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| **19.3.22 COVID-19 Work Safely Protocol – Employer Checklist No. 1****Planning and Preparing**(Opening or re-opening the workplace after closure)**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. 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/re-worded in line with H.S.A. changes in 2021 (i.e. altered since v1 May 2020) |
| **No** | **Control**  | **Yes/No** | **Action needed** |
|  | Has the employer (incl School/ Dept) a system in place to keep up to date with the latest advice from gov.ie and hse.ie and to adjust your plans and procedures in line with that advice? |  |  |
| 2. | Has the employer (incl School/ Dept) prepared and revised your COVID-19 response plan in line with the Work Safely Protocol? |  |  |
| 3. | Has the employer (incl School/ Dept) a system in place to provide your employees with information and guidance on the measures you have to put in place to help prevent the spread of the virus and what is expected of them? |  |  |
| 4. | Has the employer (incl School/ Dept) consulted with your employees[[1]](#footnote-1) on Protocol measures, provided a system for employees to raise issues or concerns and to have them responded to? |  |  |
| 5. | Has the employer (incl School/ Dept) put infection prevention and control (IPC) measures in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2).  |  |  |
| 6. | Has the employer (incl School/ Dept) reviewed and updated your risk assessments and safety statement to take account of any changes in occupational safety, health and welfare (OSH) measures ? (arising from any changes introduced to help prevent the spread of COVID-19) |  |  |
| 7. | Has the employer (incl School/ Dept) updated your emergency plans, in particular to take account of physical distancing? |  |  |
| 8. | Has the employer (incl School/ Dept) sent each employee a COVID-19 Pre- return-to-work form to be completed and submitted before they return to the workplace? (See template Pre- Return to Work form ) |  |  |
| 9. | Has the employer (incl School/ Dept) provided each employee information on the [HSE guidance on people at higher risk](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) from COVID-19 and asked them to tell you if they fall into any of these categories? hse.ie/coronavirus |  |  |
| 10. | Has the employer (incl School/ Dept) assessed who can do their work from home and given them the facility to do so, in particular at-risk employees? |  |  |
| 11. | Has the employer (incl School/ Dept) advised workers they must stay at home if they have tested positive for COVID-19 or if they are displaying any signs or symptoms of the virus or feel unwell? Has the employer (incl School/ Dept) told them about their entitlements if they are sick or need to restrict their movements  |  |  |
| 12. | Has the employer (incl School/ Dept) reviewed the Interim Guidance for employers on Fitness for Work available from the HSA? | Yes/No | Action needed |
| 13. | Has the employer (incl School/ Dept) appointed and trained a Lead Worker Representative to help ensure that COVID-19 IPC measures are being adhered to in the workplace  |  |  |
| 14. | Has the employer (incl School/ Dept) agreed with employees1 about any adjustment of staff rosters, organising of teams/pods, breaks etc. needed to reduce the number of people in the workplace at any one time and to maintain physical distancing measures? |  |  |
| 15. | Has the employer (incl School/ Dept) updated your workplace induction / familiarisation training to include all information relating to COVID-19 and the Working Safely Protocol? (See Checklist No. 3) |  |  |
| 16. | Has the employer (incl School/ Dept) organised to carry out meetings, training and information sessions online or by telephone as much as possible? |  |  |
| 17. | Has the employer (incl School/ Dept) identified the activities that involve interacting with customers / visitors and put in place measures to prevent physical contact, as far as possible? Has the employer (incl School/ Dept) provided employees with face coverings where 2m physical distancing cannot be maintained? |  |  |
| 18. | Has the employer (incl School/ Dept) contacted suppliers and arranged contactless delivery, invoicing and payment? |  |  |
| 19. | Has the employer (incl School/ Dept) stopped all non-essential business / work travel? Check gov.ie for the most up to date information on this |  |  |
| 20. | Has the employer (incl School/ Dept) encouraged employees to travel to / from and for work alone? |  |  |
| 21. | If using their personal cars for work, Has the employer (incl School/ Dept) advised employees that they should be accompanied by a maximum of one other passenger, seated in adherence with physical distancing guidance? |  |  |
| 22. | Where employees 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 School/ Dept) advised them to wear face coverings/masks, and to wash their hands before and after travelling together, in line with Public Health advice? |  |  |
| 23. | Are employees provided with hand sanitiser and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift? Are workers informed of the need for interior touch points to be cleaned / wiped at the start and end of each shift |  |  |
| 24. | Has the employer (incl School/ Dept) provided employees with information on improving ventilation and encouraged them to keep vehicle windows open, and not to use vehicle heating and ventilation systems to recirculate air? |  |  |
| 25. | Has the employer (incl School/ Dept) advised employees to clean their hands before and after using public transport before arriving to work? |  |  |
| 26. | Has the employer (incl School/ Dept) set up workstations, desks and tables to help with physical distancing? |  |  |

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|  |  | Yes/No | Action needed |
| 27. | Has the employer (incl School/ Dept) put in place supports for employees who may be suffering from anxiety or stress and told your staff about these supports? |  |  |
|  | **Personal Protective Equipment (PPE)** |  |  |
| 28. | Has the employer (incl School/ Dept) identified, selected and sourced the PPE and protective clothing based on the hazard and risk to your employees and arranged enough supplies of it? |  |  |
| 29. | Has the employer (incl School/ Dept) arranged to train your employees in the proper fitting, use, removal, cleaning, storing and disposal of PPE? |  |  |
| 30. | Where respirators are used by workers, are these properly fitted and periodically refitted, as appropriate? |  |  |
| 31. | Has the employer (incl School/ Dept)r first aiders received updated training on infection prevention and control (IPC) measures, hand hygiene and use of face masks? See phecit.ie |  |  |
| 32. | Has the ventilation system (mechanical or manual) been checked before returning to the workplace? For example, can you open windows to maximise ventilation? Is cleaning or maintenance required?  |  |  |
| 33. | Has the employer (incl School/ Dept) looked at the updated Work Safely Protocol (Section D, p.35) for guidance on heating, ventilation, and air conditioning (HVAC)? |  |  |
| 34. | Has the employer (incl School/ Dept) carried out a risk assessment to assess ventilation in your workplace? (Further information in the Work Safely Protocol, Section D, p.37) |  |  |
| 35. | Does your hot water system need flushing at outlets e.g. showers, backwashes etc. following low usage to prevent Legionnaire’s Disease? See hsa.ie. Has the employer (incl School/ Dept) an appropriate plan in place to safely reopen the workplace/building? |  |  |
| 36. | Is any lifting or other equipment (e.g. lifts, forklifts, tail-lifts, autoclaves, etc.) due a statutory examination and Has the employer (incl School/ Dept) arranged for a competent person to do this before the workplace reopens? (See FAQ’s at hsa.ie) |  |  |
| 37. | Has this competent person provided you with details of how they plan to do this task safely and what they require from you to do so? |  |  |
| 38. | Has the employer (incl School/ Dept) visually checked, or had someone check, all vehicles and equipment in the workplace for signs of deterioration or damage before employees use it again? |  |  |
| 39. | Has the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, been thoroughly cleaned? If disinfection is required, has this been carried out in addition to cleaning |  |  |
|  | Note: Face Shields designed and authorised as PPE against respiratory droplets should not be mistaken or used as a substitute for impact protection PPE in the workplace, for example, where standard CE marked Face Visor/Face protection PPE is required for work activities such as welding, grinding or to protect against chemical splashes. General face visors are not the best option for protecting yourself and others from COVID-19 |  |  |

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

*The information contained in this guidance is for educational purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.*

1. and Trade Unions were applicable [↑](#footnote-ref-1)