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| **19.3.22 COVID-19 Work Safely Protocol – Employer Checklist No. 3** **Induction** **UCC FA/School/Dept/ Research Centre or Institute Rev #2 July 2021**  |
| These checklists have been prepared by the H.S.A to help employers and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. The normal workplace induction, or workplace familiarisation, for new employees will have to be revised to include COVID-19 information and infection prevention and control (IPC) measures to help prevent the spread of the virus. All employees must be provided with a COVID-19 induction on their return to work/after the re-opening of the workplace following a closure. Text marked = new/re-worded in line with H.S.A. changes in 2021 (i.e. altered since v1 May 2020) |
|  | **Control**  | **Yes** | **No** | **Action needed** |
| 1. | Has the employer ( incl Schools/Departments) a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to employees? |  |  |  |
| 2. | Has the employer ( incl Schools/Departments) provided Induction training to its employees returning to work, including when reopening your business following a closure? |  |  |  |
| 3. | Has the employer ( incl Schools/Departments) provided a COVID-19 Pre-Return to Work form to employees before they return to work? Have they completed and submitted these forms to you? (See template Pre-Return to Work form) |  |  |  |
| 4. | Has the employer ( incl Schools/Departments) provided employees with the latest Public Health advice and guidance, including the signs and symptoms of COVID-19? |  |  |  |
| 5. | Has the employer ( incl Schools/Departments) used the HSA Work Safely Induction course as part of the Induction at hsa.ie/covid19? |  |  |  |
| 6. | Has the employer ( incl Schools/Departments) explained to employees [how the virus is spread](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)? |  |  |  |
| 7. | Has the employer ( incl Schools/Departments) covered the infection prevention and control (IPC) measures you have put in place to reduce the risk of employees being exposed to COVID-19? (See Checklist No. 2)  |  |  |  |
| 8. | Has the employer ( incl Schools/Departments) provided information and advice to employees on physical distancing, good hand hygiene, respiratory etiquette, and the importance of good ventilation?  |  |  |  |
| 9. | Has the employer ( incl Schools/Departments) provided employees with clear instructions on temperature testing in the workplace, where this is required on foot of Public Health advice? |  |  |  |
| 10.  | Where a voluntary COVID-19 testing programme, as advised by Public Health, is required in your workplace, Has the employer ( incl Schools/Departments) informed employees about this and put in place an agreed process for employees who do not want to take part in the testing programme? |  |  |  |

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|  |  | Yes | No | Action needed |
| 11. | Has the employer ( incl Schools/Departments) given employees information on [Higher Risk Groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) and asked them to let you know privately if they fall into any of these categories? If an employee is in one of these categories can they work from home? If they must be in the workplace, Has the employer ( incl Schools/Departments) measures in place to protect them, e.g. physical distancing measures? |  |  |  |
| 12. | Has the employer ( incl Schools/Departments) informed employees they must stay at home if they display any signs or [symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html) or if they are feeling unwell, and to contact their family doctor/GP promptly? Has the employer ( incl Schools/Departments) informed them of their entitlements if they are sick or need to self isolate or restrict their movements? |  |  |  |
| 13. | Has the employer ( incl Schools/Departments) informed employees what to do if they develop symptoms of COVID-19 at work, including who to contact and where the isolation area is? (See Checklist No. 4) |  |  |  |
| 14. | Has the employer ( incl Schools/Departments) informed employees about the COVID-19 contact log in the workplace, and why it is necessary? |  |  |  |
| 15. | Has the employer ( incl Schools/Departments) covered any relevant changes in its business COVID-19 response plan? (See template COVID-19 Response Plan). Has the employer ( incl Schools/Departments) provided an outline of the COVID-19 Response Plan to employees? |  |  |  |
| 16. | Have any impacts to OH&S risks/ controls been included in updates to OH&S risk assessments and School/Department safety statements? Have any revised OH&S risk controls and the necessary controls identified in the Covid 19 risk assessments, to prevent the spread of COVID-19 in the workplace, been put in place?  |  |  |  |
| 17. | Has the employer ( incl Schools/Departments) included information on changes to emergency plans? |  |  |  |
| 18. | Has the employer ( incl Schools/Departments) explained any changes to first aid procedures to minimise the risk of emp[loyees and others being exposed to COVID-19? |  |  |  |
| 19. | Has the employer ( incl Schools/Departments) informed employees who the Lead Worker Representative(s) (LWR) is and what their role is? Has the employer ( incl Schools/Departments) provided contact information for the LWR and other key contacts? |  |  |  |
| 20. | Has the employer ( incl Schools/Departments) explained any new staff rosters, including information on teams/pods,changing of start / finish times, rostering of breaks etc ? |  |  |  |

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|  |  | Yes | No | Action needed |
| 21. | Has the employer ( incl Schools/Departments) advised employees to wash their hands with soap and water or with hand sanitiser\* (minimum 60% alcohol (or non-alcohol based) for at least 20 seconds and in particular: • after coughing and sneezing, • before and after eating, • before and after preparing food, • before and after removing their face covering, • if in contact with someone who is displaying any COVID-19 symptoms, • before and after being on public transport, • before and after being in a crowd, when arriving and leaving the workplace/ other sites, • when entering and exiting vehicles, • before having a cigarette or vaping, • when hands are dirty. If visibly dirty, wash hands with soap and water, and • after toilet use. |  |  |  |
| 22. | Has the employer ( incl Schools/Departments) explained the importance of employees avoiding touching their faces (eyes, nose, mouth in particular)? |  |  |  |
| 23. | Has the employer ( incl Schools/Departments) explained the need for employees to maintain physical distancing and avoid physical contact with colleagues, students, customers or visitors? |  |  |  |
| 24. | Has the employer ( incl Schools/Departments) explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, vending machines, coffee machines, toasters, microwaves, fridge doors etc.? |  |  |  |
| 25. | Has the employer ( incl Schools/Departments) advised employees not to share items such as cups, bottles, cutlery, pens etc.? |  |  |  |
| 26. | Has the employer ( incl Schools/Departments) provided employees with cleaning materials, for example wipes/disinfection products, paper towels and waste bins/bags, to keep their workspace clean? Has the employer ( incl Schools/Departments) informed them about the personal waste disposal procedures in place in the workplace (for example the disposal of used tissues, wipes, and cleaning materials)? |  |  |  |
| 27. | Has the employer ( incl Schools/Departments) advised employees of the public health recommendation about when to use a face covering? |  |  |  |
| 28. | Is work-related travel reduced as far as possible and Has the employer ( incl Schools/Departments) provided means for employees to join meetings using online remote means rather than by face-toface? Where face-to-face meetings must take place, is current Public Health and Government advice adhered to (physical distancing, hand hygiene, respiratory etiquette, increased ventilation)? |  |  |  |

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|  |  | Yes | No | Action needed |
| 29. | Has the employer ( incl Schools/Departments) encouraged employees to travel alone to/from and for work? If using their personal cars for work, Has the employer ( incl Schools/Departments) advised employees that they should be accompanied by a maximum of one other passenger, seated in adherence with physical distancing guidance? |  |  |  |
| 30. | Where employees or students need to share a work vehicle or travel to/from work with others in a vehicle, are they travelling as a team/pod? Has the employer ( incl Schools/Departments) advised them to wear face coverings/masks, and to wash their hands before and after travelling together, in line with Public Health advice? |  |  |  |
| 31 | Are employees provided with hand sanitiser and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift? Are employees informed of the need for interior touch points to be cleaned / wiped at the start and end of each shift? |  |  |  |
| 32. | Are employees provided with hand sanitiser and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift? Are employees informed of the need for interior touch points to be cleaned / wiped at the start and end of each shift? |  |  |  |
| 33. | Has the employer ( incl Schools/Departments) told employees about the supports available to them if they are feeling anxious or stressed? |  |  |  |
| 34. | Has the employer ( incl Schools/Departments) explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE? |  |  |  |
| 35. | Has the employer ( incl Schools/Departments) a system that allows employees to raise issues or concerns and have these responded to? |  |  |  |
|  | **Contractors and Visitors (Induction** | Yes | No | Action needed |
| 36. | Has the employer ( incl Schools/Departments) arrangements in place to provide induction training for contractors and visitors to the workplace? The HSA Work Safely online course can be used for this purpose, along with workplace specific advice measures. - See hsa.ie/covid19 |  |  |  |
|  | **Additional Information** |  |  |  |
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**Name………………………………………………Signature………………………………………..Date…………………**

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