

# COVID-19 WORKPLACE INSPECTION CHECKLIST

*This checklist is derived from the Checklist for Individuals and Families by the Centres for Disease Control and Prevention (CDC)*

<https://www.cdc.gov/coronavirus/2019-ncov>

## INSPECTION

### MANAGEMENT COMMITTEE

Is there a COVID-19 Crisis Management Committee in your workplace?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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### PROCESS & PROCEDURES

Have you released internal communications on staff noticeboards for all relevant COVID-19 updates?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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### STAY INFORMED

Start by identifying authorities' and sources of public health guidance on the pandemic, stay up to date on officially recommended and mandated actions in the applicable jurisdictions.

**<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-current-situation-and-case-numbers>**

Have employees been briefed on the guidelines around temporary remote working?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**Employers should consider changes to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection and help protect organisations from liability.**

Do you have reliable systems for real-time public health communication with employees?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have your Supervisors been given adequate information on the implications of COVID-19?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you given employees (and volunteers) accurate information about ways to prevent the spread of infection?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are your employees aware of the symptoms of COVID-19?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## SYMPTOMS OF CORONAVIRUS

**The main symptoms to look out for are:**

- A cough
- A high temperature
- A shortness of breath

## CLEANLINESS & HYGIENE

Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
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**You should ensure that public surfaces such as counters, doorknobs, and lift buttons are regularly disinfected.**

Have you alerted all staff members to the hand washing protocols within your workplace?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
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As handwashing is one of the most effective defences, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels.

**Follow these steps every time:**

- Wet your hands with clean, running water (warm or cold), turn off the tap and apply soap
- Lather you hands by rubbing them together with the soap. Lather the backs of your hands, between you fingers, and under your nails.
- Scrub your hands for at least 20 seconds.
- Rinse your hands well under clean, running water
- Dry your hands using a clean towel or air dry them

Do you have readily available access to Hand Sanitiser for all members of staff (& volunteers)?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
Does the Hand Sanitiser contain at least 60 percent alcohol content?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

## BUSINESS TRAVEL

Have you considered reviewed policies around international and domestic business travel?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
Have you postponed or cancelled scheduled conferences and meetings?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>