

<b>DATE</b>	
<b>SALON NAME</b>	
<b>COMPLIANCE OFFICER</b>	

## **DETAILED INSPECTION CHECKLIST**

The purpose of this detailed inspection checklist is to:

1. provide an assessment framework in terms of assessing the “as-is” context in respect of OHS from a COVID-19 perspective;
2. to implement the assessment framework requirements and to determine the nature, scope and extent of the compliance gaps, based on the merits of each case concerning applicable law and required practice;
3. to create tools, templates and process guidelines available for the responsible persons to use as part of the disposal of their obligations in this regard;
4. to ensure that there is a gap analysis, feedback and continuous improvement protocol to enhance the achievement of objectives; and
5. please note that not all the requirements apply to every workplace, but each employer will have to assess the risks and applicable requirements to its particular workplace.

## **REQUIREMENTS**

1. Conduct a risk assessment to ensure compliance with the minimum measures required.
2. Notify all workers of the contents of the Department of Employment and Labour directive and the way it will be implemented.
3. If a worker has been diagnosed with COVID-19, an employer must:
  - a. inform the Department of Health (report may be made to the COVID-19 hotline: 0800 02 9999) and the Department of Employment and Labour; and
  - b. give administrative support to any contact-tracing measures implemented by the Department of Health.
4. Every employer must regularly check on the websites of the National Department of Health, National Institute of Communicable Diseases and the National Institute for Occupational Health whether any additional Personal Protective Equipment (PPE) is required or recommended in any guidelines given the nature of the workplace or the nature of a worker's duties.

## DETAILED INSPECTION LIST

1.	Basic education & awareness campaigns	Yes	No	NA
1.1	Staff COVID-19 education/communication programme			
1.2	Has each staff member received a copy of the guidelines and signed the registration document saying they have received training.			
1.3	Health status self-monitoring and reporting / or questionnaire for employees			
1.5	Provide workers with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in areas informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting the symptoms			
2.	Hygiene / cleaning measures/ Sanitisers/ Disinfectants etc	Yes	No	NA
2.1	Work surfaces are sanitised with appropriate disinfectants at appropriate intervals			
2.2	Equipment are sanitised before and after use			
2.3	Hand washing facilities are available			
2.4	Soap and paper towels/hand dryers are available at handwashing basin			
2.5	The handwashing procedure is done, on entering the workplace, after removing PPE, and before leaving.			
2.6	Hand sanitizer must be one that has at least 70% alcohol content and is following the recommendations of the Department of Health.			

2.7	Every employer must, free of charge, ensure that –  a) there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance of, and in the workplace which the workers or other persons are required to use;  b) every employee who works away from the workplace, other than at home, must be provided with an adequate supply of hand sanitizer.			
2.8	If a worker interacts with the public, the employer must provide the worker with sufficient supplies of hand-sanitizer at that worker’s workstation for both the worker and the person with whom the worker is interacting.			
2.9	Waste pertaining to masks, gloves and paper towels should be disposed of in a bin.			

3.	Reduce physical contact (social distancing)	Yes	No	NA
3.1	Facility access and visitation is limited or restricted			
3.2	Limit crowds or gatherings (only 4 guests at a time, maximum of 10 people including staff.)			
3.3	Discourage physical contact of employees (e.g. handshakes, hugs)			
3.4	Closure of communal areas (e.g. gyms, relaxation areas)			
3.5	Ensure that employees are more than two meters apart when dining and not sitting face to face. Ensure that utensils and frequent disinfect.			
3.6	Eliminate frequent contact of surfaces (e.g. leave door open were possible)			
3.7	Stagger tea and lunch breaks to limit employee groupings			
3.8	Work areas rearranged to ensure at least 1,5 meters distance between employees.			
3.9	No clustering in and near elevators. Elevators not to take more than 50% of their carrying capacity.			
3.10	All employees/visitors entering the company are screened for COVID-19 symptoms			
3.11	All employees and visitors entering the company who screen positive for COVID-19 symptoms are immediately provided with FFP1 masks.			

3.12	Minimize contact between workers as well as between workers and members of the public			
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4.	Engineering control measures	Yes	No	NA
4.1	Mechanical ventilation is in working order. Open doors and/or windows where possible.			
4.2	Physical barriers/screens as a barrier between employees and visitors			
4.3	If A/C must be used, disable re-circulation of internal air. Weekly clean/disinfect/replace key components and filters.			

5.	Administrative controls	Yes	No	NA
5.1	Reliable and sustainable source for procurement of key components, including PPE			
5.2	Adequate supplies of PPE, sanitary materials and cleaning products			
5.3	Procedures are in place for employees to self-check and/or supervisors and colleagues to verify that all relevant PPE is used by employees during all times			
5.4	Emergency communication plans are current and in place			
5.5	Is the COVID-19 Infection Prevention and Control Guidelines for South Africa available, and have they been explained to employees?			
5.6	Notify employees that if they are sick or have symptoms associated with the COVID-19 that they must not come to work and to take paid sick leave in terms of the BCEA			
5.7	Appoint a(n) manager/officer 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			

6.	Personal Protective Equipment, including cloth masks	Yes	No	NA
6.1	PPE is selected based on a documented risk assessment, and should meet the minimum recommendations without using excessive PPE for the setting/task			
6.2	PPE must be available in the appropriate sizes			
6.3	Disposable gloves			
6.4	Disposable plastic apron or Disposable kimono			
6.5	Closed shoes, non-slip soles and shoe covers			
6.6	Eye protection (goggles/face shield or visors)			
6.7	Respiratory protection (FFP1/N95 or better respirators) for high risk situations (e.g. aerosol-generating procedures), and surgical masks for infectious persons			
6.8	PPE is consistently and properly worn when required			
6.9	PPE is regularly inspected, maintained and replaced, as necessary			
6.10	PPE is properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment			
6.11	All persons must wear cloth masks when in a public place.			
6.12	<p>Every employer must –</p> <p>a) provide each of its employees, free of charge, with a minimum of two cloth masks which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition, for the employee to wear while at work and while commuting to and from work; and</p> <p>b) Require any other worker to wear masks in the workplace.</p>			
6.13	The number and replaceability of cloth masks that must be provided to an employee or required of other workers must be determined in accordance with any sectoral guideline and in the light of the employee or worker's conditions of work, in particular, where these may result in the mask becoming wet or soiled.			
6.14	Every employer must ensure that workers are informed, instructed and trained as to the correct use of cloth masks.			
6.15	An employer must make appropriate arrangements for the washing, drying and ironing of cloth masks in accordance with the Guidelines.			
6.16	The general requirement for workers to wear masks does not derogate from the fact that, where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with Department of Health guidelines.			

[http://www.thedtic.gov.za/wp-content/uploads/Updated\\_Recommended\\_Guidelines\\_Fabric\\_Face\\_Masks.pdf](http://www.thedtic.gov.za/wp-content/uploads/Updated_Recommended_Guidelines_Fabric_Face_Masks.pdf)

<b>7.</b>	<b>Safe Work Practices</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
7.1	Eating, drinking and smoking in the workplace is prohibited			
7.2	Pens, pencils and or other equipment must not be placed in the mouth whilst at the workplace			
7.3	Cuts/broken skin is covered before entering the workplace			
7.4	Jewellery is covered (must not affect integrity of gloves) or removed before entering the workplace			
7.5	Mobile electronic devices kept in areas where they cannot be contaminated, if not decontaminated frequently			

<b>8.</b>	<b>Waste management</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
8.1	Waste management policy and contract with service provider			
8.2	Waste management contractor complies with occupational health and safety requirements for their employees.			
8.3	Records of waste removal, destruction and treatment available			

<b>9.</b>	<b>Safety equipment</b>			
9.1	First aid kits are available			
9.2	Eye wash bottles or fountains available and in working order			
9.3	Firefighting equipment is available, in good working order and serviced in the past 12 months			

<b>10.</b>	<b>Emergency response</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
10.1	Response plan in case someone falls ill with symptoms of COVID-19 in the workplace			
10.2	Suspected COVID-19 case isolation areas and protocols			
10.3	System to track and trace potential interactions			
10.4	Self-quarantine protocols available and current			

11.	Symptom screening	Yes	No	NA
11.1	<p>Every employer must take measures to-</p> <ul style="list-style-type: none"> <li>i. screen any worker when they report for work, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing);</li> <li>ii. require every worker to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; and</li> <li>iii. require workers to immediately inform the employer if they experience any of the said symptoms while at work.</li> </ul>			
11.2	<p>Employers must comply with any guidelines issued by the National Department of Health in respect of –</p> <ul style="list-style-type: none"> <li>i. symptom screening; and</li> <li>ii. in addition, required to do so, medical surveillance and testing</li> </ul>			



11.3	<p>If a worker presents with the said symptoms or advises the employer of these symptoms, the employer must –</p> <ul style="list-style-type: none"> <li>i. not permit the worker to enter the workplace or report for work; or</li> <li>ii. if the worker is already at work immediately- <ul style="list-style-type: none"> <li>a) isolate the worker, provide the worker with an FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and</li> <li>b) assess the risk of transmission, disinfect the area and the worker’s workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;</li> </ul> </li> <li>iii. ensure that the worker is tested or referred to an identified testing site;</li> <li>iv. place the employee on paid sick leave in terms of the BCEA or if the employee’s sick leave entitlement under the section is exhausted, make an application for an illness benefit in terms of UIF and related schemes;</li> <li>v. ensure that the employee is not discriminated against;</li> <li>vi. if there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).</li> <li>vii. If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions: <ul style="list-style-type: none"> <li>a) The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19;</li> <li>b) the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and</li> <li>c) the employer closely monitors the worker for symptoms on return to work</li> </ul> </li> </ul>			
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12.	Measures in respect of workplaces to which public have access	Yes	No	NA
12.1	Employees need to be protected from being exposed to the virus through their interaction with the public and to protect members of the public from being exposed to the virus through their interaction with workers or other persons present in such a workplace.			

13	General	Yes	No	NA
13.1	Have employees over 60 years of age as well as those with comorbidities been engaged in respect of working from home and accommodated as best possible?			
13.2	Our disease surveillance protocols and practices in place?			

13.3	Are staff screened daily for symptoms of COVID-19 and does this include a symptom check and a temperature assessment?			
13.4	Are all employees using cloth masks particularly where social distancing is not possible nor viable?			
13.5	Are hand sanitizers or appropriate hand-washing facilities available?			
13.6	Are stringent social distancing measures in place in the workplace?			

<b>14</b>	<b>Check list for Disposables and Disinfectants and other Tools</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
14.1	Hands Free Stand for Dispensing Hand Sanitizer			
14.2	Adequate Hand Sanitizer and Hand Wash			
14.3	Sanitizing Spray (Aerosol and Liquid)			
14.4	Screens in front of counters, on manicure tables and between work stations.			
14.5	Paper Towels for disinfecting and restrooms.			
14.6	Cloth Face masks for staff, disposable face masks for clients should they require one.			
14.7	Face Shields or Protective Eye Glasses.			
14.8	Sterilants to sterilise equipment.			
14.9	Thermal Thermometers to test staff and clients temperature.			
14.10	Paper Towels to cover beds or disposable plastic or reusable plastic sheets.			
14.11	Paper Towels to cover manicure and pedicure tables.			
14.12	Disposable caps for staff.			
14.13	Disposable overshoes to wear over shoes.			
14.14	Floor Decal Stickers - social distancing markers.			
14.15	UV steriliser to keep implements sanitized			