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