



BUSINESS PARTNERS CENTRE, 23 JAN HOFMEYR ROAD
WESTVILLE
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COVID19 Compliance Officer

COVID 19 COMPLIANCE OFFICER

WHO SHOULD ATTEND

The latest Directive stipulates that all Companies must appoint a COVID19 Compliance Officer to assist in COVID19 Workplace Readiness and oversee the process.

Those attending the training will be guided through the latest Government Gazette 43400 dd 4th June 2020 " Disaster Management Act (57/2002): Direction by the Minister of Employment and Labour interms of Regulation 4 (10) of the Regulations R480 of 29April 2020 to its workplace". Covered in the training will be:

- COVID19 Risk Assessment
 - Understanding the need for a Risk Assessment to be drawn up
 - Creating a site specific risk assessment
 - Importance of reviewing Risk Assessments
- COVID19 Management Plan
 - Requirements for COVID19 Management Plan include:
 1. Date and hours of reopening (if applicable)
 2. List of Employees permitted to return / WFH
 3. Timetables for balance to return
 4. ID Vulnerable Employees
 5. Minimise # of EE at workplace
 6. Workplace Protective Measurers to be taken
 7. Measures for daily screening – all parties
 8. COVID19 Compliance Officer
 9. Administrative Measurers
 10. Worker diagnosed with COVID19
 11. Social Distancing
 12. Health & Safety Measurers
 13. Sanitising, Disinfecting & Other Measurers
 14. Cloth Masks
 15. Public Access
 16. Ventilation
 17. Specific PPE
 18. Small Businesses
 19. Sectoral Protocols & Guidelines
 20. Monitoring & Enforcing

One Day Course
8:30am – 4:00pm

Refreshments and a light, finger lunch will be served at our public course
sales@kznbtc.co.za or (031) 267 1229 for bookings and further information

- COVID19 Employee Training
What should be covered in Employee Training for COVID 19:
 1. Introduction
 2. Characteristics of SARS CoV-2
 3. Routes of Transmission
 4. Symptoms of COVID19
 5. Returning to Work after testing positive COVID19
 6. Worker Obligations
 - Social Distancing
 - Health & Safety Measures
 - Sanitising, Disinfecting & Other Measures
 - Cloth Masks

- COVID19 Compliance Officer appointment explained