

company

# DISINFECTING THE WORKPLACE (COVID 19)



Company Name:	SOP Number:
Address Details:	
Revision:	Revision Date:
Document Date:	Approved By:
Created & reviewed by: My Safety Shop Pty Ltd	

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## INTRODUCTION

A safe operating procedure (SOP) is an integral part of the risk management process as it outlines the hazards, risks and associated controls measures to be applied to ensure the task/activity is conducted in a way to reduce the risk of injury.

## RESPONSIBILITY

It is the responsibility of each individual to carry out all tasks safely and in the prescribed manner. Supervisors and Departmental Managers are responsible for ensuring compliance with the prescribed guidelines set out in this document.

## REFERENCES

Occupational Health and Safety Act 85/1993

- Section 8(2)(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- Section 8 (2)(d) provides such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of his employees.
- Section 8(2)(j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).
- Section 13 Without derogating from any specific duty imposed on employers by this Act, every employer shall - (a) as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.



To disinfect means to cleanse (a surface, a device, a supply of water, etc.) by destroying, inactivating, or significantly reducing the concentration of pathogenic agents (such as bacteria, viruses, and fungi) : to treat (something) with a disinfectant (such as chlorine, hydrogen peroxide, or sodium hypochlorite)

## POTENTIAL HAZARDS:

- Biological Hazard: Unintentional contact with bodily fluids or contaminated surfaces infected with airborne and or particulate diseases
- Fire Hazard: Incompatible chemical disinfectants ignite
- Fire Hazard: Chemical disinfectants exposed to ignition source
- Chemical Hazard: Person exposed to toxic gases or fumes
- Psychosocial Hazard: Person ignorant or untrained
- Psychosocial Hazard: Person acts irresponsibly or carelessly
- Physical Hazard: Person exposed to working at heights
- Physical Hazard: Person exposed to nip points between equipment components or workplace objects



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- Chemical Hazard: Person exposed to chemical disinfectants
- Chemical Hazard: Person exposed to hazardous vapours
- Environmental Hazard: Person exposed to poor ventilation
- Electrical Hazard: Person exposed to live exposed electrical wires, cables or connections
- Slip, Trip and Fall Hazard: Poorhouse keeping in work area
- Physical Hazard: Person exposed to rotating or moving machinery parts
- Physical Hazard: Person exposed to sharp or rough edges of workplace equipment or materials
- Ergonomical Hazard: Manual handling of heavy or awkward equipment components or objects
- Ergonomical Hazard: Incorrect body posture adopted
- Slip, Trip and Fall Hazard: Person encounters uneven worksurfaces

### RISK ASSESSMENT CONTROL MEASURES:

Appointment Letters	Covid - Covid 19 Manager
Barriers	Hand Sanitizer (minimum 70% alcohol content)
Communication Awareness	Coronavirus (COVID-19) Risk Assessment Tool (Link - <a href="https://www.western-cape.gov.za/departments-of-health/risk-assessment-form">https://www.western-cape.gov.za/departments-of-health/risk-assessment-form</a> )
	COVID 19 - Reporting Procedure
	COVID 19 Awareness Training
	COVID-19 Awareness Posters
	Guest House / Hotel Covid 19 Protocols
Inspections	Covid19 Lockdown Master File
Medicals	Thermal Screening (Scanning)
Other Engineering Controls	COVID-19 Statistics Submission to NIOH
	Social Distancing
	Social Isolation
Permits	Covid - Mandatory Screening at all Entrance and Exit Points
Safe Operating Procedure	COVID 19 Reporting Procedure
Training	COVID 19 - Task analysis and Risk Assessment
	COVID-19 Awareness Training

### REQUIRED PERSONAL PROTECTIVE EQUIPMENT:



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### PRE-OPERATIONAL SAFETY:

- Never over commit yourself; you must be always in control of your task, do not overfill buckets that make it too heavy for you to carry.
- Inspect your equipment, never use any damage equipment.
- When using cleaning chemicals, be careful; make sure you are familiar with the material safety data sheets (MSDS), to be prepared in case of an emergency / accident.
- Ensure that all equipment being use are in a good working order and that all electrical connections are isolated.

### OPERATIONAL SAFETY:

- Make sure there will be no obstacles when you start with your task.
- Make sure that if electricity is involved that you will have access to an electrical outlet, and the circuit will not be over loaded.
- Ensure that your extension cord, bucket, cleaning equipment does not create additional hazards in your work area.
- If ladders are used to conduct cleaning duties ensure that the ladder is in a good working condition, that the ladder is placed on stable surface and that you will not obstruct any walkways / entrances / exits.
- Do not overexert yourself trying to move heavy equipment by yourself, get the help from a fellow employee.
- When washing tiled floors always utilise the wet floor sign.
- Take care when cleaning under equipment for sharp edges that may cut / piece your hand.

### HOUSEKEEPING REQUIREMENTS:

- Clean all cleaning equipment before storing away.
- Put all consumables back in the correct storing.
- Wash your hands before eating/drinking/smoking

### REVIEW:

This procedure is required to be reviewed every three (3) years, unless in the event of a near miss, incident or accident, at which point all new control measures or possible hazards or change in procedures are to be reviewed and documented

### TRAINING:

All employees who are responsible for carrying out this task are to be trained on this procedure within 7 days of commencement of work, and each time this procedure is reviewed re-training is to be conducted. Records of all training are to be kept.

Department	Incident Description	Date of Incident	Claim Number

