

Occupational Health & Safety Checklist for inspections at workplaces during the COVID-10 lockdown

Inspector Name:	
Province	
Date of Inspection	
Name of company	

Action	No	Yes	Comment
1. The employer has a risk assessment in place?			
2. The employer must clearly indicate where his/her high-risk areas are and the type of PPE to be worn in an area(s).			
3. The employer has a health risk assessment in place?			
4. The employer has an action plan for the 21 days lockdown for how the workplace will be kept clean and sanitised, etc?			
5. The employer has contractors who work on the premises temporarily or permanently?			
6. The employer has introduced a strict cleaning routine that includes wiping down (sanitising) all surfaces.			
7. The employer has introduced a strict cleaning routine that includes sweeping all floors and walkways.			
8. All floors within the workplace are sanitised at least once a day.			
9. All employees have been trained regarding the COVID-19 and knows what is required of them at the workplace?			
10. All employees have access at all times to hand sanitiser.			
11. All employees have access to soap and running clean water to wash their hands.			
12. The employer must clearly indicate where respirators			

Action	No	Yes	Comment
must be worn. Look for the signage.			
13. Employees have access to the relevant mask i.e. N95 or N99 when required or as determined by the inspector,			
14. Respirators are properly maintained and stored (airtight container) if not in use?			
15. Respirators follow the manufacturers specifications for use and reuse in the case of temporary respirators			
16. N95 and N99 masks must be disposed with after 1 day's use.			
17. Areas that require a mask/respirator to be used must be designated as such.			
18. Respirators are not to be shared.			
19. Check on the fit of respirators.			
20. Check on the facial hair of those who are wearing respirators - facial hair not allowed or the person is not allowed to work in an area where a mask is required to be worn.			
21. Face shields can be used at the workplace and may also be used in conjunction with other PPE.			
22. Gloves - rubber gloves - latex gloves:			
<ul style="list-style-type: none"> • Latex gloves in particular could cause a reaction in some people who are allergic to latex. 			
<ul style="list-style-type: none"> • An employee should therefore not be forced to wear these if there is any indication that an employee is allergic to the gloves. 			
<ul style="list-style-type: none"> • In some instances the employer will indicate that the employee has 			

Action	No	Yes	Comment
the necessary product to sanitize their hands or to wash their hands with soap and water.			
23. Employees and members of the public, where relevant, are able to maintain the relevant social distance of 1 to 2 metres?			
24. Sanitiser to be 60%+ alcohol based.			
25. Bulk storage of sanitizer to be checked.			
<ul style="list-style-type: none"> Containers closed 			
<ul style="list-style-type: none"> No rags laying around with sanitizer on it. 			
<ul style="list-style-type: none"> Storage area to be ventilated - spark proof and fire proof electrical fittings 			
<ul style="list-style-type: none"> Can the chemical store contain all the chemicals in it - is there a bund wall? 			
26. How does the employer deal with people who report sick at work?			
27. Are there any employees currently, on the day of the inspection who appears sick at work?			
28. If there is any person who may be suspected of having covid-19/sARS COV 2 what is the procedure the employer will follow:			
<ul style="list-style-type: none"> at the workplace 			
<ul style="list-style-type: none"> and specifically regarding the employee 			
29. Does the employer understand the process for reporting a sick (corona virus +) person to the Compensation Fund?			
30. Are there any woman who may be pregnant at work?			
31. Big companies may make use of occupational medical practitioners to assist them. Find out if the employer has			

Action	No	Yes	Comment
32. Does an employer have a queuing system (or security) to restrict people from entering a premises in large groups?			
33. Are sick members of the public allowed to enter your premises and move around your workplace. This is not allowed under any circumstances and the employer must indicate what he/she is doing to prevent this?			

NOTE: Respirator and mask is used interchangeably in this document. While their purpose is the same, the construction is different.

Is there any action required for the SAPS?	
Is there any action required for the DTI?	
Overall Comments:	
Prohibitions:	
Contraventions:	
Improvements needed	

Quality sign off:

Inspector's signature	Date	Supervisor Signature	Date
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