



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

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Protective measures against viruses in the workplace

Some low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees and thus reducing absenteeism.

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where you work. They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 should it arrives at your workplace.

Stay aware of the latest information on the COVID-19 outbreak, available on the [WHO website](http://www.who.int) and through your national and local public health authority, in South Africa: [National Institute for Communicable Diseases](http://www.nicd.org.za). Most people who become infected with the virus may experience mild symptoms and recover, but it can be more severe for others who may have a compromised immune system.

How COVID-19 (Corona Virus) spreads

1. When someone who has COVID-19 coughs or exhales they release droplets of infected fluid (saliva and nasal secretions that become aerosolised).
2. Most of these droplets fall on nearby surfaces and objects such as desks, tables, keyboards or telephones.
3. People could catch COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth.
4. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by the infected person.
5. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40.
6. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

Simple ways to prevent the spread of illness and the COVID-19 in your workplace.

1. **Make sure your workplaces are clean and hygienic** - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant (such as [Dis-Med D-Germ](#)) regularly. Or use a solution of one-part Jik or Milton (Sodium hypochlorite (NaOCl)) to nine parts water. Contamination on surfaces touched by employees and customers is one of the main ways that germs and COVID-19 spread.

2. **Wash your hands frequently** - Regularly and thoroughly clean your hands with an alcohol-based hand rub (such as [Dis-Med D-Germ](#)) or wash them with soap and water. Wash your hands with soap and water for at least 20 seconds especially before eating.
 - a. Washing your hands with soap and water or using alcohol-based hand rub kills germs and viruses that may be on your hands.
 - b. Put sanitising hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
 - c. Display posters promoting hand-washing available on www.WHO.int
 - d. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote handwashing.
 - e. Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water.
3. **Maintain social distancing** - Maintain at least 1 metre distance between yourself and anyone who is coughing or sneezing or appears to be sick. When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the virus.
4. **Stop touching your eyes, nose and mouth** - Hands touch many surfaces and can pick up a variety of germs and viruses. Once contaminated, hands can transfer the germs and virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
5. **Practice cough and sneeze etiquette** - Make sure you, and the people around you, follow good cough and sneeze etiquette. This means covering your mouth and nose with your bent elbow, or inside your shirt or blouse or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands with soap and water. Droplets spread virus. By following good cough and sneeze etiquette you protect the people around you from viruses such as cold, flu and COVID-19.
6. **Stay at home if you have a fever** - If you have a fever (more than 37.3 degrees Celsius), cough and difficulty breathing, seek medical attention and call in advance. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.
7. **Stay informed** - Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19. National and local authorities will have the most up to date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.

Getting your business ready should COVID-19 arrives in your community

Develop a plan of what to do if someone becomes ill with suspected COVID-19 at one of your workplaces The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person and contacting the local health authorities.

Consider how to identify persons who may be at risk, and support them, without inviting stigma and discrimination into your workplace. This could include persons who have recently travelled to an area reporting cases, or other

personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).

Promote regular teleworking across your organization. If there is an outbreak of COVID-19 in your community the health authorities may advise people to avoid public transport and crowded places. Teleworking will help your business keep operating while your employees stay safe.

Develop a contingency and business continuity plan for an outbreak in the communities where your business operates

The plan will help prepare your organization for the possibility of an outbreak of COVID19 in its workplaces or community. It may also be valid for other health emergencies.

The plan should address how to keep your business running even if a significant number of employees, contractors and suppliers cannot come to your place of business - either due to local restrictions on travel or because they are ill.

Communicate to your employees and contractors about the plan and make sure they are aware of what they need to do – or not do – under the plan. Emphasize key points such as the importance of staying away from work even if they have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms

Be sure your plan addresses the mental health and social consequences of a case of COVID-19 in the workplace or in the community and offer information and support.

Now is the time to prepare for COVID-19. Simple precautions and planning can make a big difference. Action now will help protect your employees and your business.

FREE POSTERS:

[Practice cough and sneeze etiquette](#)

[Wash your hands frequently](#)

How to stay informed:

Find the latest information from WHO on where COVID-19 is spreading:

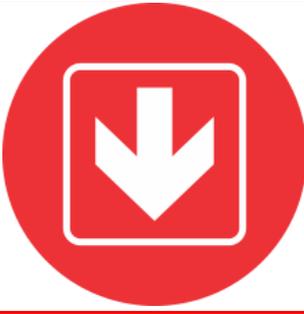
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.epi-win.com/>

<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		