COVID-19 HSR CHECKLIST

Risk Assessment

☐ Employer is up to date with coronavirus (COVID-19) risk information and monitoring updates from DHHS and Business Victoria

☐ Employer has identified hazards and assessed, so far as reasonably practicable, the level of risk to the health of employees from exposure to coronavirus (COVID-19) at their workplace and implemented appropriate control measures.

☐ The hazard identification and risk assessment process has been undertaken in consultation with employees, including any health and safety representatives (HSRs), labour hire workers and other representatives, so far as reasonably practicable.

☐ Employer who has labour hire staff onsite is in regular contact with labour hire agency services

☐ Hazard identification has considered employees’ interaction with the general public, for example, retail, public transport, health care and aged care

☐ All identified hazards have been assessed and controls implemented to provide the highest level of protection, as far as reasonably practicable:

☐ Vulnerable employees have been identified and the risks specific to those employees assessed.

Illness Plan

☐ Employees know what to do if someone becomes ill with suspected coronavirus (COVID-19) at the employer’s workplace

☐ There is a plan in place for employees to stay at home if feeling unwell, including how absence from the workplace will affect leave entitlements and work arrangements. There must be no disincentive to self-reporting illness.

☐ There is a process in place to record the attendance of employees and contractors, customers, clients, visitors, workplace inspectors and delivery drivers

☐ Establish a process to collect records from staff attendance, including labour hire, external contractors, cleaners and delivery drivers, including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system

☐ Review processes to maintain up-to-date contact details for all staff

☐ Provide information on protocols for collecting and storing information

☐ There is a process to screen employees/contractors/visitors, for example, temperature testing, screening tool, questionnaire, phone call or other non-contact methods to limit person-to-person contact