



COVID-19 HSR CHECKLIST: CONTROLS

Physical Distancing

- ☐ All staff that must work from home are working from home
- ☐ Plan in place for alternatives to indoor meetings or to hold meetings via video or phone calls
- ☐ Communal work areas configured so there is no more than 1 employee per 4 square metres of enclosed workspace and employees are spaced at least 1.5m apart where practicable
- ☐ Furniture is rearranged, removed or cordoned off to ensure physical distancing
- ☐ Floor markings used to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff
- ☐ Where appropriate, clear and visible signs in areas open to the general public specify maximum occupancy of that space, as determined by the '4 square metre' rule
- ☐ System established that ensures staff members are not working across multiple settings/work sites where applicable

Personal Protective Equipment

- ☐ Reasonable steps taken to ensure all staff wear a face covering and required PPE, unless a lawful exception applies
- ☐ Respirators provided and fit tested to ensure they are effective
- ☐ Addition of glasses/goggles where necessary
- ☐ Gowns provided where necessary (especially in health care)

Cleaning and Disinfecting

- ☐ A system is in place for regular cleaning and disinfection of workplace and meets DHHS requirements
- ☐ High-touch areas regularly cleaned with disinfectant at least twice daily, including desks, doors and door handles, keyboards, and lifts, including lift buttons and handrails.
- ☐ Where possible, replace high-touch communal surfaces with alternatives
- ☐ Confirm that effective disinfectants are used

Hygiene Practices

- ☐ Adequate hand wash and soap facilities are provided for employees and contractors
- ☐ Alcohol-based hand rub of at least 60% alcohol is provided for employees, contractors and the general public with whom staff are required to interact, for example, retail, health care and aged care
- ☐ High-touch work surfaces such as desks and tables and objects such as phones and keyboards are wiped and disinfected after each use
- ☐ Shared equipment, for example, tools, operator controls, desks and phones etc., are cleaned and disinfected after each use
- ☐ Tissues are available, as well as closed bins for disposal
- ☐ Posters are displayed promoting hand washing, cough and sneeze etiquette and reporting when feeling unwell. Posters must be provided in languages other than English, as required
- ☐ Employees and contractors advised to avoid touching their face (eyes, nose and mouth)
- ☐ Employees instructed not to shake hands or physically embrace

Training/Instruction/Information

- ☐ Employees and contractors are informed and kept up to date on new information relating to coronavirus (COVID-19)
- ☐ Employees trained on physical distancing expectations while working and socialising, for example, during lunchbreaks
- ☐ Training and information are provided on the correct use, maintenance, where required, and disposal of face coverings
- ☐ Supervision provided to ensure controls are maintained, for example, compliance with physical distancing, use of PPE and Respiratory Protective Equipment (RPE), maintaining supplies of hand sanitiser etc.
- ☐ Employer has ensured employees, contractors and the general public are following procedures
- ☐ Information provided in languages other than English