

COVID-19 RISK ASSESSMENT – OFFICE

Actions should be taken based on the risk score. Assign a priority (very high, high, medium or low) based on existing and required control measures, in consultation with your supervisor or relevant committee.

PART I	General aspects of the work environment and duties or activities of the worker		
COMPANY:	CHABO & JOUBERT AIR AND ELECTRICAL (PTY) LTD	DATE OF ASSESSMENT:	08/05/2020
ASSESSOR NAME:	Ilse-Marie van de Wall	APPROVED BY:	Adriaan Joubert
SIGNATURE:		SIGNATURE:	
SCOPE OF WORK:	HVAC Maintenance, Services and Installs {Office}	LOCATION:	GAUTENG
REVIEW DATE:	Review required with every change in level during lockdown		
HAZARD & HEALTH EFFECT:	Primary hazard is the transmission of Covid-19. Health effects include respiratory illnesses that may be mild or very severe even fatal. Health effect may vary as people respond differently to the exposure.		

PART II RISK MATRIX		LIKELIHOOD OF EXPOSURE TO SARS-CoV-2		
		Unlikely Highly improbable	Possible May be experienced once every year by an individual	Likely Likely to be experienced once or twice a year by an individual
CONSEQUENCE OF EXPOSURE TO SARS-CoV-2	Severe Fatal or permanent disability	Medium	High	Very high
	Moderate Medical attention >14 days and complete recovery	Low	Medium	High
	Negligible Near miss or unlikely to happen	Very low	Low	Medium
Keep monitoring the process	Keep the process going, but monitor regularly and consider a control plan	Keep the process going, and implement a control plan as soon as possible	Investigate the process and implement controls immediately	Stop the process and implement controls

PART III Method of Operation / Steps of Work	
1.	Administrative activities including payroll, HR, accounting, client management, support, systems development and more at the office using office stationery and appliances.
2.	Services rendered from the office using office stationery and appliances: printers, scanners, telephones, desktop and portable computers
3.	Services rendered by meeting with clients face to face at the client's premises or at CHABO & JOUBERT's offices
4.	Marketing activities from the office using office stationery and appliances: printers, scanners, telephones, desktop and portable computers
5.	Marketing activities by consulting with clients face to face at the client's premises or at CHABO & JOUBERT's offices
6.	Travelling to clients for face to face meetings or consultations
7.	Virtual conferencing and meetings using office appliances
8.	Cleaning of the offices, kitchens, bathrooms, and other common areas
9.	Use of common areas including the bathrooms, kitchens, kitchen appliances, making of tea, coffee and warming up food
10.	Procuring and delivering of stationery, groceries, material, and equipment
11.	Contractors accessing the premises including maintenance, security, landscaping, servicing of equipment, air-conditioning, and other support
12.	Smoking at the workplaces

PART IV Identification of risk and proposed preventative measures to reduce risk

HAZARD: TASK or ACTIVITY	WHO MAY BE AT RISK	ROUTE OF EXPOSURE	INITIAL RISK LEVEL	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS NECESSARY	ADDITIONAL CONTROL MEASURES	FINAL RISK LEVEL	ACTION BY
Travelling to and from work making use of public transport like taxi's, e-hailing services, and buses	Telemarketers, administrative staff, cleaning staff	Transmission through exposure to droplets, airborne particles and contact with contaminated surfaces	VH	<ul style="list-style-type: none"> Staff who use public transport, will stay at home Social distancing - Do not enter a vehicle with more than 70% people 	NO	<ul style="list-style-type: none"> Providing thermometers for the drivers (<37.5) Provide training on safety measures including sanitising and masks Ventilation – open all the windows Request vehicle to be sanitised in front of you Continuous awareness creation 	H	COVID-19 REP (Training), CHABO & JOUBERT Drivers and Employees
Travelling to and from work in a private vehicle alone or carpooling	Staff with private vehicles	Transmission through exposure to droplets, airborne particles and contact with	H	<ul style="list-style-type: none"> No more than 50% of the vehicle's capacity or maximum of 3 persons Wearing of masks if there is more than 1 person in the vehicle 	NO	<ul style="list-style-type: none"> Ventilation – open the windows in the vehicle. DO NOT USE your air-con or sanitise your air-con and replace the air-con filters Sanitising of the vehicle daily before use 	M	COVID-19 REP (Training), Drivers and Employees

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		contaminated surfaces				<ul style="list-style-type: none"> Driver and passengers to sanitise themselves Continuous awareness creation 		
Vulnerable people, elderly, people with known medical conditions or chronic illness such as heart, diabetes, airway, pregnant etc.	All staff with access to CHABO & JOUBERT offices Any visitors, suppliers	Transmission through exposure to droplets and contact with contaminated surfaces	VH	<ul style="list-style-type: none"> Vulnerable people, the elderly and people with known medical conditions should stay or work from home 	YES	<ul style="list-style-type: none"> Provide isolated work areas for those who must work from the office All staff must take extra care, perform hand hygiene, and wear masks when interacting with the vulnerable Encourage additional monitoring of symptoms Continuous awareness creation 	M	Covid-19 Rep, HR & Office Manager
Access into the workplace failing entrance screening and staff not revealing their true health.	Staff, visitors, and suppliers requiring access to the premises	Transmission through exposure to droplets, airborne contaminants and contact with contaminated surfaces	H	<ul style="list-style-type: none"> Restrict the available entrances 	NO	<ul style="list-style-type: none"> Staff to be trained on all the new rules Screening to be done before persons are given access to the premises Strict access control and locking doors Disciplinary Procedures Continuous monitoring required Use foot operated hand sanitising stations or sensor operated sanitisers Display poster of sanitising in common area Continuous monitoring required 	M	HR, OHS & Office Manager Covid-19 Rep Screener
Incorrect use, unclean, incorrect type or worn face cloth mask used by the employees or visitors	Staff, visitors, and suppliers	Transmission through exposure to droplets and airborne contaminants	H	<ul style="list-style-type: none"> Issue and train staff to use the face mask provided 	NO	<ul style="list-style-type: none"> Supervising staff wearing Face Masks Encourage hand hygiene Verify the condition of the Face Masks when employees and visitors are granted access Covid-19 Representatives to assess quality of face mask during screening Provide staff with at least 2 face masks and train on use and cleaning Disciplinary action to be taken when an employee fails to wear their face 	M	Covid-19 Rep Department Managers

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			H			<p><u>masks</u> whilst interacting with others or lost it</p> <ul style="list-style-type: none"> • Worn, damaged or lost face masks to be replace. When lost or damage the employer may charge the employee for the mask. • Clients to leave the premise if they do not wear their face mask whilst interacting with any person at CHABO & JOUBERT's premises • Dispose of worn and damaged face masks separate from normal refuge after the worn or damaged masks are handed in for replacement by the employee • Continuous awareness creation and monitoring is required 	M	
Employer failing to issue required PPE including face masks	Staff	Transmission through exposure to droplets and airborne contaminants	H	<ul style="list-style-type: none"> • CHABO & JOUBERT to issue at least 2 face cloth masks per employee at no extra cost • Replace worn face masks free of charge when the worn mask is handed in for disposal 	NO	<ul style="list-style-type: none"> • Verify the condition of the Face Masks when employees and visitors are granted access • Covid-19 Representatives to assess quality of face mask during screening • Managers to verify condition of face masks • Disciplinary action to be taken when employees do not wear their face masks or lost it • Employees to pay for lost face masks • Dispose of worn and damaged face masks separate from normal refuge after the worn or damaged masks are handed in for replacement by the employee 	M	Covid-19 Rep Department Managers

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						<ul style="list-style-type: none"> Continuous monitoring by the COVID-19 Rep is required 		
Disposing of used and potentially contaminated face masks and other protective equipment at the workplace	Environmental Staff Public	Contact with contaminated protective equipment and exposure of contaminants in the environment	VH	<ul style="list-style-type: none"> Disposing of PPE in the bins 	NO	<ul style="list-style-type: none"> Dispose of disposable PPE in a separate plastic bag before placing in the usual refuse Employees identified with a fever must dispose of PPE as biological waste Employees with known active illnesses must dispose PPE as biological waste Continuous awareness creation 	H	Covid-19 Rep Office Manager
Using individual air-conditioning units and central air-conditioning circulating airborne particulates	Staff and visitors	Transmission through airborne particulates	VH	<ul style="list-style-type: none"> Making use of natural ventilation by opening windows 	YES	<ul style="list-style-type: none"> Fumigate all central air-conditioning systems Steaming and replacing of all filters Cleaning and steaming of individual air-conditioning units Offices with reported suspected cases to request review of air-conditioning system and cleaning Continuous monitoring required 	H	Covid-19 Rep Office Manager Procurement Office
Using and sharing of potentially contaminated office stationery and appliance by administrative staff, operational staff, marketing staff	Staff using and sharing stationery and appliances	Transmission through contact with contaminated surfaces	H	<ul style="list-style-type: none"> Sanitising and disinfecting office stationery and appliances 	NO	<ul style="list-style-type: none"> Supervising of staff use of stationery and appliances No sharing of office stationery and appliances Sanitise any items shared before handing it to a colleague Issue staff with their own stationery Continuous monitoring is required 	M	Covid-19 Rep Department Managers
Crowded, dirty and potentially contaminated common areas and surfaces including kitchens, bathrooms, canteens,	All staff at the office as well as clients with access to bathrooms, handrails, door	Transmission through exposure to droplets, airborne contaminants	VH	<ul style="list-style-type: none"> Only 2 persons can enter the kitchen and toilet areas. Doors must remain open. Disconnect all ERS systems 	NO	<ul style="list-style-type: none"> Use foot operated dustbins or keep bins open during the day Display poster of sanitising in common area Dispose of rubbish in the main refuge area daily 	H	Covid-19 Rep Office Manager Office Cleaner

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reception areas, handrails, door handles and more	handles and reception areas	and contact with contaminated surfaces	VH			<ul style="list-style-type: none"> • Covid-19 Rep to inspect common areas ensuring that all surfaces are sanitised and disinfected regularly • Handrails and door handle to be cleaned at least 4 times a day • Bathrooms and kitchens to be cleaned regularly making use of a roster or cleaning staff • Sanitising and disinfectant to be available in all common areas like the kitchen, bathroom, and canteen. • All cloth towels to be replaced with paper towels. • Clients may not touch any door handles • Clean all surfaces including microwaves, fridges, kettles, bathroom cubicle doors, taps, coffee machines and more after use • Issue card based ERS systems access • Allocate different times of breaks. • Social distancing to be applied by ensuring all persons are at least 2-meters apart • Continuous awareness creation and monitoring required • Install foot operated door handle openers 		
A colleague preparing coffee or tea for another colleague or for a client risking exposure	All staff at the office as well as clients	Transmission through exposure to droplets, airborne contaminants	VH	<ul style="list-style-type: none"> • Only use disposable cups • Make your own coffee or tea • Client's not allowed at CHABO & JOUBERT's premises 	NO	<ul style="list-style-type: none"> • Covid-19 Rep to inspect common areas ensuring that all surfaces are sanitised and disinfected regularly • Continuous awareness creation and monitoring required 	H	Covid-19 Rep Departmental Manager, Employees

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		and contact with contaminated surfaces				<ul style="list-style-type: none"> • You may not make coffee, tea or provide any colleague with something to drink. Each person is responsible for themselves • Perform hand hygiene before making coffee or tea or handing anything to a colleague or a client • Hand the client a disposable cup from the original packaging – do not touch the actual cup, only the packaging • Have the client place the cup in the coffee machine and pick up the filled cup again • Clients to throw their own cup away 		
Interacting with clients at CHABO & JOUBERT's premises potentially being exposed to Covid-19	Operational staff, reception, marketing advisors and clients	Transmission through exposure to droplets, airborne contaminants and contact with contaminated surfaces	VH	<ul style="list-style-type: none"> • No client may visit the premises of CHABO & JOUBERT • Clients who require a face to face interaction must adhere to CHABO & JOUBERT procedures, wear a face mask and be screened by the Covid-19 Representative 	YES	<ul style="list-style-type: none"> • Only meet in boardrooms • Boardrooms to be sanitised before and after meeting by the employee the meeting is with • Display poster of sanitising in common area • Client to sanitise before appointment and after appointment • Employee to sanitise before and after the appointment • No more than 3 persons per meeting despite the boardroom size • No sharing of stationery • Only disposable cups may be used, and the client must dispose of his/her cup himself • Covid-19 Rep to monitor the adherence to the rules • Continuous monitoring and awareness creations 	H	Covid-19 Rep Employee Department Manager

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Meeting clients at the client premises, potentially being exposed to Covid-19	Operational staff, marketing advisors and clients	Transmission through exposure to droplets, airborne contaminants and contact with contaminated surfaces	VH	<ul style="list-style-type: none"> Conducting virtual meetings and conferences 	NO	<ul style="list-style-type: none"> Request confirmation from clients verifying their OHS practices to avoid transmission Request confirmation from the clients that no person has any Covid-19 symptoms or has travelled across borders in the past 14 days Request the client to sanitise and disinfect surfaces, including boardroom table and chairs. Employee to sanitise before and after the appointment Sanitise yourself and your vehicle before entering your vehicle Inform the client that there can be no more than 3 persons per meeting despite the boardroom size Have your own stationery available, do not share Only use disposable cups, and dispose of it yourself Report any visits to your manager to keep record of it. Go directly home from the client visit, no employee may return to the office after they visited a client Continuous awareness creation and monitoring 	H	Covid-19 Rep Employee Department Manager
Leaving the workplace for lunch, to go to the shops or to meet persons not employed by CHABO & JOUBERT and then returning risking employees to be	All staff at the office as well as clients at the office	Transmission through exposure to droplets, airborne contaminants	VH	<ul style="list-style-type: none"> No employee may leave the workplace unless they are going home 	NO	<ul style="list-style-type: none"> No employee may leave the workplace and coming back in the same day unless special permission is obtained from your manager. 	VH	Covi-19 Rep HR and Department Managers

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exposed to Covid-19 at the workplace		and contact with contaminated surfaces				<ul style="list-style-type: none"> Any person who obtains permission must report where they went and with whom they interacted on return Employee must sanitise before leaving the premises and on return <p>Risk controls are not sufficient as most persons are exposed to Covid-19 at public places</p>		
Social interaction during smoking breaks in the designated and non-designated smoking areas	Smokers and non-smokers	Transmission through exposure to droplets, airborne contaminants and contact with contaminated surfaces	VH	<ul style="list-style-type: none"> Alternating break times 	NO	<ul style="list-style-type: none"> No more than 3 persons per smoke break Smokers to sanitise before leaving the office space and before entering the office space Display poster of sanitising in common area Social distancing is required with at least 2 meters between each smoker No non-smoker is permitted to go out with a smoker to the smoking area Only smoke in designated smoking areas All cigarette buds to be disposed of in a cigarette friendly container Continuous monitoring 	H	Covid-19 Rep Office Manager
Lack of training and information provided to staff	Staff	None	H	<ul style="list-style-type: none"> Staff to be trained on general information 	YES	<ul style="list-style-type: none"> Training to be provided specific to Covid-19 Policies and procedures to be developed and shared with staff Risk Assessments to be conducted and communicated to staff Regular training on safe practices Continuous awareness and monitoring 	M	Covid-19 Rep HR, OHS & Department Managers

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Contractors, service providers and other persons not employed by CHABO & JOUBERT accessing CHABO & JOUBERT's workplace without adhering to the Covid-19 regulations interacting with CHABO & JOUBERT's employees and clients	Staff, clients, contractors	Transmission through exposure to droplets, airborne contaminants and contact with contaminated surfaces	VH	<ul style="list-style-type: none"> • All contractors, service providers and others to report to the reception area immediately • All contractors, service providers and others accessing CHABO & JOUBERT's place of work to be screened before entering 	YES	<ul style="list-style-type: none"> • No access granted if the contractors, service provider or other person do not wear face masks • Ensure that hand hygiene is practiced regularly • Contractors to be supervised and number of employees on site restricted • Verify and observe that all tools, equipment and material is sanitised before being brought in to CHABO & JOUBERT's place of work 	H	Covi-19 Rep Office Manager & Procurement / Support

