



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DIRECTOR GENERAL

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COVID-19 SAFETY CHECKLIST FOR ALL INSPECTION FACILITIES - 2020

ITEM NO.	ITEM DESCRIPTION	COMPLIANCE LEVEL 1- POOR/HIGH-RISK; 2-AVERAGE/MEDIUM-RISK; 3-GOOD/LOW-RISK	CRITICAL REMARKS ON ASSESSMENT/ COMPLIANCE LEVEL
1.	Evidence of COVID 19 Risk Assessment		
2.	Identified COVID 19 Compliance Officer		
3.	Awareness of COVID 19 Positive Case Reporting to DALRRD and PPECB (Have signed COVID -19 CASE REPORTING PLAN)		
4.	Evidence of reducing risk by minimizing workers current at the inspection point/facility (i.e. working off site, implementing rotation/shifts/gangs)		
5.	Evidence of restricted workplace access / reducing human traffic through facilities		
6.	Evidence of proper COVID 19 screening		
7.	Evidence of regular and routine sanitation of workplaces		
8.	Availability of SANITIZERS or hand washing options at all entrances and inspection areas		
9.	Availability of MASKS to all Officials at Work (or to resume) *		
10.	Availability of GLOVES to Officials at work (as and when required). *		
11.	Daily health screening of officials and clients entering the building.		



Department of Agriculture, Land Reform and Rural Development: Departement van Landbou, Grondhervorming en Landelike Ontwikkeling: Muhasho wa zwa Vhu- llimi, Mbuedzedzo ya Mavu na Mveledziso ya Mahayani uMnyango Wezolimo, Izinguquko Kwezomhlaba Nokuthuthukiswa Kwezindawo Zasemakhaya Ndawulo ya Vurimi, Antswiso wa Misava na Nhluvukiso wa Matikoxikaya: Litiko Letekulima, Tingucuko Kutemhlaba Nekutfutukiswa Kwetindzawo Tasemaphandleni

UmNyango wezokuLima, ukuBuyiselwa kweNarha nokuThuthukiswa kweNdawo zemaKhaya Kgoro ya Temo, Peakanyoleswa ya Naga le Tlhabollo ya Dinaga- magae Lefapha la Temothuo, Kabobotjha ya Naha le Tlhabollo ya Dibaka tsa Mahae Lefapha la Temothuo, Pusetso dinaga le Tlhabollo ya Metsemagae lSebe lezoLimo, uBuyekezo lwemiHlaba noPhuhliso lamaPhandle

12.	Proper functioning of the ventilation system.		
13.	Demarcation for physical distances (+1.5 meter) in all the Receptions and Frontline Offices		
14.	Compliance with physical distance (+1.5 meter) in Open Plan Offices or demarcated spaces		
15.	Compliance with physical distance and Contact reduction during lunch/tea breaks		
16.	Proper disposal of the used PPE		
17.	Evidence of dedicated isolation room		
18.	Evidence of COVID 19 Communication (e.g. signage, posters etc, and information flows)		
19	Other: 		

* It is the responsibility of the Employee to provide masks (i.e. DALRRD to supply for DALRRD inspections) however where special precautions need to be taken in high risk facilities then arrangements with the facility to provide additional PPE may be necessary. These situations are expected to be the exception and not the norm.

SPECIAL NOTES:

-  All ratings below compliance **level 3** to be brought to the attention of the Head of the Region/ Registrar for urgent remedial action;
-  Assessment to be undertaken *periodically* and at reasonable intervals during the season – at the least, a minimum of three assessments to be conducted in a season;
-  Scanned copies of all reports containing any rating which is below 3 to be forwarded to the Office of the Regional Manager: DALRRD and Steercom for noting with remarks on remedial steps undertaken

Assessment date: _____ time: _____

Assessment conducted by:

Regional Manager or DALRRD Representative

Assessment Endorsed by:

Head of Region/ DALRRD/ RM

Date: _____