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| **19.3.22 COVID-19 Safely Protocol - Checklist No. 7****Worker (employee) Representative****UCC FA/School/Dept/ Research Centre or Institute Rev #2 July 2021** |
| This checklist has been developed by the H.S.A to help those selected as a Workplace Representative understand their role in helping to help prevent the spread of COVID-19 in their workplace and in the community. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie) Text marked = new/reworded in line with H.S.A. changes in 2021 (i.e. altered since v1 May 2020) |
|  | **Control**  | **Yes / No** | **Action needed** |
| 1. | Has your employer or manager facilitated your appointment as Lead Worker Representative (LWR) for your workplace? |  |  |
| 2. | Have you been provided with information and training in relation to the role of a Lead Worker Representative? |  |  |
| 3. | Are you keeping up to date with the latest COVID-19 advice from Government? |  |  |
| 4. | Have you taken the HSA Lead Worker Representative online course at hsa.ie/covid19? |  |  |
| 5. | Have you viewed or downloaded the Lead Worker Representative poster at hsa.ie/covid19? |  |  |
| 6. | Are you aware of the [signs and symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html)? |  |  |
| 7. | Do you know [how the virus is spread](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)? |  |  |
| 8. | Do you know how to help prevent the spread of COVID-19? |  |  |
| 9. | Did you receive an induction when you returned to work (including following reopening of your workplace after a closure)? Did this induction cover: • the latest up-to-date advice and guidance on public health. • HSA Work Safely Induction online course – see hsa.ie/covid19 • what to do if you develop symptoms of COVID-19 at home or at work • details of the infection prevention and control (IPC) measures at your workplace • an outline of the COVID-19 Response Plan • points of contact for the employer and the Lead Worker Representative (LWR) • advice specific to the work sector you are working in |  |  |
| 10. | Are you helping in keeping your fellow worker (employee)s up to date with the latest COVID-19 advice from Government? |  |  |
| 11. | Have you completed the COVID-19 Pre- return-to-work form and given it to your employer? (See template Pre- Return-to-Work form) |  |  |
| 12. | Are you aware of the infection prevention and control (IPC) measures and other control measures your employer has put in place to protect you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)  |  |  |
|  |  | Yes / No | Action needed |
| 13. | Did your employer consult with you when putting IPC and other control measures in place? |  |  |
| 14. | Where your employer is considering using a Rapid Antigen Diagnostic Testing (RADT) regime in the workplace, have they discussed and agreed this with you in advance? |  |  |
| 15. | Have you a means of regular communication with your employer or manager? |  |  |
| 16. | Are you co-operating with your employer to make sure these control measures are maintained? |  |  |
| 17. | Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5) |  |  |
| 18. | Are you reporting immediately to your employer / manager any problems, areas of non-compliance or issues that you see? |  |  |
| 19. | Are you keeping a record of any problems, areas of non-compliance or issues and what action was taken to remedy the matter.? |  |  |
| 20. | Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work? |  |  |
| 21. | Are you co-operating with your employer in in relation to procedures in place for dealing with an outbreak? |  |  |
| 22. | Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work? |  |  |
| 23. | Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed? |  |  |
| 24. | Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace? |  |  |
| 25. | Are you making yourself available to your co-workers (employee)s to listen to any COVID control concerns or suggestions they may have? |  |  |
| 26. | Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the worker (employee) who raised the issue? |  |  |
| 27. | Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your co-workers (employee)s? See hsa.ie/covid19 for podcasts and videos on managing health and well-being. |  |  |
| 28. | Do you know where to find translated COVID-19 resources? See hsa.ie and hse.ie |  |  |
| 29. | If you are returning to work following COVID-19 absence have you viewed the Interim Guidance for Workers on Fitness for Work following COVID-19 Absence and will you pass this information onto your co-workers? |  |  |

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|  | **Additional Information** |  |  |
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**Name………………………………………………Signature…………………………………………Date…………………**

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