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| **Company** | | | |  | | | |  | | | | | | COVID-19 Hazard Identification and Risk Assessment | | | |
| **Compiled by** | | | |  | | | |
| **Signed by Risk Assessor** | | | |  | | | |
| **Date of Assessment** | | | |  | | | |
| **Scope** | | | | COVID-19 | | | |
| **Review Date** | | | | 6 Monthly | | | |
| Probability Index | 5 | Almost certain to inevitable | SEVERITY INDEX: Injury/ Disease (I) | 5 | Fatal | SEVERITY INDEX: Production (P) | 5 | No production | SEVERITY INDEX: Environment (E) | 5 | Permanent effects | SEVERITY INDEX: Cost <C> | 5 | R500 000 to R999 999 | FREQUENCY INDEX | 5 | Hazard permanently present |
| 4 | Probable | 4 | Permanent to Slight Disability | 4 | Loss of 1 month or more production | 4 | Long term > 2 years | 4 | R100 000 to R499 999 | 4 | Hazard arises every week |
| 3 | Improbable | 3 | ≥ 14 Days with complete recovery | 3 | Loss of 1-week production | 3 | Med - 6 months to 1 year | 3 | R10 000 to R99 999 | 3 | Hazard arises every month |
| 2 | Less than even chance | 2 | Medical attention: ≤ 14 Days to complete recovery | 2 | Loss of 1-day production | 2 | Short term 1 day to 6 months | 2 | R1000 to R9999 | 2 | Hazard arises every year |
| 1 | Highly improbable | 1 | First Aid Only | 1 | Loss of 1-man shift | 1 | insignificant effect | 1 | R0 to R999 | 1 | Hazard arises every 5 years |
| 0 | No probable | 0 | Near Miss | 0 | No loss time | 0 | No aspect or impact | 0 | No cost involved | 0 | No hazard exists |
|  | | | | | | | | | | | | | | | | | |
| PROBABILITY VALUE X SEVERITY TOTAL X FREQUENCY VALUE % 500 x 100 = TOTAL SCORE (%) | | | | | | | | RISK VALUE | **PRIORITY OF ACTION** | | | | | **ACTION TO BE TAKEN** | | | |
| A: 75 - 100% | | Immediate | | | Training, SWP & Detailed Action Plan | | | |
| B: 60 - 74% | | Within 1 week | | | Training, SWP & Detailed Action Plan | | | |
| C: 45 - 59% | | Within 1 Month | | | Training, SWP & Registers | | | |
| D: 30 - 44% | | Within 6 Months | | | Training & SOP | | | |
| E: 15 - 29% | | Within 12 months | | | Training | | | |
| F: 0 - 14% | | As reasonable | | | Training | | | |
| All employees are to read and understand this risk assessment. In conjunction with the COVID-19 Management Plan, please cooperate with management in an effort to eliminate the spread of the COVID-19 virus. | | | | | | | | |
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| **DATE:**  **REVIEW DATE:** | | | | | | | |  | **Document Accepted by OHSA 16.2** | | | | | | | | |
| **Document number: OHSSCOV19RA01REV00** | | | | | | | | | | | | | | | | | |

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| **#** | **Task/General Activities/Equipment** | **Hazard Identification** | **Associated Risk Related to the Hazard** | **Prob**  **Ind** | **Severity Index** | | | | **Freq Ind** | **Risk Score / Max Score \* 100 = %** | **Risk Rate** | **Controls to be implemented to Eliminate/ Reduce/ Control Risk/ Hazards** | **Prob**  **Ind** | **Severity Index** | | | | **Freq Ind** | **Risk Score / Max Score \* 100 = %** | **Risk Rate** |
| I | P | E | C | I | P | E | C |
| 1 | Driving to and from work or clients. | Softening of social distancing  protocol | Contracting or spreading of the COVID-19 virus | 3 | 2 | 3 | 3 | 3 | 3 | 99/500\*100 = 20% | E | All participants to wear surgical  or FFP2 Ventilated Masks – Open windows and have adequate ventilation in vehicle. | 1 | 1 | 1 | 1 | 2 | 1 | 5/500\*100 = 1% | F |
| 2 | Screening | Contact with a known / suspected case of COVID-19 | Unknown behavior patterns of an employee who could possibly contract or spread the COVID-19 | 3 | 2 | 3 | 3 | 3 | 3 | 99/500\*100 = 20% | E | All employees to complete a daily checklist before entering the workplace | 1 | 1 | 1 | 1 | 2 | 1 | 5/500\*100 = 1% | F |
| 3 | Screening | Employee indicates signs or symptoms or is feeling ill | Possible spread on the COVID-19 or other illness that can compromise the immune system | 3 | 2 | 3 | 3 | 3 | 3 | 99/500\*100 = 20% | E | All employees to complete a daily checklist and temperatures to be taken and recorded before entering workplace | 3 | 2 | 3 | 2 | 3 | 2 | 60/500\*100 = 12% | F |
| 4 | Screening | Employee has been when away from the office during working hours | Spreading the COVID-19 droplets  If disease is contracted not being able to trace source | 3 | 2 | 3 | 3 | 3 | 3 | 99/500\*100 = 20% | E | Conduct a temperature test Record meetings / site visits / audits  List of persons being in contact with during meetings / site visits / audits | 3 | 2 | 3 | 2 | 3 | 2 | 60/500\*100 = 12% | F |
| 5 | Working from Office | Employees coughing / sneezing / talking | Spreading the COVID-19 droplets | 5 | 2 | 4 | 1 | 4 | 3 | 165/500\*100 = 33% | D | Training and ongoing awareness to use the bended elbow method / tissue.  Employees to wear a surgical mask or FFP2 Ventilated mask | 3 | 2 | 4 | 1 | 4 | 3 | 99/500\*100 = 19.8% | E |
| 6 | Working from Office | Unhygienic environment | Droplets remaining on surfaces, e.g. tables, computers, printers, phones, doorknobs, etc. | 5 | 2 | 4 | 1 | 4 | 3 | 165/500\*100 = 33% | D | Daily disinfect all workspaces and equipment | 3 | 2 | 4 | 1 | 4 | 3 | 99/500\*100 = 19.8% | E |
| 7 | Working from Office | Unhygienic Practices | Droplets remaining on surfaces, e.g. tables, computers, printers, phones, doorknobs, etc. | 5 | 2 | 4 | 1 | 4 | 3 | 165/500\*100 = 33% | D | Training and ongoing awareness on personal. hygiene, hand washing, hair washing, sanitizing. Provide posters on personal hygiene and hand washing methods | 3 | 2 | 4 | 1 | 4 | 3 | 99/500\*100 = 19.8% | E |
| 8 | Client  Interactions | Not knowing the status of  person to person contact | Contracting or spreading of the COVID-19 virus | 5 | 3 | 3 | 2 | 4 | 5 | 300/500\*100 =60% | B | Keep social distancing of at least 1.5m to 2m.  Wear surgical or FFP2  Ventilated mask  Wear latex / vinyl gloves  Use elbow greeting | 3 | 2 | 3 | 2 | 3 | 2 | 60/500\*100 = 12% | F |
| 7 | Client Meetings | Meeting with a number of  people in a confined space. | Possible spread on the  COVID-19 or other illness that can compromise the  immune system | 5 | 3 | 3 | 2 | 4 | 5 | 300/500\*100 =60% | B | Use virtual meetings where  possible or reduce the amount  of people at the meeting to  continually practice “social  distancing” | 1 | 1 | 1 | 1 | 2 | 1 | 5/500\*100 = 1% | F |
| 8 | Being in contact  with / suspected with  COVID-19 | Not being able to attend work | Contracting or spreading of the COVID-19 virus | 4 | 3 | 4 | 2 | 4 | 5 | 260/500\*100 = 52% | C | Self-isolation / quarantine  Reporting to NIOH / NICD | 5 | 1 | 1 | 1 | 2 | 3 | 75/500\*100 = 15% | E |
| 8 | Use of Kitchen | Unsafe housekeeping  practices | Cross contamination on  utensils / cups, etc. | 4 | 3 | 4 | 2 | 4 | 5 | 260/500\*100 = 52% | C | Strong detergents to be used  when washing dishes.  Practice sanitizing before and  after touching any utensils /  equipment | 5 | 1 | 1 | 1 | 2 | 3 | 75/500\*100 = 15% | E |
| 9 | Use of Bathrooms | Not washing hands /  sanitizing  Not cleaning surfaces | Droplets remaining on taps, toilet seats, flushing mechanism, doorknobs | 5 | 3 | 3 | 2 | 4 | 5 | 300/500\*100 =60% | C | Ongoing training and  awareness on best bathroom  etiquette.  Provide posters on hand  washing methods | 4 | 2 | 3 | 1 | 3 | 3 | 108/500\*100 = 22% | E |
| 10 | Clothing | Carrying the virus on clothing  / shoes | Contracting or spreading of the COVID-19 virus | 4 | 3 | 4 | 3 | 5 | 5 | 300/500\*100 = 60% | B | Sanitize shoes when entering  an area.  Wear clean clothing daily and  wash clothing in washing  detergents | 4 | 2 | 2 | 2 | 3 | 4 | 144/500\*100 = 29% | E |
| 11 | Paperwork / Documentation handling | Droplets remaining or being  transferred | Contracting or spreading of the COVID-19 virus | 5 | 2 | 4 | 1 | 4 | 3 | 165/500\*100 = 33% | D | Reduce the use / printing and  circulation of paperwork | 4 | 2 | 3 | 1 | 3 | 3 | 108/500\*100 = 22% | E |
| 12 | Using canteen, eating lunch, taking breaks, smoking | Softening of protocol during  lunch / smoke breaks | Contracting or spreading of the COVID-19 virus | 4 | 3 | 4 | 2 | 4 | 5 | 260/500\*100 = 52% | C | Practice “social distancing” at  all times. Wash hands regularly using soap and water. Sanitize before and after eating or using items. | 5 | 1 | 1 | 1 | 2 | 3 | 75/500\*100 = 15% | E |
| 13 | Individual  behavior | Employees not continually  practicing the COVID-19  protocol | Contracting or spreading of the COVID-19 virus | 5 | 3 | 3 | 2 | 4 | 5 | 300/500\*100 =60% | B | Ongoing training and  awareness  Disciplinary measures | 4 | 2 | 3 | 1 | 3 | 3 | 108/500\*100 = 22% | E |
| 14 | Individual  behavior | Employees not reporting  contact / suspect | Contracting or spreading of the COVID-19 virus | 5 | 3 | 3 | 2 | 4 | 5 | 300/500\*100 =60% | B | Disciplinary measures | 4 | 2 | 3 | 1 | 3 | 3 | 108/500\*100 = 22% | E |
| 15 | Stigmatization | Employees behavior towards  colleagues | Employees not wanting to report contact / suspect contact or contracting of COVID-19 | 5 | 3 | 3 | 2 | 4 | 5 | 300/500\*100 =60% | B | Disciplinary measures | 4 | 2 | 3 | 1 | 3 | 3 | 108/500\*100 = 22% | E |
| 16 | Vehicles | Droplets remaining on  surfaces in the vehicle | Contracting or spreading of the COVID-19 virus | 5 | 2 | 4 | 1 | 4 | 3 | 165/500\*100 = 33% | D | Sanitize vehicle daily | 1 | 1 | 1 | 1 | 2 | 1 | 5/500\*100 = 1% | F |
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| **COMMUNICATION SHEET** | | |
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