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|  | Document No: | OHSS-C-19APP |
| Section: | COVID-19 |
| Revision No: | 0 |
| Document Date: | 01/05/2020 |

**DMA16(6)(a) COVID-19 Compliance Officer**

**Disaster Management Act,2002**

**Occupational Health and Safety Act, No 85 of 1993**

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| **Appointment** |
| In terms of Section 16(1) of the OHSA, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the CEO of (COMPANY), I do hereby appoint you with the duty of COVID-19 Compliance Officer DMA16(6)(a) for (COMPANY)  Commencement of this appointment will start from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed CEO 16(1) Date |

Duties and Responsibilities

Regulation: **Disaster Management Act, 2002**

**Regulations issued in terms of Section 27(2) of the Disaster Management Act, 2002**

**Chapter 3 – Alert Level 4 / Section 16 – Movement of Persons / Subsection 6:**

**DMA16(6)(a) – designate a COVID-19 compliance officer who will oversee the:**

1. **Implementation of the plan referred to in subsection (b); and**
2. **Adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace;**

Duties: All relevant duties and responsibilities of the Occupational Health and Safety Act and Disaster Management Regulations shall apply.

This shall include the following:

1. Familiarize yourself with the relevant provisions of the OHS Act, including those contained in sections 8, 9, 13 – 15, 17 – 19, 24, 26, 37 and the Disaster Management Regulations.
2. Establish what hazards are predicted and encountered to any work undertaken at the workplace and ensure COVID-19 Risk Assessments are conducted and recorded.
3. Ensure that a risk analysis is done on every activity or task identified that may expose employees to COVID-19 and that the relevant Safe Work Procedures are compiled and implemented.
4. Establish and implement operational control measures to eliminate or mitigate hazards or potential hazards to employees or affected parties.
5. Maintaining a work environment that is safe and without risk to the health and safety of the employees.
6. Providing such information, instructions, training and supervision as may be necessary to ensure employees are made aware of the precautions of COVID-19 infections.
7. Providing such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety of the employees.
8. Taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety of employees, before resorting to personal protective equipment.
9. Giving anyone appointed the necessary assistance they require to implement the requirements of the OHS Act and Disaster Management Regulations, 2020.
10. Taking the necessary corrective action on all deviations reported and enforcing such measures and discipline as may be necessary in the interests of health and safety.
11. Report all deviations and areas of non-compliance which you cannot rectify to myself as 16.2.
12. Reporting all developments to me regularly in writing in order to ensure that I maintain control of health and safety matters.
13. Developing and monitoring the implementation of health and safety projects and safe working procedures and to ensure all employees are adhering to the COVID-19 Management Plan.
14. Maintaining proper records of all and any aspect of the COVID-19 Management Plan.
15. Ensuring that high standards of housekeeping are maintained.
16. Ensuring that effective health and safety communication involving all levels of management and employees are in place.
17. Ensuring that all COVID-19 incident and accidents are reported to the SHE department who shall report such incidents and accidents to the department of labour/health if necessary.
18. Ensuring all employees, contractors and sub-contractors are in agreement of section 37 of the OHS Act and in compliance with all employees, contractors and sub-contractors.

**In addition to the above requirements, your duties include:**

1. To assist the employer to comply with sections 8, 9, 13, 17, 19, and 26 of the OHS Act, which are not restricted to these sections only.
2. Ensure COVID-19 risk assessments are conducted within your area of responsibility and are up to date.
3. Assist with the compiling of Method Statements and Developing of Safe Working Procedures / Operational Plans for the prevention of COVID-19 and the spread of COVID-19

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| **Acceptance** |
| I \_\_\_\_\_\_\_\_\_\_\_\_hereby accept this appointment as COVID-19 Compliance Officer DMA16(6)(a) and confirm that I have the necessary competence required, and that I am conversant with all the relevant statutory provisions of the **Occupational Health and Safety Act, No. 85 of 1993 and the Disaster Management Plan of 2002 as well as the (COMPANY) COVID-19 Management Plan,** with regard to carrying out this appointment.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed Compliance Officer - DMA16(6)(a) Date |

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**Declaration of Competency**

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| **Competency basis** |
| Competency indicates that a student will be evaluated against some specific learning, behaviour, or performance objective.  (COMPANY) has developed several competencies based assessment tools, which include both theoretical and practical tasks, to assess the employee’s current level of skill, identify the areas of concern and implement the correct action plan to ensure the employee meets the Occupational Health and safety competency standards.  (COMPANY) undertakes to monitor on site competency on a regular basis and record such findings in our on-site safety file. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been performing this job function on several of our projects in the past.

Using a series of internal training, monitoring and auditing systems developed by our company, specific to our industry, I \_\_\_\_\_\_\_\_\_\_\_\_\_ the CEO 16(1) of (COMPANY) do hereby declare that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is sufficiently trained and qualified and is competent to perform the tasks and

duties required as a **COVID-19 Compliance Officer DMA16(6)(a).**

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| **Signature by CEO – Declaration of Competence** |
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