



**health**

Department:  
Health  
REPUBLIC OF SOUTH AFRICA



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

## COVID-19 Walk-through Risk Assessment

This document may be updated depending on the Covid-19 pandemic response  
Version 1, 1 May 2020

### Purpose

This tool is to be used by Occupational Health and Safety professionals at workplaces to assess:

- the potential risk of exposure to SARS-CoV-2 virus
- current control measures; and
- provides recommendations to management.

### Objectives

- To identify and assess the potential risk of exposure of employees to SARS-CoV-2 virus at workplaces
- To identify control measures (or the absence of control measures) and assess their effectiveness to prevent exposure
- To inform the management of the risk of potential exposure of employees to SARS-CoV-2 virus and additional controls that might be required.

## Guidance note

Anticipated high exposure areas that will need immediate assessment, then others that will require assessment, less urgently include the following areas:

1. Entry points to the workplace
2. Change house facilities
3. On-site canteen and similar dining areas
4. Waiting areas
5. Gathering places
6. Etc.

COVID-19 Walk-through risk assessment			
Site:	Sector*:	Date:	
Department:	Risk Assessor:	Name & Surname	Signature
Work Area/s:	Employer Representative:	Name & Surname	Signature
Occupations in Area:	Health & Safety Representative:	Name & Surname	Signature

\*Mining, Agriculture, Fishing, Forestry, Manufacturing, Service

COVID-19 Walk-through risk assessment summary of non-compliance				
Requirement	Finding	Recommendation	Responsible person	Due date

No	Requirement	Status			Comments
		Yes	No	NA	
<b>1.</b>	<b>Basic education &amp; awareness campaigns</b>				
1.1	Staff COVID-19 education/communication programme				
1.2	Contractor staff COVID-19 education/communication programme				
1.3	PPE donning and doffing training programme				
1.4	Health status self-monitoring and reporting /or questionnaire for employees				
<b>2.</b>	<b>Hygiene / cleaning measures</b>				
2.1	Work surfaces are decontaminated with appropriate disinfectants at appropriate intervals				
2.2	Equipment are decontaminated before and after use				
2.3	Hand washing basin is present (located near room exit)				
2.4	Soap and paper towel or once off use material towel available at handwashing basin				
2.5	Hand washing procedure is done, on entering the workplace, after removing PPE, and before leaving the workplace) and at various other times during the course of the day e.g. use of ablutions, etc.				
2.6	There is a procedure for surface decontamination and spills				
2.7	Spill kits are provided and maintained (only where required)				

No	Requirement	Status			Comments
		Yes	No	NA	
2.8	Additional sanitation facilities (e.g. hand sanitizers, etc.) at door entrances and at or close to workstations				
<b>3.</b>	<b>Reduce physical contact (social distancing)</b>				
3.1	Facility access and visitation is limited or restricted				
3.2	Limit crowds or gatherings (e.g. large groups >10 or groups in restricted spaces)				
3.3	Discourage physical contact of employees (e.g. handshakes, hugs)				
3.4	Closure of communal areas (e.g. gyms)				
3.5	Scatter diners to sit 1.5 metre distance from each other while dining and sitting face-to-face is not allowed. Separate utensils and frequently disinfect				
3.6	Eliminate frequent contact of communal surfaces where possible (e.g. leave doors open only where possible)				
3.7	Stagger tea and lunch breaks to limit employee groupings				
3.8	Working places rearranged to ensure maximum distance between employees				
3.9	No clustering at or in elevators. Elevators not to carry more people than is considered safe under the current COVID-19 conditions. Be aware of contact points in elevators				
3.10	Employees, contractors and visitors entering the facility/workplace are screened for COVID-19 symptoms				
3.11	Employees, contractors and visitors entering the facility who screen positive for COVID-19 symptoms are immediately provided with 'patient' masks				
3.12	Persons under investigation (PUIs) are chaperoned to the next point at the workplace and preferably, a cordoned-off walkway (or at least marked walkway) is present directing the PUI to the next point at the workplace				
3.13	An isolation zone is provided for PUIs and the isolation zone allows for 1.5 metre spacing, presence of barriers, etc.				

No	Requirement	Status			Comments
		Yes	No	NA	
<b>4.</b>	<b>Engineering control measures</b>				
4.1	Mechanical ventilation is in working order (inward flow, not recirculated to other areas of building, HEPA filtered when reconditioned and recirculated in any workplace, exhausted air discharged through HEPA filters). Environments that require positive pressure may only be allowed where possible and where required without the contamination of other environments				
4.2	Biosafety Cabinets are used for specified procedures. (Only where required)				
4.3	Biosafety Cabinets (Class I to III) are present and in good working order (incl. serviced and validated in last 6/12 months. (Only where required)				
4.3	Sufficient air changes and indoor air quality of an acceptable standard is permissible and acceptable and the responsibility of employer to maintain				
4.4	Physical barriers / screens as a barrier between personnel and visitors				
4.5	If air-conditioning must be used, disable re-circulation of internal air. Weekly clean/disinfect/replace key components and filters  And when required, disinfect the internal side of ducting using acceptable engineering methods				
<b>5.</b>	<b>Administrative controls</b>				
5.1	Reliable and sustainable source for procurement of key components, including PPE				
5.2	Adequate supplies of PPE, sanitary materials and cleaning products				
	Procedures are in place for personnel to self-check and/or supervisors and colleagues to verify that all relevant PPE is used by personnel during all shifts (e.g. checklists, briefing sessions etc.)				
5.3	Emergency communication plans are current and in place				
5.4	Access to psychological support services				

No	Requirement	Status			Comments
		Yes	No	NA	
5.5	Fatigue management plan and controls are in place				
5.6	Is the COVID-19 Infection, Prevention and Control Guidelines for South Africa available, and explained to employees				
<b>6.</b>	<b>Personal Protective Equipment</b>				
6.1	PPE is selected based on a documented risk assessment, and should meet the minimum recommendations without using excessive PPE for the setting/task				
6.2	PPE must be available in the appropriate sizes for every employee or person/contractor visiting the workplace				
6.3	Disposable gloves				
6.4	Disposable plastic apron (only where required)				
6.5	Closed shoes, non-slip soles and shoe covers (only where required)				
6.6	Eye protection (goggles/face shield or visors)				
6.7	Respiratory protection (an acceptable material face masks that offers very efficient protection / FFP2/N95 or better respirators – FFP2 and N95 generally left to the health care and similar types of work environments that may require that level of protection – i.e. for high risk situations e.g. aerosol-generating procedures and surgical masks for infectious persons)  Extreme care should be taken when choosing a mask or respirator to use insofar as it relates to the working environment				
6.8	Each employee has been supplied with a minimum of two cloth masks. Only to be used in identified and clearly marked environments				
6.9	PPE is consistently and properly worn when required				
6.10	PPE is regular inspected, maintained and replaced, as necessary				
6.11	PPE is properly disposed of, as applicable, to avoid contamination of self, others, or the environment				
6.12	PPE is properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment				

No	Requirement	Status			Comments
		Yes	No	NA	
6.13	Documented respiratory fitment programme that includes fit testing, training, and medical assessments				
6.14	Facial hair (clean shaving) policy for areas where respirators are mandatory				
6.14	PPE provided free of charge to employees				
<b>7.</b>	<b>Safe work practices</b>				
7.1	Biosafety laboratory practices (BSL 3) are available and adopted. (only where required)				
7.2	Eating, drinking, application of cosmetics and smoking in testing facility / workplace (whichever is applicable) is prohibited				
7.3	No storage of food or drink or personal items (coats, bags) in work area				
7.4	Materials (pens, pencils, gum, etc.) is not placed in the mouth while in the laboratory or clinical setting				
7.5	Cuts/broken skin is covered before entering the laboratory				
7.6	Jewelry is covered (must not affect integrity of gloves) or removed before entering any workplace where it is required				
7.7	Mobile electronic devices kept in areas where they cannot be contaminated, if not decontaminated frequently				
7.8	Mobile electronic devices are decontaminated frequently				
7.9	Laboratory doors are kept closed (and biohazardous signage is displayed) - where required				
7.10	Workplaces and working areas rearranged to ensure maximum distance between employees				
<b>8.</b>	<b>Waste management</b>				
8.1	Waste management policy and contract with service provider				
8.2	Waste management contractor complies with occupational health and safety requirements for their employees				
8.3	Records of waste removal, destruction, and treatment available				

No	Requirement	Status			Comments
		Yes	No	NA	
8.4	COVID-19 related waste that may contain hazardous material brought to the attention of the waste company				
<b>9.</b>	<b>Safety equipment (but not limited to)</b>				
9.1	First aid kits are available				
9.2	Eye wash bottles or fountains available and in working order				
<b>10.</b>	<b>Emergency response</b>				
10.1	Response plan in case someone becomes ill with symptoms of COVID-19 in the workplace is in place and staff are aware of it				
10.2	Suspected COVID-19 case isolation areas and protocols in place and staff are aware of it				
10.3	System to track and trace potential interactions in place (contact tracing)				
10.4	Self-isolation or quarantine protocols available and current and staff are aware of it				

(Document prepared by the Risk Assessment Group within the Occupational Health and Safety Workstream of the National Department of Health – Covid-19 Response)

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Name and Signature of CEO / Designated person

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Date