



Industrial Risks Protection Consultants Limited

# Risk Management Guidelines for **COVID-19** Phased **Resumption of Outdoor Work**

(Construction, Projects, Logistics, Maintenance, Field Workers)



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## Introduction

BUSINESSES have been struggling to cope with the challenges imposed by the COVID -19 crisis management. We have generated this guide to help organisations and their employees protect themselves in the process of initiating phased resumption in this unusual circumstances.

### **This guide provides information on the 4 Es stated below:**

- Employers' roles and duties
- Employees' buy-in and compliance
- Essentials of phased resumption
- Extra information for positive work results

# Phased Resumption of Outdoor Workers from Lockdown

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The principal policies, laws and regulations on Occupational Safety and Health (OSH) in Nigeria include the National Policy on OSH, the ILO Convention No. 155 on OSH and the working Environment 1994 ratified by Nigeria, Factories Act 1990, Mineral Oils Safety Regulations 2004, and Employee's Compensation Act, 2010. They all prescribe a general primary duty for employers of labour to ensure the safety, health and welfare of all workers as far as reasonably practicable. At all times, including this difficult period of the COVID-19 emergency, all employers are expected to demonstrate that they comply with these responsibilities.

There are a number of other specific duties prescribed in the regulations and we will touch on them below in view of their relevance to the phased resumption of outdoor workers.

## Employers' Duties

The key duties include:

- Managing and conducting all work activities to ensure the safety, health and welfare of employees'.

- Providing safe systems of work that are planned, organised, maintained and uncrowded
- Assessing risks and implementing appropriate control measures
- Providing safe equipment including personal protective equipment required and adequate First Aid facilities
- Providing employees with information, instructions, training and supervision in relation to safety and health
- Displaying prominently at the entrance and the front office COVID-19 Company Compliance Precautionary Directives or Requirements.
- Developing COVID-19 Response Plan and updating to deal with any suspected case in the work place. This is to include temporary isolation room and nearest NCDC Contacts.

## Employees Primary Duties

All employees are required to fully comply with all safety and health laws and regulations, as well as requirements of safe work conditions as stipulated by the employer.

## Return to Work Safety Protocol

Following the prescription of the National Committee on Disease Control (NCDC) and Governments' consultations with the private sector stakeholders, the Nigerian Employers Consultative Association (NECA) issued advisory information designed to support employers on general measures to put in place to prevent the spread of COVID-19 in the work place. The essentials are covered in this Guide. You may check details in [www.neca.org.ng](http://www.neca.org.ng)

## COVID-19 Compliance Officer

The need to appoint a COVID-19 Compliance Officer who is well informed to oversee all matters of health and safety of all employees for work resumption, and during the office hours should not be overlooked.

Each work group should also have a COVID -19 Champion to support and reinforce the efforts of the COVID -19 Compliance Officer.

## Health Check for Returning Employees

Every employee should complete a Pre-Return to Work Form before resumption. A Sample Form is at the end of this document.

Mandatory medical check-up of all workers is to be conducted to identify workers who are medically fit for resumption, while appropriate steps should be taken to assist non-medically fit ones as may be necessary.

Thermal Scanning is mandatory for all concerned to access the site, including re-entry every time.

## Full Accountability Record of All Humans on Site

Identify and properly record details and Contacts of everyone on Site every day.

Ensure strict restriction of all non-essential visitors to the premises, work site and living camps.

## Social Distancing Measures

Ensure work space can allow the 2 - metre separation or take additional risk control measures if this is not feasible.

Ensure 2 - metre separation is maintained in welfare facilities (toilets, dressing rooms, canteens) or take additional risk control measures if this is not feasible.

Adopt shift arrangement to avoid congestion on site. Consider 50% workers' rotation on alternate days and staggered resumption and closing time.

Reduce number of persons using lifts or hoists. Encourage use of stair case when feasible.

Consider worker-travel alone, e.g., by bicycle, private car, etc. Avoid public transport, if possible.

Sit far apart in vehicles with open windows for ventilation.

## Hygiene

Disinfect the work premises (construction site, camp, canteen, toilets, entry/exit gates etc.) regularly.

Disinfect all vehicles, equipment, tools, machinery and materials coming to the site.

- Provide facilities for hand washing, sanitizing in the site

- Limit plant and equipment use to one person where possible
- Avoid sharing of hand tools and equipment. Clean touch points of tools and equipment before and after use
- Practice correct coughing and sneezing etiquette
- Wash hands before and after eating and toilet use
- Dispose used tissues in hands-free closed up bins/containers
- Avoid touching your Mouth, Face, Eyes and Nose

### Personal Protective Equipment (PPE)

On all construction, engineering and manufacturing sites all regular PPEs required for work prior to COVID-19 pandemic should be worn during the resumption period. These may include:

safety helmets, eye goggles, ear muffs, safety boots, hand gloves, coverall, high-visibility clothing, safety harness, face/nose masks, etc.

In COVID-19 era, all PPEs should now be completely personal, not to be shared with any other person.

**Take note that** disposable gloves are not a full and final replacement for hand washing. Hands can be contaminated when gloves are taken off. Face masks should be worn by the sick and every employee since no one knows who is already infected.

### Other Recommendations

Conduct daily morning Safety Tool Box (HSE Briefing)

No sharing of belongings: food, water, bottles, utensils, mobile phone etc. with other.

# RETURN TO WORK FORM FOR OUTDOOR WORKERS

## Checklist of every employee's awareness of safety & health requirements

Every employee scheduled to return to outdoor work is expected to be aware of the resumption protocols for health & safety. Please tick  the box if you are fully aware of the requirements in the checklist below.

- Aware of symptoms and dangers of COVID-19 and actions to take
- Aware of and has access to COVID-19 Compliance Officer
- Pre-return to work form completed

### SOCIAL DISTANCING

- Aware of Compliance Travel System to/from work
- Aware of Site instructions and procedures for COVID-19 prevention
- Aware of Control measures where 2 - metre social distance is not feasible

### HYGIENE

- Handwashing
- Cough/sneezing etiquette
- Touchpoints
- Cleaning/disinfecting

### PPE

- Provision & use of applicable PPEs (e.g. face mask, glove, coverall, safety shoes, eye protection, etc.)

### WELFARE

- Toilets
- Cloak Rooms
- Canteen

### TOOLS, PLANT & EQUIPMENT

- Aware of controlled access/use

COVID-19 HSE/Compliance Officer Name & Signature	Date:
Staff Member Name & Signature	Date:

## Contact us:

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