LabourNet

Management's Ultimate HR Solution

Workplace Ready

COVID-19

Business Toolkit

R3 500

Incl VAT

1. Policy
The policy guides the employees in terms of what can and can't be done in relation to COVID-19 in the workplace.

2. Safe Operating Procedure "SOP"
The SOP provides details on the measures which the company will implement to mitigate the risk of COVID-19 in the workplace.

3. Self Audit Checklist
The self audit checklist allows an organisation to conduct an audit and identify gaps with regards to the workplace being ready for re-opening post the lockdown period.

4. Risk Assessment
The risk assessments identifies the potential hazards & risks related to COVID-19 and through the implementation of various control measures, aims to protect employees, work associates and customers. It must be noted that this is a generic risk assessment and depending on the nature of the operations, there may be a requirement to conduct a more detailed site specific risk assessment.

5. Visitor Information Form
The visitor information form, is a template that organisations can use at each of their sites, for all visitors / contractors to complete on arrival or prior to entering the premises.

6. Induction & Awareness Training Course slides
The training material allows organisations to provide a general induction training course to all employees, which covers to key aspects of COVID-19. This will address the employers duty to inform employees on the hazards and risks associated with COVID-19.

7. Procedure for Medical Screening
Procedure to deal with employees arriving at the work and who develop symptoms during and after work.

8. Process to deal with suspected or confirmed cases in the workplace

9. Posters
Included is a set of poster templates, which can be printed off and displayed in key areas in the workplace.

10. COIDA Reporting Procedure
The procedure guides the organisation through the steps to capture and report an incident where an employee becomes infected with COVID-19 in the workplace.

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