

HEALTH, SAFETY AND WELLBEING

COVID-19 Workplace Safety Checklist

This template is intended to assist member businesses develop their own workplace checklist. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. Therefore, we recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

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COVID-19 Workplace Safety Checklist

**Authorised Workers**

* Ensure only authorised workers only are allowed into the workplace.
* In Regional Victorian office workplaces 25%, up to a maximum of 10, workers may attend the workplace at any one time.

**Working from home.**

* Assess who can do their jobs from home and give those workers the option to do so.
* Provide guidance to workers on how to set up a safe home office environment.
* Require workers to complete a self‑assessment checklist to ensure they comply with good ergonomic practices – one example is the Victorian Chamber of Commerce and Industry’s Working from Home checklist available from the member resources section of the website.
* Appoint a contact person in your business that workers can talk to about any concerns.
* Set up ways to communicate with workers online (such as through Skype or Zoom) and communicate with them daily. Alternatively, set up a daily buddy system where workers contact each other on a rostered basis.
* Provide information to workers about the supports available to them, for example through your employee assistance program (EAP).

**Physical distancing.**

* Put up posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace.
* Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.
* Move workstations, desks and tables in staffrooms further apart to comply with social distancing.
* If possible, bring in shift arrangements to ensure less staff are in the workplace at once.
* Instruct workers to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep the meetings short.
* Review regular deliveries and request contactless delivery. Check systems for e‑invoicing are in place.
* Provide social distancing markers on floor areas where customers line up or where workers perform tasks.
* Nominate a person on the work floor to be responsible for keeping everyone the required 1.5 metres distance apart and no more than one person per 4sq mtrs.

**Handwashing and hygiene.**

* Have hand sanitizer stations at all entry and exit points as well as around the workplace.
* Ensure bathrooms are well stocked with hand wash and paper towel.
* Put up posters with instructions on how to wash hands and how to hand rub with sanitizer.
* Instruct workers on other ways to limit the spread of germs, including not touching their face, sneezing into a tissue or their elbow, and staying home if feeling sick.
* Have automatic alerts set up on computer systems to remind workers about washing hands and not touching their eyes, nose and face.
* Instruct your workers to limit contact with others such as – no shaking hands or touching objects unless necessary.
* If possible, only accept cashless transactions.
* Increase access to closed bins in your workplace.
* Put up signs to request customers only touch objects they are going to buy.

**Cleaning.**

* Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with detergent or disinfectant.
* Instruct workers to wear gloves when cleaning and wash their hands thoroughly or with alcohol‑based hand sanitizer before and after wearing gloves.
* Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes eftpos equipment, elevator buttons, handrails, tables, counter tops, doorknobs, sinks and keyboards.
* Instruct workers to clean personal property they bring to work, such as, sunglasses, mobile phones and ipads with disinfectant, such as disinfectant wipes.

**Monitor symptoms.**

* Put up signs about the symptoms of COVID‑19 in the workplace.
* Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID‑19 ask them to call the National Coronavirus hotline (1800 020 080).
* Instruct workers to tell you if they are displaying symptoms of COVID‑19, have been in close contact with a person who has COVID‑19 or have been tested for COVID‑19.
* Remind staff of their leave entitlements if they are sick or are required to self‑quarantine.
* Treat personal information about individual workers’ health carefully and in line with privacy laws.
* Facilitate working from home, if possible, for staff who are required to self‑quarantine but are not displaying symptoms of COVID-19.

**Plan ahead.**

* Nominate a worker or a team of workers to champion safe practices in the workplace and teach their colleagues the proper procedures listed above.
* Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID‑19 in your workplace.
* Consider what you will do if one of your workers is suspected or confirmed to have COVID‑19 including how you will support that worker and what you need to do to ensure the workplace remains safe for others.
* Consider whether you have the appropriate cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. If you do not, determine the options for hiring a cleaning company to do this work.
* Put a protocol in place around reopening your workplace after an outbreak or quarantine period.

**Additional items specific to your business.**