *Annexure 1* document for inspection by the Department of Labour. *Annexure 1* report will be mailed to the Compensation Fund Commissioner on their request.

One should list the diagnosis as U 07.1 ICD-10 code for COVID-19

Appropriate Exposure history such as:

- Ventilation
- High-crowd settings
- Frequent money exchange
- High-touch environment
- Frequent customer interface
- Medical Report including history, diagnosis, lab results, chest x-ray
- Vulnerable population group
- Affidavit by an employee if the employer cannot be traced

Online Claims and Processing

If using online claims – use correct ICD code U07.1

Compensation Fund: CompEasy (www.labour.gov.za)

Compensation Fund: covid19claims@labour.gov.za

0860 105 350

Rand Mutual Assurance: CompCare (www.randmutual.co.za)

Rand Mutual Assurance: contactcentre@randmutual.co.za

086 022 2132

Federated Employers Mutual: IMS (<https://roe.fem.co.za>)

Federated Employers Mutual: FEM-Registry@fema.co.za

011 359 4300

[For the amendments to the Notice on compensation for occupationally acquired NOVEL CORONA VIRUS DISEASE \(COVID-19\) under the Compensation for Occupational Injuries and Diseases Act, 130 of 1993 as amended.](#)

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

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



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
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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		