

ETHEKWINI MUNICIPALITY
Occupational Health & Safety Unit



COVID 19 Health and Safety Specification

Document Title	COVID 19 Health & Safety Specification
Client	eThekweni Municipality – Architectural Dept
Project Name	Appointment of Service Provider for Lifts Maintenance and Servicing for 36 months
Contract Number	CSA 3177
Revision	01
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Reviewed by (Manager: Safety & Risk)	Name and surname: Arty Zondi Signature: <u>[Signature]</u> Date: 13 November 2020



ETHEKWINI MUNICIPALITY OCCUPATIONAL HEALTH AND SAFETY UNIT

COVID 19 HEALTH AND SAFETY SPECIFICATION

Background:

Corona viruses are a large family of viruses that are found both in humans and animals. Some of these viruses are known to cause illnesses ranging from common cold to severe respiratory diseases. Corona virus (COVID-19) was identified in December 2019 in China. COVID-19 infections have spread to other countries in the world. Exposure to Covid-19 may cause flue like symptoms such as coughing, sneezing, headaches, fever, sore throat and at times affect the lungs and airways of employees. Symptoms can be mild, moderate, severe or fatal.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. For employers who have already planned for influenza outbreaks involving many staff members, planning for COVID-19 may involve updating plans to address the specific sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e. compared to influenza virus outbreaks).

Introduction

The legislation governing workplaces in relation to COVID-19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents

Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. Specifically, section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to Personal Protective Equipment (PPE). However, in the case of COVID-19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-cov-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies

This is a risk assessment for dealing with the current COVID-19 situation in the construction site. It may not likely to cover all scenarios therefore Construction Management should develop Standard Operating Procedures as there may be unique circumstances and make a necessary call in the interest of the health and safety of employees

This is a risk assessment for dealing with the current COVID-19 situation in the construction site. It may not likely to cover all scenarios therefore management should develop SOP's as there may be unique circumstances and make a necessary call in the interest of the health and safety of Contractor employees

Definitions

"BCEA" means the Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)

"COVID-19" means Coronavirus Disease 2019

"Disaster Management Act" means the Disaster Management Act, 2002 (Act No.57 of 2002)

"OHSA" means the Occupational Health and Safety Act, 1993 (Act No.85 of 1993)

"PPE" means personal protective equipment

"virus" means SARS-Cov-2 virus

"Worker" means any person who works in an employer's workplace including an employee of the employer or contractor, a self-employed person or volunteer

“workplace” means any premises or place where a person performs work

“NICD” means National Institute for Communicable Diseases

“OMP” means Occupational Medical Practitioner

Hand Hygiene:

- The Service Provider must provide 70% alcohol-based hand sanitizers to his/her employees.

Social Distancing:

- The Service Provider must ensure that social distancing is always maintained when working.
- The Service Provider must ensure that where the minimum distance of 1.5m is impossible to maintain, employees must be instructed to wear cloth mask or face shield.

Personal Protective Equipment (PPE)

- The Service Provider must wear cloth mask.
- The main benefit of everyone wearing a cloth mask is to reduce the amount of virus droplets being coughed up by those with infection and transmitted to others and to surface that others may touch.

Point of entry screening

- The Service Provider must ensure that the daily point of entry screening is completed when entering eThekweni Municipality premises.

Symptomatic employees

- The Service Provider must ensure that employees who are sick with continuous cough, sore throat, difficulty breathing, or a high temperature in the workplace will be encouraged to stay home.

Emergency Numbers

- Corona virus (COVID-19) 24-Hour Hotline number: 0800 029 999
- Corona virus (COVID-19) WhatsApp Number: 0600 12 3456
- COVID-19 National Crisis Helpline - 0861 322 322
- NICD (National Institute of Communicable Diseases) 24-Hour toll-free hotline number: 0800 029 999 or 0800 111 132

- SAPS gender-based violence service complaints (SAPS) - 0800 333 177
- GBV (Gender Based Violence) Command Centre -0800 428 428/ *120*7867# (free from any cell phone)/ SMS Line: 32312
- Women Abuse Helpline - 0800 150 150
- People Opposing Women Abuse (POWA) - Tel: 011 642 4345/ Afterhours cellphone: 0837651235
- Child Line - 0800 055 555
- Lifeline South Africa - 0800 012 322 (free on mobile networks including landlines)
- FAMSA - Advice on family relationships - 011 975 7107
- Human trafficking - Report cases of human trafficking - hotline operated by the Salvation Army and Be Heard - 08007 37283 (0 8000-rescue)
- National Human Trafficking Helpline - 0800 222 777
- Persons with Disabilities - SMS 'help' to 31531
- National AIDS Helpline - 0800 012 322
- Suicide Helpline - 0800 567 567
- Stop Gender Violence - 0800 150 15
- Substance Abuse Helpline - 0800 12 13 14

References

- COVID-19 Disaster Management Act
- Occupational Health & Safety Act 85 of 1993
- The Department of Employment and Labour: Workplace Preparedness: COVID-19 (SARS-CoV-19 virus)
- COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020
- Hazardous Biological Agents Regulations
- National Institute for Occupational Health (NIOH)

COMPANY LOGO

Covid-19 access into eThekweni Municipality Facility, point of entry screening questionnaire

Company: _____

Name and Surname: _____ Co No: _____

Line Manager Name: _____

Question:	Yes	No
1. Have you had flu or symptoms of flu in the last few weeks?		
2. Do you have a persistent cough that has started in the last few days?		
3. Do you have symptoms of fever? (red, tearing or burning eyes, sweats, clammy hands)?		
4. Do you have any signs of a respiratory infection, shortness of breath, difficulty breathing? (Self-test: Hold in your breath for 10 seconds)		
5. In the last 14 to 21 days, have you travelled outside the borders of South Africa?		
6. In the last 14 to 21 days, have had contact with anybody that has travelled outside the Provincial or South African borders?		
7. Have you been near or in contact with anyone who has symptoms or tested positive for COVID-19?		
If you have answered yes to any of the above questions, please inform your supervisor immediately. Brief description of events (When, where and who else were you with: _____ _____ _____		
Personal Commitment		
✓ I further undertake to immediately report any change in my medical condition to my supervisor/manager!		
✓ I will always maintain excellent personal and company hygiene standards!		
✓ I will maintain and keep the minimum social distance of 1m between myself and other employees!		
✓ I will utilize PPE and sanitizers provided to me to prevent the spread of the virus!		
✓ I will ensure all equipment / materials handed over to another person has been cleaned and sanitized!		
✓ I will not abuse, misuse, share or lose the PPE and related materials / equipment issued to me!		
Employee Signature		
Date		

Temperature: _____ °C. (if temperature is at 38°C or higher refer to Process Flow Annexure 1 document then deny entry, isolate and start reporting process)

Entry Cleared Yes ☐ No ☐

Construction Manager/Supervisor: _____ Signature: _____ Date: _____

Comments: _____

37.2 Agreement in terms of Occupational Health and Safety Act No. 85 of 1993



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Project Name	Appointment of Service Provider for Lifts Maintenance and Servicing for 36 months
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Compiled by (Safety officer)	Siya Nkosi Signature: <u>MOXALA</u> Date: 13 November 2020
Reviewed by (Manager: Safety& Risk)	Arty Zondi Signature: <u>ARTY ZONDI</u> Date: 13 November 2020

ETHEKWINI MUNICIPALITY

OCCUPATIONAL HEALTH AND SAFETY



OCCUPATIONAL HEALTH AND SAFETY ACT 1993, (ACT NO. 85 OF 1993) MANDATORY AGREEMENT – 37.2

Contractor Acknowledgement of Responsibility in terms of the Occupational Health and Safety Act

Written agreement between ETHEKWINI Municipality (the “employer”)
And

(the “mandatary”)

as provided for in terms of Section 37 (2) of the Occupational Health and Safety Act No.85 of 1993 as amended by Act 181 of 1993.

I hereby declare that I,, am authorised to represent the “mandatary” and acknowledge that the “mandatary” is an employer in its own right with all duties and responsibilities as prescribed in the Occupational Health and Safety Act no. 85 of 1993.

I agree to ensure that all work performed or machinery and plant used by the “mandatary” on any ETHEKWINI Municipality premises shall be in accordance with the provisions of the said Act.

Furthermore, I agree the “mandatary” shall comply with all ETHEKWINI Municipality site rules and safety, health, and environmental requirements as may be communicated or stipulated by ETHEKWINI Municipality prior to and during the course of any Contract awarded to the “mandatary” by ETHEKWINI Municipality.

Furthermore, I undertake to ensure that ETHEKWINI Municipality is timeously informed should the “mandatary”, for whatever reason, be unable to perform in terms of this agreement.

The Service Provider is expected to complete the COVID 19 point of entry questionnaire on daily basis.

The Service Provider employees are expected to wear appropriate PPE

The Service Provider must comply with eThekwin Municipality speed limit and safety signage.

The Service Provider must be registered and in good standing with the Compensation Fund or a “Professional indemnity cover”

The Service Provider must conduct activities risk assessment, compile written safe working procedures

The Service Provider must compile and submit the health and safety file to Occupational health and safety Unit.

The Service Provider must comply with Lift, Escalator, and Passenger Conveyor Regulation and National Building Regulation.

The Service Provider must always practice good housekeeping

The Service Provider must demarcate his /her working area, by posting appropriate signage.

The Service Provider must use the appropriate harnesses when working on heights.

The Service Provider must practise appropriate lockout procedure in the lift room.

Signed thisday of20.....

On behalf of the “mandatary” (print).....

(sign)

On behalf of the “employer” (print).....

(sign)