



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

October 2020 NEWSLETTER

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Guideline on the submission of COVID-19 related health data from workplaces and the new guidelines for face masks.

The objectives of this Guideline of the National Department of Health is to effectively collect, collate and analyse workplace data on clinical (symptom) screening, vulnerable status of employees, Covid-19 infections and contacts to identify hotspots at an early stage so as to prevent further escalation of the pandemic. This guideline has been developed to provide clarity to the relevant stakeholders about the data and data reporting process as required by the above legislation, and to streamline the reporting tasks of employers.

WHAT IS NEW IN THIS GUIDELINE

1. Clarification of scope of application and conformity with the latest Department of Employment and Labour directive.
2. Frequency of reporting for each of the categories of data has been added.
3. Revised reporting templates are available in the appendix

CATEGORIES OF DATA Under this Guideline, the following categories of data are to be collected by employers and submitted to the Department as per the procedures described.

1. Vulnerable Worker Data:

All employers are legally required to identify those employees who are considered to be vulnerable for the more severe outcomes of the COVID-19 infection. The data required are listed in Table 1 in the Appendix Templates.

2. Daily Symptom Screening Data:

All employers are legally required to screen all employees entering their work premises on a daily basis. The data required are listed in Table 2 in the Appendix Templates.

3. COVID-19 Testing Data:

Based on their daily symptom screening, or on their employees' presentation to their health provider, employees are referred to health providers / health laboratories for testing for the presence of the COVID-19 virus. In terms of managing the 4 pandemic in the workplace, the employer is expected to be notified of the results of the tests. The data required are listed in Table 3 in the Appendix Templates.

4. High exposure risk Workplace Contact - tracing:

When an employee tests positive within the workplace, all those in contact must, as per the Department of Employment and Labour Direction, be assessed for a high risk or low risk of exposure. A high risk of exposure is defined as being in close proximity (15 minutes) without the use of personal protective equipment and/or a face mask. The data required is included in Table 3 in the Appendix Templates.

5. Post infection outcome and Return to Work Data:

Recovery from the infection will vary based on vulnerability and other risk factors. Understanding the outcomes of the infection among employees provides critical information. All employers who indicate employees have tested positive must submit information about the outcome of the infection, and the return-to-work decision. No confidential clinical information is required. This data must be submitted once only when the employee returns to work. The data required are listed in Table 4 in the Appendix Templates.

For the complete document and annexures please click on the link below:

[Guideline on the submission of COVID-19 related health data from workplaces](#)

Recommended Guidelines – Fabric Face Masks 5 October 2020

General Fabric Masks with Breathing Valves and Fabric Neck Buffs

- a. Fabric Face masks for general public use with valves or vents permit air to be exhaled through an opening in the material, which can result in expelled respiratory droplets that can reach others – potentially enabling the spread of Covid-19.
- b. General public fabric face-masks with breathing valves/vents does not have the necessary barrier efficiency required.
- c. It is therefore NOT recommended for the general public to use fabric face masks with breathing valves or vents. These breathing vent/valve fabric face masks defeat the purpose and it is recommended that these types of face masks not to be worn or sold within the Republic of South Africa.
- d. Fabric Neck Buffs, are generally a tube of fabric worn around the neck, are made of thin, stretchy material and offer little to no prevention for respiratory droplets from being expelled by the wearer and reaching others.
- e. It is Not recommended that these neck buffs be worn as a preventative mechanism against the COVID-19 pandemic, as current research indicates that they offer little to no support in preventing respiratory droplets being expelled and reaching others

For the complete document and annexures please click on the link below:

[Recommended Guidelines – Fabric Face Masks 5 October 2020](#)

Our Services:

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

- Safety Representatives role in the workplace and the understanding of Regulations for Hazardous Biological Agents in the time of COVID-19
- Safety representative training (OHS Act and SHERQ rep) Including COVID-19
- The Occupational Health and Safety Act & responsibilities of management
- Updated FIRST AID protocols for COVID-19 - **NEW**
- Food facility health & safety course
- Basic firefighting
- Basic firefighting with emergency action planning

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 Sanitisers
- 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

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



			
Medical equipment	SANS Signage	Legal posters	Personal Protective Equipment

Courses offered by Top Compliance (Pty) Ltd

<https://www.topcompliance.co.za/index.php/skills-development-head/training-calendar>

VIRTUAL CLASSROOM

Occupational Health and Safety Courses

FREE overview of COVID-19	07h45 – 09h00
Safety representative course specific for COVID-19 in terms of the OHS Act and Regulation for Hazardous Biological Agents	07h45 – 11h00
Safety Representatives role in the workplace and the understanding of Regulations for Hazardous Biological Agents in the time of COVID-19	07h45 – 16h00
OHS Act & SHERQ representative	07h45 – 16h00
The Occupational Health and Safety Act & responsibilities of management	07h45 – 16h00
Food facility health & safety course	07h45 – 14h00
Fire Fighting and Prevention Courses	
Basic firefighting	07h45 – 13h00
Basic firefighting with emergency action planning	07h45 – 15h00
First aid	
First aiders updated protocols for COVID-19 in terms of the OHS Act and Regulation for Hazardous Biological Agents	07h45 – 10h00

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		