

INTEGRATED RISK ASSESSMENT OF OCCUPATIONAL POSITIONS AT NWU

Ref nr: NWU/OHS/OP/RA/001

Date of assessment: 27 June 2022 (Revision 09). (24 November 2021 (Original)).

Type of assessment: **Integrated Issue-based risk assessment**

An issue-based risk assessment is designed to distinctly and clearly delineate and quantify risks associated with a particular hazard, in this case a biological hazard, the SARS-CoV-2 (coronavirus), causing COVID-19. This risk assessment is applicable to determine the activities of staff members and the risk reduction strategies.

Purpose of NWU integrated Issue based risk assessment:

- To arrive at a clear understanding of the various occupational levels at the NWU that might be at risk of contracting or transmitting the coronavirus.
- To determine and establish risk controls to as far as reasonably practicable to manage the risk of exposure and health effects of COVID-19 in the workplace.
- To form the basis of a documented action plan to set minimum requirements for NWU staff to implement and comply with to mitigate the risk of COVID-19 at the NWU.
- To form the basis to conduct COVID-19 task specific risk assessment, exposure monitoring, screening and medical surveillance at the NWU.

Note: COVID-19 is an ongoing pandemic, and new information, research and legislation may affect the risk assessment. The risk assessment will be updated and reviewed as required.

Figure 1: NWU Management Structure – Organisational Structure



Integrated Issue-based risk assessment

Table: Lists examples of COVID-19 control measures which must be used to reduce to risk of COVID-19 in each entity. Note that not all of these control measures may be applicable to every entity.

Eliminate	<ul style="list-style-type: none"> • Work-from-home where possible, but required for vulnerable employees – As recommended by NWU OHP • Daily self-screening for signs and symptoms before leaving home, if ill/sick stay at home • Self-isolate when experiencing Covid-19 signs/symptoms, inform your Director/Head and NWU Health Centre (online reporting) • Testing of employees with signs/symptoms of Covid-19 • Rearrange tasks/activities so that they are performed by the minimum required person (s), or by maintaining physical distancing measures (1 metres) • Where possible, arrange facilities to maintain physical distancing • Make use of online meeting platforms where possible
Reduce	<ul style="list-style-type: none"> • Minimise the time employees are in close proximity to others, with consideration of reconfiguration of tasks, shift rotation, physical barriers, environmental cleaning procedures and frequent hand washing • Where physical distancing cannot be applied: Minimise the frequency and time workers are within 1 meter of each other. Where face-to-face contact is essential, this should be kept to <15 minutes (where reasonably practicable); • Install hand sanitations stations • Make cleaning materials available in the workplace • Review the performance and servicing of ventilation and air conditioning systems and use fresh air in preference of recirculated air. • Increase ventilation in enclosed spaces. • Rooms should be well ventilated / windows opened to allow fresh air circulation • Employees should wash their hands before and after using shared equipment / Clean equipment before and after use. • Screen employees through daily DIY COVID-19 questionnaire (Online application) before entering the workplace • Coronavirus (COVID-19) Vaccination
Isolate	<ul style="list-style-type: none"> • Keep groups of employees together in teams/shifts (do not change workers in a team) • Arrange the workplace to keep workers apart from each other as much as possible

NWU Risk Assessment: Coronavirus (COVID-19)

	<ul style="list-style-type: none"> Consider shift arrangements to reduce the number of employees in the workplace
Administrative	<ul style="list-style-type: none"> Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes where reasonably practicable. Testing: PCR Coronavirus (COVID-19) test and rapid antigen test (COVID-19)
Personal protective equipment (PPE)	<ul style="list-style-type: none"> PPE should not be used as an alternative to physical distancing, except where there is no other practical solution. Face-cloth mask to be worn at all times when entering and within any NWU Building. Face cloth mask does not serve as substitute for PPE as prescribed by specific work activity risk assessment or area requirements. Specific area/workplace PPE as per task/activity/process risk assessment Re-usable PPE should be thoroughly cleaned after use PPE should not be shared between employees Re-use (extending the life) of single use PPE should only be done in exceptional circumstances and according to NDoH guidance
Behaviour	<ul style="list-style-type: none"> Worker behaviour and cooperation will be the key to implementing all of the control measures Carry out induction training to inform employees of the changes Encourage an open and collaborative approach between employees Trial interventions in places before implementing them across the board Seek feedback and be prepared to change interventions based on the feedback and regular reviews of the risk assessment Make changes which are sustainable in the medium term

Table 5: Risk matrix to be used during the assessment

Risk matrix					
Consequence – C		Probability – P		Exposure – E	
Value		Value		Value	
1	None or slight (No effect)	1	Conceivable (as never appended in years of exposure/possible/1 in 1000)	1	None
2	Minimal (Mild symptoms)	2	Remotely possible (less possible coincidence/1 in 100)	2	Low exposure risk jobs: Jobs with non-frequent close contact within 1 meters / Minimal occupational contact with public and co-workers.
3	Significant (Home isolation+ Recovery)	3	Unusual but possible (more possible occurrence /1 in 10)	3	Medium exposure jobs: Jobs that require frequent and/or close contact (< 1m) (Education / High-population density work environments)
4	Major (Hospitalisation)	4	Likely (nor unusual/50/50 chance of occurrence)	4	High Exposure Risk jobs: Health Care delivery + support staff / Medical transport workers / Mortuary workers (preparing bodies)
5	Catastrophic (Death)	5	Almost certain (the most likely outcome if the event occurs)	5	Very High Exposure Risk Jobs: Health Care workers exposed to COVID-19 Specimens or performing aerosol-generating procedures / Morgue Workers performing autopsies.

Risk = Consequence x Probability x Exposure

Risk threshold

Value	Risk level	Action	Colour
1 to 24	Slight	Normal activities / Monitor controls and adherence to NWU COVID-19 OHS SOP and other directives.	Light Green
25 to 49	Possible	Monitor and case management / Actively manage (Implemented set controls / Management to monitor and enforce / Management inspections / OHS representative inspections to assess compliance / Monitor controls and adherence to NWU COVID-19 OHS SOP and other directives.	Blue
50 to 74	Substantial	Monitoring plan / Controlled activities / Mitigate risk / Monitor infection rates and re-assess environment and operations.	Yellow
75 to 99	High	Mitigate risk (if not possible do not accept or tolerate risk)	Orange
100 to 125	Very high	Avoid risk (Unacceptable)	Red

Outcome of NWU COVID-19 Integrated Risk Assessment

The NWU integrated risk assessment indicates that the pure risk of COVID-19 unduly exposes the NWU and its staff. The risks of COVID-19 are reduced and mitigated by numerous controls including vaccination. One of the key controls to reduce the risk of COVID-19 is to be fully vaccinated. This includes all the necessary booster shots. The outcome of the NWU integrated risk assessment for staff requires the following:

- All controls as listed to be adhered to and complied with by all staff, visitors and service providers.
- Staff are strongly encouraged to vaccinate to reduce the consequence of severe illness and reducing exposure risk to the NWU community.
- The following occupational categories at the NWU require full vaccination:
 - NWU Health Care Staff (Occ. doctor, nurses support staff and service provider staff assigned to the NWU Campus Health Care Centres (CHCC)).
- The following occupational categories at the NWU require full vaccination or assessment by the NWU Occupational Health Practitioner (OHP) to assess COVID-19 health risk posed to the employee. The Occupational health practitioner (OHP) where necessary will recommend any additional controls and/or medical surveillance requirements to mitigate the risk to protect the employee as far as reasonably practicable:
 - All occupational categories: Employees with comorbidities and over 60 years of age: Individual health assessment by NWU Health Dept to assess COVID-19 risk posed to employee (OHP to recommend additional controls required) after assessment.
- Employees with contra-indications to the COVID-19:
 - Must submit medical certificate to NWU Health Care Centre (OHP).
 - Undergo health assessment by NWU Health Dept and possible medical evaluation.
- The following is required from service providers:
 - Service provider employees with comorbidities and over 60 years of age: Individual health assessment by Occupational health practitioner to assess COVID-19 risk posed to employee (OHP to recommend additional controls required) after assessment.

The NWU will closely monitor internal and external COVID-19 trends, changes nationally and internationally related to COVID-19; and where any changes or trends can possibly affect the NWU community's health, review the NWU COVID-19 risk assessments.

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED (Applicable and required to all NWU Staff – as per occupational task in row)	ADDITIONAL MEASURES (Two optional boxes for certain occupations)	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
Directors / Managers	Administrative tasks in the office	Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	2	50	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols. Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	2	18
		Contact with potentially contaminated surfaces in the office, other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	5	3	2	30
	Dealing with students or client queries, questions and cases.	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	3	27
									<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	5	3	3	45

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				C	P	E				C	P	E	RISK
	Meeting (includes individual meetings, cases, and interviews)	Contact with possible COVID-19 positive person Contact with potentially contaminated surfaces	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres. NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	3	27
							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 		5	3	3	45	
Administrative Officers, Assistants, Advisors, Developers, Support staff, liaison staff, financial staff, student life, markers, library staff and practitioners.	Administrative tasks in the office	Contact with possible COVID-19 positive person Contact with potentially contaminated surfaces in the office and other parts of the building.	Inhalation / contact	5	5	2	50	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	2	18
							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 		5	3	2	30	

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				C	P	E				C	P	E	RISK
	Dealing with students or client queries, questions and cases.	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	3	27
		Contact with potentially contaminated surfaces in the office and other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	5	3	3	45
	Meeting (includes individual meetings, cases, and interviews)	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	3	27
		Contact with potentially contaminated surfaces in the office and other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	5	3	3	45

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				C	P	E				C	P	E	RISK
Academic staff (Includes lecturers, facilitators, student assistants, tutors, laboratory personnel, invigilators and mentors)	Office work	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	2	50	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols. Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	2	18
		Contact with potentially contaminated surfaces in the office and other parts of the building.											
	Contact with students during teaching and research activities (Inside laboratories/ workshops/ simulation rooms)	Contact with possible COVID-19 positive students	Inhalation / contact	5	5	3	75		<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres. NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3
								<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	5	3	2	30	
								<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	4	4	3	48	

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				C	P	E				C	P	E	RISK
	Contact with students during teaching and learning in a lecture hall/room	Contact with possible COVID-19 positive students	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Regular hand washing or sanitisation Training and education protocols NWU cleaning and contamination protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3	36
									<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	4	4	3	48
	Research in laboratory and other spaces	Contact with possible COVID-19 positive person Contact with potentially contaminated surfaces in the office and other parts of the building.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Regular hand washing or sanitisation Training and education protocols NWU cleaning and contamination protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3	36
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				C	P	E				C	P	E	RISK
Invigilators	Invigilation during assessments	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols NWU cleaning and contamination protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	4	4	3	48
Secretariat: Committee coordinator	Meeting administration both online and in person (hybrid meetings as requested by the chairpersons)	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres Venues should be adequately ventilated. NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	3	27
		Contact with potentially contaminated surfaces in the office and other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	5	3	3	45

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				C	P	E				C	P	E	RISK
All NWU Occupations	General workplace communication and interaction	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	4	4	3	48
All NWU Occupations	Staff kitchens	Contact with possible COVID-19 positive person	Inhalation / contact	5	4	3	60	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	3	27
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				C	P	E				C	P	E	RISK
All NWU Occupations	Dining halls/Student Centre/ Restaurants on campus – accessing and accessing	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Open windows and doors as far as possible. NWU cleaning and contamination protocols Regular hand washing or sanitisation Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	• COVID-19 Vaccination (Fully vaccinated employee).	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							• Non-COVID-19 Vaccinated employee	4	4	3	48
Support Staff: Sales officers, cashiers, cleaning staff, food servers, food preparation staff, kitchen assistants and chefs / cooks.	Dining halls, Student Centres, Restaurants Secretariat: Kitchen Assistant	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Open windows and doors as far as possible. NWU cleaning and contamination protocols Regular hand washing or sanitisation Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	• COVID-19 Vaccination (Fully vaccinated employee).	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							• Non-COVID-19 Vaccinated employee	4	4	3	48

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				C	P	E				C	P	E	RISK
Residence officers and house Parents	Various tasks in student residences and interaction with students in residences	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Open windows and doors as far as possible. NWU cleaning and contamination protocols Regular hand washing or sanitisation Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Training and information sessions with student on COVID-19 preventive measures. Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee 	4	4	3	48
Hospitality Services: Receptionist, housekeepers, accommodation officers and assistants, administrative staff, restaurants staff and kitchen staff and gardeners	Various tasks at hospitably venues.	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Open windows and doors as far as possible. NWU cleaning and contamination protocols Regular hand washing or sanitisation Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP. Hospitality Service COVID-19 SOP. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3	36
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				C	P	E				C	P	E	RISK
All NWU Occupations	Bathrooms	Contact with possible COVID-19 positive person	Inhalation / contact	5	4	3	60	<ul style="list-style-type: none"> Regular cleaning of bathrooms Availability of soap in the bathroom as well as paper towels to dry hands. Open windows and doors as far as possible. Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. 	• COVID-19 Vaccination (Fully vaccinated employee).	3	3	3	27
		Contact with potentially contaminated surfaces in the office and other parts of the building.							• Non-COVID-19 Vaccinated employee.	5	3	3	45
Gym Managers, coaches, instructors, sport officers, gym personnel, cashiers, instructors, conductors and choir conductors and general workers.	Operations of Gymnasiums, sport centres, Arts and Culture coaching and instructors	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Adequate Ventilation (natural and/or mechanical). in office, open windows and doors. NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	• COVID-19 Vaccination (Fully vaccinated employee).	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							• Non-COVID-19 Vaccinated employee.	4	4	3	48

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED (Applicable and required to all NWU Staff – as per occupational task in row)	ADDITIONAL MEASURES (Two optional boxes for certain occupations)	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
NWU Sport: Manager, compliance officer, coaches, scientists and general staff.	Operations at Sport facilities and coaching.	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Adequate Ventilation (natural and/or mechanical). in office, open windows and doors. NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	• COVID-19 Vaccination (Fully vaccinated employee).	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							• Non-COVID-19 Vaccinated employee.	4	4	3	48
Concert halls, greenrooms, rehearsal spaces, studios and auditoriums	Operations of concert halls, greenrooms, rehearsal spaces, studios and auditoriums	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Adequate Ventilation (natural and/or mechanical) NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risk. 	• COVID-19 Vaccination (Fully vaccinated employee).	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							• Non-COVID-19 Vaccinated employee.	4	4	3	48

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				C	P	E				C	P	E	RISK
Postal Service, couriers and deliveries	Delivery and receiving parcels and mail at NWU	Contact with possible COVID-19 positive person	Inhalation / contact	5	4	2	40	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	2	18
		Contact with potentially contaminated surfaces in the office and other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee. 	5	3	2	30
Library personnel	Assisting students, copier services, books services, research assistance.	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	6	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Library doors and windows to be always open for fresh air. Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. Ozone generators. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee. 	4	4	3	48

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED (Applicable and required to all NWU Staff – as per occupational task in row)	ADDITIONAL MEASURES (Two optional boxes for certain occupations)	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
Academic and research: Fieldwork/ Practical work	Employees and students embark on fieldwork which includes provincial and inter provincial travel. Projects may be of a longer period than one day which will have the effect of staying over.	Contact with possible COVID-19 positive person Contact with potentially contaminated surfaces in the office and other parts of the building.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	4	3	36
									<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee. 	4	4	3	48
Academic and research: Fieldwork/ Practical work – Medical and health Care	Employees embark on Practical work in health sector	Contact with possible COVID-19 positive person. Contact with potentially contaminated surfaces.	Inhalation / contact	5	5	4	100	<ul style="list-style-type: none"> NWU COVID-19 OHS SOP and other directives. Follow health facility risk assessment and SOP's. Wear PPE as specified and required by the external organisation. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee or as required by external organisation where work will be done). 	3	4	4	48
									<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee. 	4	4	4	64

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				C	P	E				C	P	E	RISK
NWU Health Care Staff (Occ. doctor, nurses, support staff and all service providers staff assigned to CHCC)	Operational activities at Campus Health Care Centres.	Contact with possible COVID-19 positive person Contact with potentially contaminated surfaces in the office and other parts of the building.	Inhalation / contact	5	5	4	100	<ul style="list-style-type: none"> NWU COVID-19 OHS SOP and other directives. NWU SOP Infection control and patient flow. Strict screen and access control at CHCC. Demarcation and patient separation. Ozone generators. Adequate Ventilation (natural and/or mechanical). Wear PPE as specified and required. Visit centre on specified intervals (NWU Medical Surveillance Programme). Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> Full vaccination (No options available) 	3	5	4	60
Counsellors, Therapists and Psychologist (including Student Counselling & Development)	Counselling, therapy, emotional support, HIV Testing and in-person assessments.	Contact with possible COVID-19 positive person Contact with potentially contaminated surfaces in the office and other parts of the building.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU COVID-19 OHS SOP and other directives. Adequate Ventilation (natural and/or mechanical). Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	4	4	3	48
									<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee. 	4	4	3	48

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				C	P	E				C	P	E	RISK
Pharmaceutical laboratory personnel	Operational activities	Contact with possible COVID-19 positive person	Inhalation / contact	5	4	4	80	<ul style="list-style-type: none"> NWU COVID-19 OHS SOP and other directives. Adequate Ventilation (natural and/or mechanical). Lab access control only for authorised persons PPE as per lab requirements. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	• COVID-19 Vaccination (Fully vaccinated employee).	3	3	4	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							• Non-COVID-19 Vaccinated employee.	4	3	4	48
All NWU Occupations	Travelling using NWU transport (Execution of duties)	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	• COVID-19 Vaccination (Fully vaccinated employee).	3	4	3	36
		Contact with potentially contaminated surfaces in the office and other parts of the building.							• Non-COVID-19 Vaccinated employee.	4	4	3	48
Fleet Management Personnel	Meetings, administrative work, dealing with person collecting and returning vehicles. Washing,	Contact with possible COVID-19 positive person Contact with potentially contaminated	Inhalation / contact	5	4	3	60	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation NWU COVID-19 OHS SOP and other directives. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) 	• COVID-19 Vaccination (Fully vaccinated employee).	3	3	3	27

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				C	P	E				C	P	E	RISK
	cleaning and refuelling vehicles.	surfaces in the office and other parts of the building.						<ul style="list-style-type: none"> Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> Non-COVID-19 Vaccinated employee. 	5	3	3	45
All NWU Occupations	Occupational duties at NWU	Contact with possible COVID-19 positive person. Employees with comorbidities an over 60 years of age: Contact with potentially contaminated surfaces.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU COVID-19 OHS SOP. Health assessment by NWU Health Dept. NWU COVID-19 OHS SOP and other directives. Declare health conditions at NWU Campus Health Care Centres and visit centre on specified intervals (NWU Medical Surveillance Programme). Recommended that employee wear face mask; especially when in doors and between groups of people. General controls as per HIRA per occupation. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire individual risk profiling and management by NWU Campus Health Care Centres NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	4	4	3	48
									<ul style="list-style-type: none"> <u>If not vaccinated the employee must</u> :Undergo an individual health assessment by NWU Health Dept to assess COVID-19 risk posed to employee (OHP to recommend additional controls required) after assessment) 	5	5	3	75
All NWU Occupations	Occupational duties at NWU	Employees with contra-indications to vaccination	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Employee must submit medical certificate to NWU Health Care Centre. Health assessment by NWU Health Dept. Recommended that employee wear face mask; especially when in doors and between groups of people. Report contact tracing as instructed and required by the NWU Campus Health Care Centres (Follow NWU CHCC instructions - only required on instruction from CHCC)) Completion and submission of online personal COVID-19 health risk questionnaire 		5	3	3	45

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				C	P	E				C	P	E	RISK
								<ul style="list-style-type: none"> individual risk profiling and management by NWU Campus Health Care Centres Visit centre on specified intervals (NWU Medical Surveillance Programme). NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 					
Service Providers	Conduct work and contractual activities at the NWU; resulting in interacting with NWU staff, students and fellow employees.	Contact with possible COVID-19 positive students	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Training and education protocols Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. OHS plan and file of service provider to be approved and audited as per NWU Safety Dept requirements. Service providers meet and comply with all applicable OHS requirements (legal and NWU specifications and requirements). NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. Service provider to submit to NWU service provider manager (contract owner) updated HIRA in terms of the COP and HBA Regulations. NWU SP contract owner to submit to OHS department for review and comments. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated SP employee). 	3	3	3	27
									<ul style="list-style-type: none"> Non-COVID-19 Vaccinated SP employee. 	4	4	3	48
Service Providers	Conduct work and contractual activities at the NWU; resulting in interacting with NWU staff or students.	SP Employees with comorbidities an over 60 years of age: Contact with potentially contaminated surfaces. Contact with possible COVID-	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Regular hand washing or sanitisation Training and education protocols (SP HIRA) OHS plan and file of service provider to be approved and audited as per NWU Safety Dept requirements. Service providers meet and comply with all applicable OHS requirements (legal and NWU specifications and requirements). NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks. 	<ul style="list-style-type: none"> COVID-19 Vaccination (Fully vaccinated employee). 	3	3	3	27

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				C	P	E				C	P	E	RISK
		19 positive person.						<ul style="list-style-type: none"> Service provider to submit to NWU service provider manager (contract owner) updated HIRA in terms of the COP and HBA Regulations. NWU SP contract owner to submit to OHS department for review and comments. 	<ul style="list-style-type: none"> If not vaccinated the employee must undergo an individual health assessment at OHP (SP to select own OHP, arrange and comply with in terms of the COP and HBA Regulations). 	5	4	3	60
Visitors	Accessing and interacting with staff and students at the NWU. Accessing and using NWU premises, buildings and facilities.	Contact with possible COVID-19 positive students	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Adequate Ventilation (natural and/or mechanical). NWU COVID-19 OHS SOP and other directives. NWU Campus Health Care Centres: Continuous monitoring of internal and external trends, cases and exposure risks 		5	3	3	45