



|          |            |
|----------|------------|
| DOC NO   | 01         |
| REV DATE | 2021/05/04 |
| ISSUED   | 2020/05/04 |
| PAGE     | 1 of 3     |

|         |  |
|---------|--|
| SECTION | RISK MANAGEMENT  |
| SUB-SEC | HSE GUIDELINES   |
| SUBJECT | APPOINTMENT: COVID-19 COMPLIANCE OFFICER – ALERT LEVEL 4 |

Occupational Health and Safety and Regulations (Act 85 of 1993)

**ASSIGNMENT OF DUTIES IN TERMS OF SECTION 8(2)(i) & (j)  
DISASTER MANAGEMENT ACT, 2002 REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE  
DISASTER MANAGEMENT ACT, CHAPTER 4, ALERT LEVEL 4, 16(6)  
COVID-19 COMPLIANCE OFFICER**

**Section 8. General duties of employers to their employees.—**

- (1) Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.
- (2) Without derogating from the generality of an employer's duties under subsection (1), the matters to which those duties refer include in particular—
  - (i) ensuring that work is performed and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employer are implemented; and
  - (j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37 (1) (b).

**DISASTER MANAGEMENT ACT, 2002 REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE DISASTER  
MANAGEMENT ACT, CHAPTER 4, ALERT LEVEL 4, 16(6)**

**16(6)** All industries, businesses, entities, both private and in the public sector, which are permitted to operate during Alert Level 4, must- (a) designate a COVID-19 compliance officer:

**APPOINTMENT**

I, **Phathokuhle Zondi**, in my capacity as the Chief Executive Officer, do hereby assign to you, Brent Walsh in your capacity as a **COVID-19 COMPLIANCE OFFICER** in the employment of Sports Science Institute of South Africa for the area with the duty of: Head: Business Support


**Responsible for the:**

- (i) implementation of the **plan referred to in sub regulation (b)**; and
  - (ii) adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace;
- (b) **Develop a plan** for the phased in return of their employees to the workplace, prior to reopening the workplace for business, which plan must correspond with **Annexure E** (below) and be retained for inspection and contain the following information:

- (i) which employees are permitted to work;
  - (ii) what the plans for the phased-in return of their employees to the workplace are;
  - (iii) what health protocols are in place to protect employees from COVID-19; and
  - (iv) the details of the COVID-19 compliance officer;
- (c) phase in the return of their employees to work to manage the return of employees from other provinces, metropolitan and district areas; and
- (d) develop measures to ensure that the workplace meets the standards of health protocols, adequate space for employees and social distancing measures for the public and service providers, as required .

Kindly confirm your acceptance of this appointment and understanding of the duties involved by signing the attached copy of this letter and returning it to me.

Yours faithfully

CEO:   
\_\_\_\_\_

Date: 4 May 2020

**ACCEPTANCE**

I, Brent Walsh, in my capacity as **COVID-19 COMPLIANCE OFFICER** accept the appointment as set out above and confirm my understanding of the duties involved.



Signed: \_\_\_\_\_

Date: 4th May 2020

**ANNEXURE E WORKPLACE PLANS**  
**Regulation 16(6) (b)**

A COVID-19 ready Workplace Plan must be developed prior to the reopening of an enterprise employing persons or serving the public.

For small businesses, the plan can be basic reflecting the size of the business, while for medium and larger businesses, a more detailed written plan should be developed given the larger numbers of persons at the workplace.

The Plan for medium and large businesses must include the following:

1. The date the business will open and the hours of opening.
2. The timetable setting out the phased return-to-work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace.
3. The steps taken to get the workplace COVID-19 ready
4. A list of staff who can work from home; staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home
5. Arrangements for staff in the establishment:
  - (a) sanitary and social distancing measures and facilities at the entrance and exit to the workplace
  - (b) screening facilities and systems
  - (c) the attendance-record system and infrastructure
  - (d) the work-area of employees
  - (e) any designated area where the public is served
  - (f) canteen and bathroom facilities
  - (g) testing facilities (for establishments with more than 500 employees)
  - (h) staff rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work).
6. Arrangements for customers or members of the public, including sanitation and social distancing measures.