


SAFE WORK PROCEDURE / SAFE OPERATING PROCEDURE

Workplace:	Emergency Call Outs	Operation:
Personal Protective Equipment Required (PPE)		
		
Documents Required		NB: Warnings
Call out form. Quote – Showing emergency callout. Checklist for site.		No plumbers who show signs or symptoms of illness such as flu should be used during a call out during the Lockdown period. Complete the Emergency Call-out questionnaire with clients prior to entering the property.
Safety Notes / Main Hazards / Comments		
<p>The main hazards associated are:</p> <ul style="list-style-type: none"> • Exposure to COVID-19 • Spread of COVID-19 • Hazardous Biological Waste – Sewer or Waste pipes <p>Who are most at Risk?</p> <ul style="list-style-type: none"> • Elderly • Persons with Respiratory Issues such as Asthma • Persons who are ill and have a lowered immune system. 		
Safe Use / Operation		
<ol style="list-style-type: none"> 1. Ensure you have the necessary PPE to go on the call out. E.g. Proper Medical Mask, Waterproof Gloves, safety goggles, gum boots etc. 2. Wear PPE at all times whilst on site. 3. Take along a container of clean water – 5l or more. 4. Have a supply of soap / sanitizer or other safe cleaning agents. 5. Complete the Emergency Call-out form with your client. 6. Ensure the client isolates you or themselves away from where work will be carried out. NB: Remember, if you touch anything, even with your gloves, do not touch your face, mouth, nose or eyes. 7. Wash / sanitize hands before and after the job for 20 seconds. 8. Wash / sanitize tools after completing the job using an appropriate disinfectant or cleaning agent. Refer to manufacturers specifications. 9. Wash / sanitize PPE after completing the job using an appropriate disinfectant or cleaning agent. Refer to manufacturers specifications. 10. Wherever possible use digital documents rather than paper. 11. Be careful when handling cash, wear gloves and place the cash in a zip lock bag. 12. Keep a record of everyone you have come into contact with for tracing purposes (if needed) 13. Maintain a distance of 2m from any people you may come into contact with. 14. Do not shake hands with clients. 15. Sneeze or cough into a crooked elbow or tissue (and dispose of the tissue immediately) 16. If there is a reason why you cannot work, do not complete the work until all precautions have been taken. 17. Have a list of all emergency services close to where you will be working in the event of an emergency. 		



SAFE WORK/OPERATING PROCEDURE COMMUNICATION / ACCEPTANCE			
By Signing this document, I hereby declare that, I understand and accept the safe working procedure and declare that I will adhere to the contents of this document.			
NAME	SIGN	NAME	SIGN
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
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The above safe working/operating procedure is in accordance with the OHS Act 85 of 1993. This is a minimum requirement and as such needs continued adherence and inspection to check currency, reliability and sufficiency. The OHS Act section 14 requires each employee to work safely. OHSS Consulting (Pty) Ltd encourages any employee to submit recommendations and comments to the safety department for consideration. Any correspondence concerning safety adherence, implementation and improvements are welcome.

Please contact OHSS on chris@ohss.co.za or your department manager.

