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SECTION	RISK MANAGEMENT
SUB-SEC	HSE GUIDELINES
SUBJECT	APPOINTMENT: COVID-19 MANAGER

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

ASSIGNMENT OF DUTIES IN TERMS OF SECTION 8(2)(i) & (j)
Government Notice NO. 479 29 APRIL 2020 - 479 Disaster Management Act (57/2002): Covid-19
Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020
43257 Regulation 16.5 – COVID-19 MANAGER

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).

Government Notice NO. 479 29 APRIL 2020 - 479 Disaster Management Act (57/2002): COVID-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020 43257 Regulation 16.5

Regulation (5) The Employer must appoint a Manager to address Employee or workplace representative concerns and to keep them informed and, in any workplace in which a health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken

APPOINTMENT

I, Phathokuhle Zondi, in my capacity as the Chief Executive Officer, do hereby assign to you, Shakirah Jacobs in your capacity as a **COVID-19 MANAGER** in the employment of SPORTS SCIENCE INSTITUTE OF SOUTH AFRICA for the area designated as _____ with the duty of:

- Ensuring that all Employees are well versed in all the identified risks that COVID-19 poses within the working environment
- Enforcement of COVID-19 related preventative measures in all areas of the workplace with all Employees

- Ensuring that, as far as is reasonably practicable, the workplace keeps updated with legislative measures and developments related to COVID-19.
- Ensuring that social distancing of minimum 1.5 meters is maintained throughout the workplace by all Employees and visitors. Where 1.5 meter distancing is not possible, adequate screening or barriers are implemented to prevent the spread of COVID-19 virus
- Communicating as frequently as is necessary with SHE-Committees and Representatives on all COVID-19 –related health and safety matters, facilitating feedback and ensure that clear records are kept thereof.
- Encouraging Employees to work from home as much as possible
- Ensuring continuous cleaning and de-sanitizing of all relevant areas of the workplace.
- Avoid any grouping of Employees, visitors and contractors workplace by ensuring implementation of strict Social Distancing Protocols & Standard Operating Procedures
- Facilitate the implementation and management of the Screening Process for all staff, contractors & visitors.
- Managing the process if an employee is confirmed or suspected to have COVID-19 in the workplace.
- Ensure that continues Medical Surveillance of recovered Employees are recorded.
- Provide administrative support to any contact-tracing measures implemented by the Department of Health.

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, Shakirah Jacobs in my capacity as COVID-19 MANAGER, accept the appointment as set out above and confirm my understanding of the duties involved.

Signed: 

Date: 04 May 2020