

How to use:

You will be provided an opportunity to score each section of this checklist. Any areas which are ticked as 'not applicable' should be considered as compliant for the purpose of scoring.

- If you score in the green, keep up the good work, but the job's not over. Remember HSRs have a role to monitor the health and safety compliance of the employer/PCBU and their representatives.
- If you score in the amber, there's room for improvement. Are you using all your rights under the health and safety laws? Do we need to be more organised? Pick on three of the areas that lowered your score. With the members and other HSRs/Delegates decide on what action is needed.
- If you score in the red, our members are at an elevated risk of exposure, immediate action is required. By the sounds of things your employer/PCBU thinks workers have no role to play in health & safety or rights. Decide on three problems that the members agree need immediate attention. Set a timetable for your employer to fix them.

You may need to:

- Direct a cease work
- Issue a PIN,
- Negotiate an agreement with your employer about how they are going to improve their performance, or get AMWU assistance.

Actions/Controls	Compliant	Non-compliant	Not applicable
Risk Management			
A site-based Health and Safety Risk Assessment has been undertaken relating to COVID-19.			
Documented risk assessment for each task, identifies points of interaction/potential exposure and what the controls are in place to limit interaction/exposure.			
Covid Safe Plan updated and reviewed by suitably experienced person following consultation.			
Regular communication is in place with all staff (on-site and those working remotely) to ensure workers have the ability to identify exposure risk.			
There are records that workers have been provided training/information on workplace COVID-19 procedures and requirements.			
SCORE	5-4/5 Green	3/5 Amber	2-0/5 Red

Actions/Controls	Compliant	Non-compliant	Not applicable
Social Distancing (amongst workers)			
Signage is in place to support physical distancing and guiding the distance where people may sit/stand (reception, lunchroom, etc.).			
No unnecessary contact between workgroups within the workplace.			
Distance visual indicators, such as markings on the floor, to emphasise how far apart people should be.			
The distance between workstations is at least 1.5m and workers are not facing each other.			
Pre-starts are held outside (where practical) and everyone is at least 1.5m apart.			
Shift rotation has been reviewed and where possible staggered meal breaks, and flexible working arrangements implemented.			
If shift work is occurring changes made to start and finish times to ensure that there is no crossover of workers (if no shift work tick compliant).			
All lunchrooms have been assessed and clear signage which limits the number of people and furniture arranged to reduce seating capacity to support social distancing.			
Additional washing facilities, change rooms and dining facilities provided (if rostering alone cannot limit numbers).			
SCORE	9-8/9 Green	7-5/9 Amber	4-0/9 Red

Actions/Controls	Compliant	Non-compliant	Not applicable
Social Distancing (with others)			
All steps should be taken to eliminate where possible, or minimise, physical interactions amongst people.			
Where workers are required to deal with third parties, physical barrier (such as plastic screen) installed.			
Meetings have been scheduled to occur virtually or by phone. If on-site outdoor open spaces are used.			
Limiting physical interaction with suppliers/delivery & courier drivers. If suppliers are required on-site a pre-determined plan on how social distancing will occur is put in place.			
Reduced non-essential visitors and non-essential contractors and consultants on site.			
Site inductions include all COVID-19 health and hygiene and social distancing requirements.			
Workers allowed to refuse to service sites that are not complying with hygiene.			
SCORE	7-6/7 Green	5-4/7 Amber	3-0/7 Red

Actions/Controls	Compliant	Non-compliant	Not applicable
Vehicle and Machinery Hygiene			
Checks are in place to ensure all vehicles and machinery is cleaned between operators (this must be undertaken at every instance when an operator both enters and leaves a cab or workstation after a period of operating).			
Hand sanitiser and cleaning materials is readily available for all operators.			
Controls are in place for physical distancing within vehicles & plant (such as 1 person per vehicle).			
Processes are in place to avoid the need for hot seating mobile plant. Where hot seating occurs, appropriate cleaning of the cabin and access points is undertaken between use.			
Communications between operators are via 2-way radio or similar.			
Carpooling when travelling to and from work is avoided and staff travel in a single vehicle.			
SCORE	6-5/6 Green	4-3/6 Amber	2-0/6 Red

Actions/Controls	Compliant	Non-compliant	Not applicable
Health and Isolation			
Rapid antigen testing is provided in the workplace so as to assist in monitoring the effectiveness of controls and minimise the risk of a person infected with COVID-19 entering the workplace.			
Sign-in provisions are in place and compliant with state/territory requirements (QR code sign-in).			
Checks are in place daily to identify any worker or supplier that is on-site who displays any COVID-19 symptoms and protocols to immediately isolate/remove them.			
Checks are in place to assess those who may have been exposed (or at higher risk), in close contact with a confirmed or probable case of COVID-19, to remove themselves from site and follow self-isolation protocols in line with health requirements.			
Instructions have been issued to all staff requiring any person displaying flu-like symptoms or feeling unwell to stay at home and away from work, to inform their manager, undertake testing and appropriate medical treatment.			
Special paid leave is available for any worker who is required too self-isolate (awaiting test result, close contact, COVID-19 positive)			
Checks have taken place to determine all workers that are at high risk or due to medical conditions (being immunocompromised or caring for people who are high risk) and controls put in place to reduce their risk of COVID-19 exposure.			

The flu vaccine is being made available to staff i.e., vaccination in paid time.			
The First Aid Officer(s) has been trained in COVID-19 risks and management and appropriate PPE is available			
There are plans in place for supporting workers' mental health and providing access to support i.e., AMWU Care.			
SCORE	10-8/10 Green	7-5/10 Amber	4-0/10 Red

Actions/Controls	Compliant	Non-compliant	Not applicable
Sanitation			
Ensure appropriate health, hygiene and safety measures are in place and cleaning is regular to minimise risk.			
Training provided to workers in hand washing and disinfection of surfaces e.g., mobile phones, keyboards, UHF radios, steering wheels, etc.			
There is increased availability of hygiene controls such as hand sanitiser and disinfectant wipes at all work locations, vehicles and the supply are regularly checked.			
An increased cleaning schedule is in place and maintained for: <ul style="list-style-type: none"> • All physical spaces, especially between workers coming into contact e.g., bathrooms, meal rooms, shared facilities; • Items such as plant, monitors, desks, tools, keyboards, to ensure items are thoroughly cleaned between use by individuals; • High touch point areas - such as turnstiles, door handles, counters and light switches. 			
Consideration has been given to determine if specialised cleaning crews are needed.			
SCORE	5-4/5 Green	3/5 Amber	2-0/5 Red

Actions/Controls	Compliant	Non-compliant	Not applicable
Working From Home and Travel			
Staff are provided the option to work from home where appropriate to do so. The working environment of staff working from home is assessed as appropriate from a health and safety perspective.			
A schedule of supervision and support is in place to ensure staff working from home are supported.			
A communication plan is in place for the whole site and includes staff working remotely and from home.			
SCORE	3/3 Green	2/3 Amber	1-0/3 Red