

TRELLIDOR INNOVATIONS (Pty) Ltd

Trading as

Taylor window blinds and shutters

NMC South Africa



COVID-19 RISK ASSESMENT AND ACTION PLAN

1. INTRODUCTION

1.1 Regulation 5 of the Regulations provides inter alia as follows:

- 1.1.1 An employer must provide every employee who may come into direct contact with members of the public as part of their duties with a cloth face mask to cover his or her nose and mouth or a homemade item that covers the nose and mouth when in a public place, or another appropriate item to cover the nose and mouth.
- 1.1.2 Every business premises, including, but not limited to, a supermarket, shop, grocery store, retail store, wholesale produce market or pharmacy shall-
 - 1.1.2.1 determine their area of floor space in square metres;
 - 1.1.2.2 based on the information contemplated in paragraph (a), determine the number of customers and employees that may be inside the premises at any time with adequate space available;
 - 1.1.2.3 take steps to ensure that persons queuing inside or outside the premises are able to maintain a distance of one and a half metres from each other;
 - 1.1.2.4 provide hand sanitisers for use by the public and employees at the entrance to the premises; and
 - 1.1.2.5 assign, in writing, an employee or any other suitable person, as the compliance employee, who must ensure-
 - 1.1.2.5.1 compliance with the measures provided for in paragraphs (a) to (d) ; and
 - 1.1.2.5.2 that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID-19 are adhered to.
- 1.1.3 All employers must, adopt measures to promote physical distancing of employees, including-
 - 1.1.3.1 enabling employees to work from home or minimising the need for employees to be physically present at the workplace;
 - 1.1.3.2 the provision for adequate space;
 - 1.1.3.3 restrictions on face to face meetings;
 - 1.1.3.4 special measures for employees with known or disclosed health issues or comorbidities, or with any condition which may place such employees at a higher risk of complications or death if they are infected with COVID-19;
 - 1.1.3.5 special measures for employees above the age of 60 who are at a higher risk of complications or death if they are infected with COVID-19.
- 1.2 In addition to the aforesaid general measures, under **ALERT LEVEL 4**, Regulation 16(6), requires all businesses and entities in private and public sector must –

- 1.2.1 designate a COVID-19 compliance officer who will oversee the:
 - 1.2.1.1 implementation of the plan referred to in subregulation (b); and
 - 1.2.1.2 adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace.

- 1.2.2 develop a plan for the phased in return of their employees to the workplace, prior to reopening the workplace for business and be retained for inspection and contain the following information:
 - 1.2.2.1 which employees are permitted to work;
 - 1.2.2.2 what the plans for the phased-in return of their employees to the workplace are;
 - 1.2.2.3 what health protocols are in place to protect employees from COVID-19; and
 - 1.2.2.4 the details of the COVID-19 compliance officer;

- 1.2.3 phase in the return of their employees to work to manage the return of employees from other provinces, metropolitan and district areas; and

- 1.2.4 develop measures to ensure that the workplace meets the standards of health protocols, adequate space for employees and social distancing measures for the public and service providers, as required.

- 1.3 In conjunction with the aforesaid, the Minister of Employment and Labour has issued a COVID-19 Directive in terms of the Regulations, in respect of Health and Safety in the Workplace (the “Directive”), which provisions are incorporated in this policy, and which provisions all employees are hereby notified of. Every employee is obliged to comply with the measures introduced by the employer as required by the Directive.

- 1.4 The Directive seeks to ensure that the measures taken by employers under OHSA are consistent with the overall national strategies and policies to minimise the spread of COVID-19.

1.5 The Directive is based on infection transmission prevention and specific occupational hygiene practices that focus on the need for employers to implement measures to mitigate or eliminate the transmission of the virus in the workplace.

1.6 The Directive recognises that there are sector specific measures that need to be taken into account and accordingly provides for sector guidelines to supplement this Directive

2. ACTION PLAN AND TABLES REQUIRED

2.1. The business operation shall commence on 4th May 2020 with the following operating hours-

2.1.1. Monday – Friday: 7h30 – 16h30

2.1.2. Saturday – Nil

2.2. Current Workforce at permitted at work on 4 May 2020

Addendum A		Monday 4th May 10 Hoist avenue		
SIMONIA FRANCIS	VISAGIE	850120 0179 08 2	18ROLL - ROLLER	Team Leader
NATHALIA CECILIA	BAARTMAN	820416 0210 08 4	20THMW - THERMOWOOD	Team Leader
ALEXIS RENE	BEYERS	830518 0071 08 1	16WD - WOOD	Team Leader
GERSHWIN (GOOFY)	ALEXANDER	900124 5325 08 8	22STK - STOCK	Team Leader
EMILINA ELEANOR	DU PLOOY	890609 0192 08 9	30STT2 - SHUTTERS 2	Team Leader
JAMI LEE	FULLER	930808 0108 08 5	28VTC - VERTICAL	Team Leader
KEENAN	VAN DER MERWE	921022 5098 08 2	21DIS - DISPATCH	Team Leader
SONIA	FORD	770128 0125 08 5	15STT - SHUTTERS	Team Leader
TREVOR	MATTHEWS	680626 5861 08 2	24MATN - MAINTENANCE	Team Leader
DAVID JAN LEENDERT	STORM	650620 5088 08 1	25WST - WASTE	Waste Manager
BERNARD	WOLFAARDT	811218 5087 08 2	ADMIN	Production Manager
GARRETH	LE ROUX	831104 5077 08 1	ADMIN	SHEQ Manager
PHILIP	MILLER	800418 5179 086	ADMIN	Engineering / R&D Manager
KAYLA	LAMBERT	9604110157088	ADMIN	HR
TERENCE	DAVIDS	7508135352081	ADMIN	DRIVER/REP
CHRISTOPHER	DOWMAN	8505195342084	MAINTENANCE	TECHNICIAN

Current Workforce permitted to work from Home

Addendum B Level 4 Lockdown – TWB and NMC re-open 04/05/2020

1 May 2020

Dear staff,

The following people have been approved to work from home.

Mr P J GROENEWALD

Mr A MEDERER

Ms P BOTHMAN

Mrs G E COETZEE

Mrs S BOOLEY

Mrs N KRIEL

Miss D S BESTER

Miss M PETERSON

Mr P DU TOIT MILLER

Mrs R N NICOLAS

Mr T DAVIDS

Mrs E THEYS

Mr J BAATJES

Mrs S THWAITS

Mr F SENEKAL

Miss W GORKA

Mrs F STEENKAMP

Mr D SCHOLTZ

Mr G LE ROUX

Mr J ENGELBRECHT

Mrs K VAN WYK

Mr B WOLFAARDT

2.3 Timetable of phased return to work

	Total Number of employees at workplace	Total number representative of workforce %
Week 1	50	30%
Week 2		
Week 3		
Week 4		

2.4 Steps taken to ensure workplace is COVID -19 ready (**COVID OFFICER : Garreth Le Roux**)

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by 1 st May 2020 when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p><u>Hand Washing / Hand Sanitisers</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance from Department of Health. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available. • Gel hand sanitisers with at least 70% alcohol 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues / bent elbow and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>To help reduce the</p>	COVID19 Officer	1 st May 2020	√
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		<p>content (in accordance with the recommendations of the Department of Health at the workplace and entrance to the workplace.</p>	<p>spread of coronavirus (COVID-19) reminding everyone of the Department of Health advice -</p> <p>Posters, leaflets and other materials are available for display.</p>			
		<p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.</p>	<p>COVID19 Officer</p>	<p>1st May 2020</p>	<p>√</p>
		<p>Social Distancing</p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 1.5-metre gap recommended by the Department of Employment and Labour.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	<p>COVID19 Officer</p>	<p>1st May 2020</p>	<p>√</p>

		<p>face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>				
		<p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	COVID19 Officer	1 st May 2020	√
		<p><u>PPE/ MASKS</u></p> <p>Department of Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 and the Regulations requires all persons in public to wear a mask.</p> <p>In line with the requirements of the Department of Health, every employee must be provided with at least two cloth masks and must at all times whilst at the workplace wear the cloth mask</p> <p>Instructions and training will be provided to all</p>	<p>Staff to be reminded that wearing of masks is obligatory at the workplace premises and in public.</p> <p>Ensure masks are washed and disinfected daily.</p>	COVID19 Officer	1 st May 2020	√

		<p>employees on the correct use of the masks.</p> <p>Check regularly on the websites of the National Department of Health, National Institute of Communicable Diseases¹ and the National Institute for Occupational Health whether any additional PPE is required or recommended in any guidelines given the nature of the workplace or the nature of a worker's duties</p>				
		<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough, fever, high temperature, sore throat, redness of eyes or shortness of breath in the workplace they will be sent for testing and if necessary be sent home and advised to follow the stay at home guidance.</p> <p>Managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises</p>	<p>Internal communication channels and cascading of messages through managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Any person that presents symptoms, or advises the employer of the symptoms must not be permitted to enter the workplace, and if the worker is already at the workplace –</p> <p>Immediately be isolated, provided with an FFP1</p>	COVID19 Officer	1 st May 2020	√

		<p>such as domestic premises), the management team of the workplace will contact the Department of Health to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>surgical mask and arrange to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and</p> <p>Employer must - assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission; and</p> <p>ensure that the worker is tested or referred to an identified testing site.</p>			
		<p><u>Drivers</u></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>	COVID19 Officer	1 st May 2020	√
		<p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the</p>	<p>Regular communication of mental health information and open-door policy for those who need</p>			

		Coronavirus outbreak and will offer whatever support they can to help .	additional support.			
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