

# OHS IN THE WORKPLACE

## WEBINAR MATERIAL: 30 JULY 2020

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## MODULE 1: INTRODUCTION

Occupational Health & Safety measures are vital – especially since the return of even more workers under Alert Level 3 of our National Lockdown.

Complying with Occupational Health & Safety can be very daunting. The Department of Employment and Labour has issued Regulations, Guidelines and additional directives to prevent the escalation of COVID-19 infections in the workplace.

As accountants, auditors and other financial professionals, we not only need to ensure that we comply with these OHS measures, but we can also assist our clients with compliance.

During this webinar we look at the requirements as set out in the initial Regulations and Guidelines, and the details of the latest Consolidation Direction that was issued, as well as the new treatment of “vulnerable persons” in the workplace, and the resultant update of workplace plans.

### Abbreviations used

OHS	- Occupational Health & Safety
OHSA	- Occupational Health & Safety Act, 1993 (Act No. 85 of 1993)

## 1. OBJECTIVES AND BASICS OF THE OHSA AND WHO IT APPLIES TO

- The OHSA, read with its regulations and incorporated standards, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of workers and to take such steps as may be reasonably practicable to eliminate or mitigate the hazard or potential hazard.
- The OHSA further requires employers, to ensure, as far as is reasonably practicable, that all persons who may be directly affected by their activities (such as customers, clients or contractors and their workers who enter their workplace or come into contact with their employees) are not exposed to hazards to their health or safety. This obligation also applies to self-employed persons (for example, plumbers or electricians) whose working activities bring them into contact with members of the public.
- For the purposes of OHSA in the workplaces to which this Directive applies, the identifiable hazard relating to COVID-19 is that workers face is the transmission by an infected person to workers in the workplace. In workplaces to which the public has access, the hazard includes transmission of the virus by members of the public. Each situation requires special measures to be implemented by employers in order to prevent the transmission of the virus.
- Although OHSA requires employers to review and update risk assessments on a regular basis, the new hazard posed by COVID-19 is clearly identifiable and the basic measures to eliminate or minimise the risk are now well known. The object of conducting or updating a risk assessment in respect of COVID-19 is to provide specific focus on COVID-19 and adapt the measures required by this Directive to specific working environments taking into account the Risk Assessment Guides published online by the National Department of Health.

## 2. HANDY SUMMARIES

You are welcome to refer to the following summaries issues by “legal eagles”:



### CDH Employment Survival Guide

You can find a nice summary on pages 14 & 15 of the **Employment Survival Guide** (issued by CDH on 9 April 2020) – available to you as a Source Document.

### CDH Updated Employment Revival Guide for Alert Level 3 Regulations

Contains **Questions 13 to 28 on OHS topics**

### CDH summary on Vulnerable employees

This is probably the only document you need to refer to in this regard!

*All of the above summaries are available to you as Source Documents*

## 3. PENALTIES AND OFFENCES

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### Refer to Clause 38 of the OHSA

Fines range from

- Up to R50 000 and/or up to 1 year imprisonment
- Up to R100 000 and/or up to 2 years imprisonment

*The OHSA is available to you as a Source Document*

## MODULE 2: LEGISLATION, REGULATIONS, GUIDELINES & DIRECTIVES

Various legislative documents have been issued by the Department of Employment and Labour, that relate to COVID-19 OHS in the workplace, including Regulations, Guidelines and Directives.

**You can refer to Module 6 for detailed links to all Legislative documents**

### 1. MAIN LEGISLATIVE DOCUMENTS YOU MUST BE AWARE OF

- Guidelines for employers to deal with COVID-19 OHS at workplaces issued on 17 March 2020;
- OHS Directives issued:
  - Initial publication on 28 April 2020
  - **UPDATED Consolidated published on 5 June 2020** (replaces 28 April 2020 Directive)
    - **Vulnerable persons** – clause 20.3
      - Guidance on vulnerable employees and workplace accommodation in relation to COVID-19 - see the link in Annexure A.
    - **Refusal by employee to work** – clause 48 to 56

### 2. MAIN AREAS UPDATED IN THE AMENDED REGULATIONS

The key areas that have been updated in the amended regulations are:

- **Return to work policy**
- **Workplace Plan**

The following concept is also **added**:

- **Vulnerable employee policy**

The amended regulations also provide links to various **Department of Health** guidelines that can assist employers in dealing with Covid-19 in the workplace, in [Annexure A](#) thereof.

### 3. CONTENTS OF THE LATEST OHS CONSOLIDATED DIRECTIVE

*Gazetted on 5 June 2020*

*24-page document*

**The key areas that are contained in the latest OHS Consolidated Directive are:**

- Preamble
- Definitions
- Application
- Period of application
- **Plan for re-opening workplaces**
- Administrative measures
- **Social distancing measures**

- **Health and safety measures**

- Symptom screening
- Sanitizers, disinfectants and other measures
- Cloth masks
- Measures in respect of workplaces to which public have access
- Ventilation
- Special Personal Protective Equipment

- **Small businesses – Employers with 10 employees or less – refer to clause 46 on page 16**

**Employers with 10 employees or less must take the following measures:**


- 46.1 if the employer is permitted to recommence operations under the Regulations, it must develop a **basic plan** for the phasing in the return of its employees taking into account those that are able to work remotely and those over the age of 60 years or who have comorbidities;
- 46.2 **arrange the workplace** to ensure that employees are at least one and half metres apart or, if not practicable, place physical barriers between them to prevent the possible transmission of the virus;
- 46.3 ensure that employees that present with the **symptoms** set out in clause 25.1 are not permitted to work;
- 46.4 immediately contact the **COVID-19 hotline: 0800 02 9999** for instruction and direct the employee to act in accordance with those instructions;
- 46.5 provide **cloth masks** or require an employee to wear some form of cloth covering over their mouth and nose while at work;
- 46.6 provide each employee with **hand sanitizers, soap and clean water** to wash their hands and disinfectants to sanitize their workstations;
- 46.7 ensure that each employee while at work **washes with soap and sanitizes their hands**; and
- 46.8 ensure that their **workstations are disinfected regularly**; and
- 46.9 take any other measures indicated by a risk assessment of the workplace including the such measures as are appropriate in clause 43 if the public have access to the workplace.

- Worker obligations

- **Refusal to work due to exposure to COVID-19 – refer to clauses 48 to 56 on pages 16 and 17**

- 48. An employee may refuse to perform any work if circumstances arise which with reasonable justification appear to that employee or to a health and safety representative to pose an imminent and serious risk of their exposure to COVID-19.
- 49. An employee who has refused to perform work in terms of clause 48 must as soon as is reasonably practicable notify the employer either personally or through a health and safety representative of the refusal and the reason for the refusal. Every employer must, after consultation with the compliance officer and any health and safety committee, endeavour to resolve any issue that may arise from the exercise of the right in terms of clause 48.
- 50. Clause 48 applies whether or not the person refusing to work has used or exhausted any other applicable external or internal procedure.
- 51. No person may advantage or promise to advantage any person for not exercising his or her right in terms of clause 48.

52. No employer may make any deduction from an employee's remuneration, or require or permit an employee to make any payment to the employer or any other person, in respect of anything which the employer is obliged to provide or to do in terms of this Direction.
  53. No person may threaten to take any action against a person because that person has exercised or intends to exercise the right in terms of clause 48.
  54. No employee may be dismissed, disciplined, prejudiced or harassed for refusing to perform any work as contemplated in clause 48.
  55. If there is a dispute as to whether clause 49 has been contravened, the employee may refer the dispute to the Commission for Conciliation, Mediation and Arbitration or an accredited bargaining council for conciliation and arbitration in accordance with the procedures contained in section 191 of the Labour Relations Act, 1995 (Act No. 66 of 1995).
  56. If the arbitrator appointed in terms of section 191 of that Act to determine a dispute referred in terms of clause 56 finds that the employer has contravened clause 55, the arbitrator may make any appropriate order contemplated in section 193 read with 194(3) or (4) of that Act.
- Monitoring and enforcing the Direction
  - Sectoral protocols and guidelines – *Sector-specific guidelines should include the matters referred to in Annexure B*
  - Changes to Annexure A
  - Commencement of this Direction = 5 June 2020
  - Annexures:
    - Annexure A – Department of Health Links – **Refer to Module 6 for these links**
    - Annexure B – Sectoral Guidelines

 **Please note that not all the requirements will be applicable to every workplace and that the documents are of a generic nature. Therefore, employers will need to assess the risk of their particular workplace and amend the documentation accordingly.**

## 4. OHS TOOLKITS

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In order to assist employers with compliance with these regulations, SAAA has made Toolkits available to you, which may be utilised in implementing the necessary measures.

**You can refer to Module 6 for detailed information on these SAAA toolkits**

## MODULE 3: VULNERABLE PERSONS

### 1. VULNERABLE PERSONS IN A NUTSHELL...

#### Updating workplace plans to include “vulnerable persons”

On 25 May, the Department of Health issued a guidance document related to the treatment of “vulnerable persons” in the workplace. (Guidance Document).

The Guidance Document expanded on the list of persons who are at particular risk of experiencing severe effects should they contract COVID-19.

Pursuant to the Guidance Document, the Department of Employment and Labour issued further regulations consolidating occupational health and safety measures in workplaces who have commenced operations, replacing the directive issued on 29 April 2020.

Employers are therefore required to update their workplace plans to include provisions related to, inter alia, “vulnerable persons”.

*The original OHS Regulations are available to you as a Source Document*

### 2. DoL GUIDE ON VULNERABLE PERSONS AND WORKPLACE ACCOMMODATION

4-page document

Version 4 – 25 May 2020

This Guideline sets out the following:

- Who is a vulnerable employee in the context of COVID-19?
- Identifying vulnerable employees
- Assessing a vulnerable employee
- Protecting and managing vulnerable employees in the workplace
- Return to work (RTW) and incapacity management of the vulnerable employee post COVID-19 illness
- References

### 3. CDH 3-PAGE SUMMARY ON VULNERABLE PERSONS

CDH also published a **3-page summary document** on Vulnerable persons and updating workplace plans to include “Vulnerable persons”, setting out:

- (1) List of vulnerable persons
- (2) Protocol regarding vulnerable persons
- (3) Where a vulnerable person returns to the workplace, an employer may consider the following measures to take upon their return
- (4) Applicable leave procedures for employees who cannot work from home and who are not permitted to return to the office

*This 3-page summary is available to you as a Source Document*



## MODULE 4: How to...

### 1. HOW TO DEAL WITH A POSITIVE COVID-19 CASE IN THE WORKPLACE

#### CDH Article

With the number of active cases on the rise and more workplaces re-opening, it is inevitable that a worker may present with symptoms related to COVID-19. It is imperative that employers are prepared for such an event and that employers act decisively to limit the risk of transmission in the workplace.

**Paragraph 27 of the Consolidated COVID-19 Direction on Health and Safety in the Workplace** published on 4 June 2020 details the steps an employer must take where a worker presents with symptoms related to COVID-19.

#### 1. Do not permit entry to the workplace or allow the worker to report to work

- Where an employee is asymptomatic and can work from home, the employee must continue to do so.
- Where an employee is asymptomatic and cannot work from home, the employee must apply for sick leave.

#### 2. If the worker is already at work:

- Immediately isolate the worker.
- Provide the worker with a surgical mask.
- Arrange transportation for the worker in a manner that doesn't present a transmission risk to other workers or to members of the public. An employer may need to bear this cost.
- Worker to self-isolate or to be referred for medical examination or testing.
- Assess the transmission risk to other workers as well as surfaces.
- Disinfect the area/surfaces which the worker who screened positive was in contact with, including their workstation.
- Undertake contact tracing in the workplace to establish all those whom the worker who screened positive may have been in contact with.
- Refer all workers who were in contact with the worker who screened positive for screening.
- Take any other appropriate measures to prevent transmission.
- Where it's an employee who has screened positive, place the employee on sick leave or apply for an illness benefit for the employee where their sick leave is exhausted.
- Ensure employees are not subject to discrimination where they screen/test positive for COVID-19.
- Lodge a claim for compensation in terms of COIDA where there is evidence that an employee contracted COVID-19 arising from the course and scope of their employment.

\*Worker is defined in the Consolidated Directive as follows: “*worker*” means any person who works in an employer’s workplace including an employee or contractor, a self-employed person or volunteer.

### 2. HOW TO DEAL WITH A REFUSAL BY AN EMPLOYEE TO WORK

The Department of Employment and Labour issued amended regulations in respect of OHS requirements and return to work polices that employers, who are permitted to operate under Alert Level 3, must adhere to.

Among these regulations is a directive that an employee may refuse to perform any work, including attending work, where “with reasonable justification”, it appears to the employee that performing such work will pose a serious or imminent risk of exposure to Covid-19.

Although a no-work-no-pay policy will apply, the employer may not take any disciplinary action against such an employee for exercising this right.

The difficulty with this issue is that “reasonable justification” will have to be determined on a case by case basis and creates a massive opportunity for abuse by employees who simply do not want to come to work.

***Refer to clauses 48 to 56 in the Latest OHS Directive***

## MODULE 5: YOUR WORKPLACE PLAN

### 1. EMPLOYERS' DUTIES: WHAT TO DOCUMENT IN YOUR OHS WORKPLACE PLAN

#### Employers' duties in a Nutshell

- Develop a plan for a phased in return to work prior to reopening the workplace for business. The workplace plan must correspond with Annexure E of the Regulations and must be retained for inspection.
- The workplace plan must include a procedure for the compulsory screening of all persons entering the workplace as well as a procedure for the safe evacuation of persons from the workplace who present with symptoms of COVID-19, without endangering other employees or the public.
- The information contained in the workplace plan must also include, inter alia, the details of the employees permitted to return; how the employer intends to phase in the return to work, the details of the COVID-19 Compliance Officer and the health and hygiene protocols.
- Phase in the return of employees from other provinces, metropolitan and district areas.
- Provide employees who may come into direct contact with members of the public as part of their employment duties with sufficient protective equipment.
- Provide hand sanitisers at entrance and exit points and bathroom facilities for employees to use.
- Stagger working hours and shifts, where possible, if an employer employs more than 100 employees, so as to ensure that there is no congestion in public transport and the workplace.
- Employers in the manufacturing, construction, business and financial services industries, who have more than 500 employees, must refer employees who screen positive for COVID-19 medical examination or testing where necessary.

**The latest Directive states the following requirements in this regard in clauses 17 and 18:**

#### Plan for re- opening workplaces

17. As and when any regulations made in terms of section 27(2) of the Disaster Management Act permit industries, businesses, entities both private and in the public sector to commence operating, every employer commencing operations must:
  - 17.1 undertake a risk assessment in terms of clause 20.1 to 20.3;
  - 17.2 on the basis of that risk assessment, develop a plan outlining the protective measures in place for the phased return of its employees before opening;
  - 17.3 consult on the risk assessment and plan with-
    - 17.3.1 any representative trade union as contemplated by section 14(1) of the Labour Relations Act, 1995 (Act No. 66 of 1995); and
    - 17.3.2 any health and safety committee established in terms of section 19 of OHS Act; or
    - 17.3.3 in the absence of such a committee, a health and safety representative designated in terms of section 17(1) of OHS Act or employee representative; and
  - 17.4 make that plan available for inspection by an inspector and a person contemplated in clause 17.3.
18. The plan referred to in clause 17 must include-
  - 18.1 the date that the workplace will open and the hours of opening;

- 18.2 a list of employees permitted to return to work and those who are required to work from home;
  - 18.3 the plan and timetable for the phased -in return of employees to the workplace;
  - 18.4 identify vulnerable employees for the purposes of clause 20.3;
  - 18.5 ways of minimizing the number of workers at the workplace at any one time contemplated in clause 20.8;
  - 18.6 the workplace protective measures required to be taken in terms of this Direction and any sectoral guideline to get the workplace COVID-19 ready;
  - 18.7 the measures for the daily screening of employees and the screening of clients, contractors and visitors to the workplace; and
  - 18.8 the details of the COVID -19 compliance officer appointed in terms of clause 20.6 of this Direction.
19. The employer contemplated in clause 17 must phase the return of their employees to work in accordance with the plan.

*The Directive and COVID-19 Checklist are available to you as Source Documents*

## 2. EXAMPLE

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### “COVID-19 READY WORKPLACE PLAN”

Provided by NEASA

*Available to you as a Source Document*

## 3. PRACTICAL ISSUES

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**Consider the following issues:**

- Vulnerable groups
  - Clinically extremely vulnerable groups are strongly recommended to stay at home at all times and avoid contact
- Those with childcare responsibilities
  - Discuss with employees how they are impacted
- Those concerned about coming to work
  - Listen to concerns
  - Engage and communicate with employees concerned
- Staffing level issues

## MODULE 6: BONUS DOCUMENTS, USEFUL RESOURCES & LINKS

### 1. ALERT LEVEL 3 LOCKDOWN REGULATIONS

Click here to download the 24-page Level 3 Lockdown Regulations:

[https://mcusercontent.com/7af202f977bc5dbad675398d7/files/69532e34-9058-4e33-bae6-686b841733e9/FINAL\\_REGULATIONS\\_compressed.01.pdf](https://mcusercontent.com/7af202f977bc5dbad675398d7/files/69532e34-9058-4e33-bae6-686b841733e9/FINAL_REGULATIONS_compressed.01.pdf)

### 2. SAAA EMPLOYER TOOLKITS

SAAA is making 3 user-friendly toolkits available to you.

Simply go to SAAA's Online Shop to purchase the software & tools you need to comply with the relevant regulations as a result of COVID-19, by clicking on the following link.

<https://accountingacademy.co.za/store/search/2>

Below is some more details on each of the 3 toolkits:

#### Post-lockdown labour plan and toolkit

@ R595

As you resume business, you may have to review your post-lockdown workforce and contractual obligations, as you may be able to implement measures such as temporary suspension of your common law and other contractual legal obligations to provide work to, or to remunerate your employees.

These relief measures are limited to the period of the national lockdown only and as soon as the lockdown is lifted, the usual contractual obligations must immediately be reinstated.

This comprehensive toolkit consists of expert guidelines to help you compile and tailor your specific plan, as well as 26 templates to deal with the various labour eventualities that could arise from restructuring your workforce.

The templates include:

#### Normal Operations

- Communication with employees
- Refusal to work – Individual
- Refusal to work – Group
- Self quarantine
- Sick Leave
- Annual Leave
- Abscondment
- Working from home

#### Operational Requirements

- Retrenchments (Dismissals)

- Short time
- Lay-off
- Training Lay-off Scheme

**Other alternatives**

- Changes to Conditions of Employment
- Annual Increases & Bonuses
- Shift pattern changes
- Averaging of working hours
- Fund contribution holidays
- Transfers / Secondments
- Communication guidelines

**COVID-19 occupational health and safety management toolkit**

**@ R595**

As set out by the law, there are basic COVID-19 workplace requirements that every South African employer that is operational, must currently adhere to. Non-compliance with these regulations, includes fines of up to R100,000 and imprisonment of up to two years. This toolkit will help you or the person you appoint to take charge of safety, to address all the relevant requirements, which can be summarised as follows:

**Ongoing COVID-19 risk assessments**

- A COVID-19 workplace plan
- A plan that outlines the details of the phased return of workers
- COVID-19 awareness training material and initiatives
- Daily COVID-19 screening
- COVID-19 health and safety practices and measures
- Daily use of COVID-19 personal protection equipment (PPE)

This toolkit provides for all the elements above, but for assistance to comply with any other, industry-specific regulations, or onsite risk assessments.

**Haibo Coronavirus© Wall Poster Series**

**@ R455**

With none of the technical jargon needed for your safety execs, the Haibo Coronavirus© series was purposefully designed to provide you with super-easy-to-understand and graphically illustrated posters for your workplace, so you can keep COVID-19 safety in the faces of your people (and others who visit) practise these daily.

These posters also make it quick and easy for your safety officers to conduct toolbox talks in the morning, as it provides them with a snapshot summary that covers all the key information of the four key areas.

**COVID-19 Wall Posters:**

- The COVID-19 basics

- Identify and minimise onsite COVID-19 risks
- Simple ways to reduce onsite spread of the coronavirus
- How to conduct COVID-19 safe meetings

Each poster is available in three key South African languages: English, Sotho and Zulu (so you get a total of 12 posters), and were purposefully designed so you can print it on any printer, and in any size ranging from A4 to A1. Or, you can distribute it electronically, considering you are also responsible for the safety of your remote workforce.

### 3. DEPARTMENT OF HEALTH: WEBSITE INFORMATION & LINKS

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Get the latest information about COVID-19 from the South Africa Resource Portal

<http://www.sacoronavirus.co.za/>

The amended OHS regulations also provide links to various **Department of Health** guidelines that can assist employers in dealing with Covid-19 in the workplace, in [Annexure A](#) thereof.

- **Guidance on vulnerable employees and workplace accommodation in relation to COVID -19 (V4: 25 May 2020)**

[http://www.nioh.ac.za/wp-content/uploads/2020/05/20\\_2020-V4.-Guidance-on-vulnerable-employees-and-workplace-accommodation....pdf](http://www.nioh.ac.za/wp-content/uploads/2020/05/20_2020-V4.-Guidance-on-vulnerable-employees-and-workplace-accommodation....pdf)

- **Guidance note for workplaces in the event of identification of a COVID-19 positive employee**

[http://www.nioh.ac.za/wp-content/uploads/2020/05/guidelines\\_positive\\_worker\\_19\\_May\\_20.pdf](http://www.nioh.ac.za/wp-content/uploads/2020/05/guidelines_positive_worker_19_May_20.pdf)

- **Clinical management of suspected or confirmed COVID -19 disease Version 4 (18th May 2020)**

<https://www.nicd.ac.za/wp-content/uploads/2020/05/Clinical-management-of-suspected-or-confirmed-COVID-19- Version-4.pdf>

- **Guidelines for symptom monitoring and management of essential workers for COVID -19 related infection**

[http://www.nioh.ac.za/wp-content/uploads/2020/05/guideline\\_positive\\_worker\\_19\\_May\\_20.pdf](http://www.nioh.ac.za/wp-content/uploads/2020/05/guideline_positive_worker_19_May_20.pdf)

- **How to use mask cloth**

<http://www.health.gov.za/index.php/component/phocadownload/category/631#>

### 4. ACTS ONLINE

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[https://www.acts.co.za/corona\\_virus\\_covid-19\\_updates](https://www.acts.co.za/corona_virus_covid-19_updates)

Acts Online have joined forces with:

- Accounting Weekly;
- Business Unite;
- SA Accounting Academy;
- SA United Employers;
- South African Institute for Business Accountants (SAIBA);

- Tax Faculty and;
- The South African Institute of Tax Professionals (SAIT);

We are preparing technical alerts and webinars at no charge to all our stakeholders as soon as information is released. Subscribe for notifications to stay updated on the technical alerts and webinars.

## Table of contents

### Notifications:

Corona Virus (COVID-19)	<a href="#">View</a>
COVID-19 Relief funding / loan packages offered	<a href="#">View</a>
Corona Virus (COVID-19) updates	<a href="#">View</a>
24 May 2020 - President's Speech: Developments in South Africa's risk-adjusted strategy to manage the spread of Coronavirus COVID-19	<a href="#">View</a>
13 May 2020 - President's Speech: South Africa's response to Coronavirus COVID-19 pandemic	<a href="#">View</a>
23 April 2020 - President's Speech: South Africa's response to Coronavirus COVID-19 pandemic	<a href="#">View</a>
21 April 2020 - President's Speech: Additional Coronavirus COVID-19 economic and social relief measures	<a href="#">View</a>
9 April 2020 - President's Speech: COVID-19 Extension of lockdown	<a href="#">View</a>
23 March 2020 - President's Speech: COVID-19 Lockdown	<a href="#">View</a>
Department of Small Business Development Debt-Relief Fund	<a href="#">View</a>
UIF Assistance	<a href="#">View</a>
Temporary Employer / Employee Relief Scheme (TERS)	<a href="#">View</a>
Compensation for occupationally-acquired novel corona virus disease (covid-19)	<a href="#">View</a>
Free Webinars	<a href="#">View</a>
Flowcharts	<a href="#">View</a>
Subscribe for notifications	<a href="#">View</a>

### Legislation:

Disaster Management Act, 2002 (Act No. 57 of 2002)	<a href="#">View</a>
Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)	<a href="#">View</a>
Competition Act, 1998 (Act No. 89 of 1998)	<a href="#">View</a>

### Free Webinars:

Title	View / Register	Availability
Practical Issues and Guidance on its Implementation (Tax Faculty)	<a href="#">View</a>	Recording available
Financial Relief through TERS or UIF (SAUEO)	<a href="#">View</a>	Recording available
2020 Tax Relief Measures during Covid-19: Supporting Liquidity through grants and government aid (Tax Faculty)	<a href="#">View</a>	Recording available
COVID-19 – Ensuring the Health & Safety of your Staff (SAUEO)	<a href="#">View</a>	Recording available
Keeping your Business Afloat through Lockdown (SAUEO)	<a href="#">View</a>	Recording available
Employer and Employee, PAYE and UIF Specific (Tax Faculty)	<a href="#">View</a>	Recording available
Microsoft Teams – Enabling your Remote Workforce (Tangent Solutions)	<a href="#">View</a>	Recording available
The employer and the employee – Practical application (Tax Faculty)	<a href="#">View</a>	Recording available



Consumer markets (Tax Faculty)	<a href="#">Register now</a>	Available 14 April 2020
COVID-19 and the large corporate (Tax Faculty)	<a href="#">Register now</a>	Available 16 April 2020
Life after COVID-19 / Understanding the economic impact (Tax Faculty)	<a href="#">Register now</a>	Available 20 April 2020

### Free Webinars Series:

Title	View / Register	Availability
Mental health and well-being in covid-19 (Building psychological strength and emotional resilience)	<a href="#">View</a>	Recordings available

### Flowcharts:

COVID 19 - TERS vs UIF claims explained	<a href="#">View</a>
COVID 19 - SMME debt relief finance scheme	<a href="#">View</a>
COVID 19 - Tax measures provisional tax for businesses	<a href="#">View</a>
COVID 19 - Tax measures ETI	<a href="#">View</a>
COVID 19 - Tax measures PAYE	<a href="#">View</a>

## 5. NEASA SUMMARY & TOOLKIT

NEASA = National Employers Association of South Africa

**The Department of Employment and Labour has issued amended regulations which employers, who are permitted to operate under Alert Level 3, need to comply with to ensure a safe working environment in accordance with prevailing legislation.**

In order to assist employers with compliance with these regulations, **NEASA has updated the Toolkit which may be utilised in implementing the necessary measures.**

The key areas that have been updated in the amended regulations have been addressed by **amendments (marked in yellow)** to the following documents:

- [Return to work policy](#)
- [Workplace Plan](#)

The following document is also **added**:

- [Vulnerable employee policy](#)

The amended regulations also provide links to various Department of Health guidelines that can assist employers in dealing with Covid-19 in the workplace, in [Annexure A](#) thereof.

**Please note that not all the requirements will be applicable to every workplace and that the documents are of a generic nature. Therefore, employers will need to assess the risk of their particular workplace and amend the documentation accordingly.**

We also include the original documents as contained in the [previous newsletter](#):

- [Toolkit](#)
- [Return to work policy](#)
- [Workplace Plan](#)
- [Detailed employer responsibilities](#)

- [COVID-19 checklist](#)
- [Minutes of meeting](#)
- [Warrant letter and appointment of Compliance Officer](#)
- [Use of company vehicles](#)
- [PPE register](#)
- [Screening register](#)
- [Screening confirmation form](#)
- [Vulnerable employee policy](#)

Employers who wish to view the regulations, please [click here](#).

## 6. NIOH WEBSITE

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*NIOH = National Institute for Occupational Health*

<https://www.nioh.ac.za/home/national-resources-directives-guidelines/>

### LEGISLATION & REGULATIONS

#### Co-operative Governance and Traditional Affairs (COGTA)

- [Disaster Management Act \(57/2002\): Amendment of Regulations issued in terms of Section 27 \(2\)](#) 12 July 2020
- [Disaster Management Act: Declaration of a National State of Disaster: COVID-19 \(coronavirus\): Extension](#), 5 Jun 2020
- [Disaster Management Act: Declaration of a National State of Disaster: COVID-19 \(coronavirus\)](#), 15 Mar 2020
- [Disaster Management Act: Classification of a national disaster: COVID-19 \(coronavirus\)](#), 15 Mar 2020
- [Disaster Management Act 57 of 2002](#), 15 Jan 2003

#### Employment and Labour (DEL)

- [COVID Directive Compensation for Workplace COVID19 – CF062020](#), 20 March 2020
- [Consolidated COVID -19 Direction on Health and Safety in the Workplace](#), 4 June 2020
- [COVID-19 Occupational Health and Safety Measures in Workplaces Covid-19 \(C19 OHS\), 2020. OHS Directives- Gazette](#), 4 June 2020

#### Basic Education

- [Containment/management of COVID-19 for schools and school communities. Circular No. 1 of 2020 – Guidance for childcare facilities and schools on COVID-19. 11 March 2020](#)

#### Public Service and Administration

- [State of disaster: Guidelines for the Containment/Management of the Coronavirus \(COVID-19\) in the Public Service](#). 16 March 2020.

#### OFFICIAL GUIDANCE DOCUMENTS FROM GOVERNMENT OR OTHER STATUTORY BODIES

- [Case management in the context of a South African COVID-19 surge – NDoH Final Ministerial Technical Statement: Case Management \(30 June 2020\)](#)
- [NDoH: Clinical management of suspected or confirmed COVID-19 disease Version 4 \(18th May 2020\)](#)

- [NDoH OH Workstream: Guidance note for workplaces in the event of identification of a COVID-19 positive employee \(V5: 14 May 2020\)](#)
- [Standard Operating Procedures for Preparedness, Detection and Response to A Coronavirus \(2019-Ncov\) Outbreak in South Africa NDoH \(30 Jan 2020\)](#)
- [NDoH OH Workstream: Cleaning and Decontamination of Workplaces in the Context of Covid-19 \(10 June 2020\)](#)
- [NDoH OH Workstream: Guidance on vulnerable employees and workplace accommodation in relation to COVID-19 \(V4: 25 May 2020\)](#)
- [NDoH OH Workstream: Disinfection tunnels and spray booths in the context Of Covid-19 \(4 June 2020\)](#)
- [NDoH OH Workstream: Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection \(12 April 2020\)](#)
- [NDoH OH Workstream: Psychosocial support for health workers during the covid-19 response. \(May 2020\)](#)
- [NDoH COVID-19 Disease: Infection Prevention and Control Guidelines \(Version 2 \(21st May 2020\)\)](#)
- [NDOH COVID-19 Outbreak investigation manual: A practical guide and manual for healthcare facilities. \(25 June 2020\)](#)
- [Easy Aid-guide for employers for UIF benefits – Department of Employment & Labour. \(March 2020\)](#)
- [Workplace Preparedness: COVID-19 \(SARS-CoV-19 virus\) – Department of Employment & Labour. \(22 March 2020\)](#)
- [Direction on Health and Safety in the Workplace – Direction by the minister of employment and labour in terms of regulation 4\(10\) of the regulations R480 of 29 April 2020 issued by the minister of cooperative governance and traditional affairs in terms of section 27 \(2\) of the disaster management act, 2002 \(Act no. 57 of 2002\) \(4 June 2020\)](#)
- [NICD Quick Reference for Clinical Health Care Workers. \(25 May 2020\)](#)
- [Guidelines for Quarantine and Isolation in relation to COVID-19 \(5 May 2020\)](#)
- [NDOH: Guidelines on management of Coronavirus or COVID-19 health care waste. \(16 March 2020\)](#)

## **NATIONAL REGULATIONS**

- [Electrical Machinery Regulations – Department of Employment & Labour, 25 March 2011](#)
- [Electrical Installation Regulations – Department of Employment & Labour, 6 March 2009](#)
- [Construction Regulations, Government Gazette, 7 February 2014](#)
- [Lift, escalator and passenger conveyor regulations, Government Gazette, 17 September 2010](#)
- [Ergonomics Regulations, Government Gazette, 6 December 2019](#)
- [Hazardous Biological Agents, Government Gazette, 27 December 2001](#)
- [Facilities Regulations, Government Gazette, 03 August 2004](#)
- [General Safety Regulations, Department of Employment & Labour, 30 May 1986](#)
- [General Administrative Regulations, Department of Employment & Labour, 25 June 2003](#)
- [Amended Occupational Health & Safety Act – No 181 of 1993, 23 June 1993](#)

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