



Updated 2021 Covid-19 Checklist

Is your workplace Covid-19 compliant?

As Unionists, we must look after all our members ensuring their safety and health (including psychological health) is protected. This checklist will help you review whether your company is compliant with DHHS directives and Worksafe guidance. If your workplace does not meet this standard, talk with other HSRs/Delegates and approach management for change.

Management is/has **consulted** with HSR and Delegate & Employees.

Your employer has consulted on the development and implementation of the following:

- CovidSafe Plan** prevention or minimization of risks from COVID-19; and **CovidSafe Response Plan**
- Your employer** has provided you with these documented [Note-HSRs have a right to **information**²]

COVID-19 Plan to Manage Risk Control must include:

Information & Communication

- Delegates, HSRs and Workers have an agreed schedule for discussing and getting updates on COVID-19 – including those working remotely/in the field.
- Workers have been trained to understand why actions are being taken and what is required of each workplace party.
- Sign in provision for recording attendance at the Workplace - Physical & QR code.
- Signs have been erected at the entrance to the workplace, facilities, workstations, meeting rooms about social distancing and promotes good hygiene practices.
- Visual indicators, floor markings, are in place where needed (e.g. clock on/off stations)

Support of Members - Your employer has agreed to:

- Paid leave is available for those who have tested positive & are quarantining; have flu-like symptoms, so are self-isolated or have a reaction to the vaccination.
- A clear and agreed process for applying for and taking leave.
- A clear and agreed process for raising concerns around the need for employees to self-isolate prior to commencing work.
- A process to address issues raised by workers who feel they are in a high-risk category.

Physical Distancing - Work is organised to comply with 1.5m separation, including:

- Establishing small teams or bubbles eliminating interaction.
- 1.5m bubble separation for start/ finish times; break times; and workstation organisation.
- Worker meetings (e.g. Toolbox talks; OHS Committee) are organised to maintain separation of 1.5m .
- Contractor interaction, including deliveries, is minimisation.
- Some industries require Covid Marshals who are trained to monitor compliance.
- Engineer physical barriers to reduce risk
- Calculated shared spaces of 4m²per person for lunch/crib room facilities; toilets & change rooms; lifts etc.
- Where possible, workers may work remotely from home. [Work should be set up to be ergonomically and psychologically safe and include a communication plan.]
- Contactless systems for the clock on/ off processes.

Personal protective equipment (PPE); Tools and equipment

- The company provide workers with individual PPE; Storage, and cleaning facilities.
- Tools are allocated for individual use.

¹Employers **MUST Consult with HSRs** on any proposed changes which can affect the health of their DWG [OHS Act s35/ WHS (Comcare)Act s47-49]. Employers **MUST consult with Delegates** on decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, including change to an employee's regular roster or ordinary hours of work.[Ref: FWO site]

²Employer **MUST** provide Information to HSRs [OHS Act s69(1a); WHS(Comcare) Act s70(1c)]



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Health & Hygiene

- Management has systems to mitigate the introduction of Covid-19, including temperature checks & rapid antigen testing.
- Personal hygiene - systems and time allow for regular cleaning of hands - soap and water (minimum 20 seconds) or an alcohol-based hand rub. Before/after eating and visiting the toilet; before and after rotation of workers.
- Sufficient sanitizing products are available for washing - properly stocked and in good working order.
- First-aiders & emergency response have undertaken Covid-19 Infection Control Training: there is sufficient PPE; first aid kits are restocked, and sterilization procedures are in place.

Cleaning - Implementing procedures to ensure:

- Workstations/work areas are cleaned and disinfected at each change/rotation of the job.
- Facilities are cleaned regularly, and a record is kept of cleaning.
- The workplace is properly stocked with suitable & accessible cleaning products.
- Regular cleaning of high-touch surfaces, doorknobs, chairs, light switches. Time is allowed for this.
- Regular cleaning of equipment/mobile plant – such as forklifts, trolley jacks, vehicles being repaired, tools, workbenches etc.

Covid Response Plan to a Suspected or Confirmed Case

Members, HSR's and Delegates have been consulted on the development of policies, procedures and actions to be taken should there be a suspected or confirmed case of Covid-19. This would:

- Clearly defined roles and responsibilities of key personnel at the workplace. Including, but not limited to, supervisors, security, emergency response.
- A documented process for HSRs and Delegates involvement.
- Company obligation to notify Worksafe. S37 Notifiable Incident.
- First-aid response is clear. First-aiders are comfortable & trained in dealing with an injured worker who may have COVID-19.
- Procedure for responding to personal concerns about COVID-19.
- The documented plan is clear what the expectations of workers will be in the case of a suspected or confirmed positive case. (eg: Quarantine/Self-isolation/Testing)
- There is a procedure in place for workers to report if they're feeling unwell.
- Employees are clear on what action will be taken by the employer in response to a suspected or confirmed case of COVID-19.
- Company obligation to notify and seek advice from DHHS for direction, or not, of closure of business or part (1800 657 398).
- There is a system to identify contact between workers. (e.g. maintenance or contractors)
- Professional cleaners are engaged to undertake a thorough cleaning of the workplace and workstations.
- The company will contact employees as soon as possible to advise of a positive case.
- A return-to-work procedure after an outbreak is established.
- Emergency numbers are readily accessible throughout the workplace.

Covid Response Plan to a Suspected or Confirmed Case

www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19, www.coronavirus.vic.gov.au/covidsafe-plan,
www.worksafe.vic.gov.au/managing-risk-exposure-coronavirus-covid-19-checklist-employers
www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19

HSRs and Delegate need to consult with members in their DWG more regularly during this difficulty time. They can also seek support from our AMWU Organisers and OHS Unit on 03 9230 5700.