

COVID-19 Return to Work Safely Protocol

Employer Checklist No.3 Induction / Familiarisation

These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. The usual induction, or workplace familiarisation, for new employees will have to be revised to include measures to help prevent the spread of the virus. All workers must be brought through this COVID-19 induction before starting back to work.

No.	Control	✓Yes	✓No	Action Required
1.	Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to workers?			
2.	Have you a completed COVID-19 return-to-work form for each worker at the induction? (See template Return-to-Work form)			
3.	Have you covered the signs and symptoms of COVID-19 ?			
4.	Have you explained to workers how the virus is spread ?			
5.	Have you covered the control measures you have put in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2)			
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to workers?			
7.	Have you given workers information on Higher Risk Groups and asked them to let you know privately if they fall into any of these categories?			
8.	Have you told workers they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine?			
9.	Have you told workers what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace, including where the isolation area is? (See Checklist No. 4)			
10.	Have you told workers of the purpose of the COVID-19 contact log in the workplace?			

No.	Control	✓Yes	✓No	Action Required
11.	Have you covered any relevant changes in your business COVID-19 response plan? (See template COVID-19 Response Plan)			
12.	Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?			
13.	Have you included information on changes to your emergency plans?			
14.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?			
15.	Have you identified the Worker Representative(s) to all workers and explained what their purpose is?			
16.	Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc.?			
17.	Have you told workers to wash their hands before leaving home and on arrival in the workplace, and <u>at regular intervals throughout the day?</u> (Pg.10 - 11)?			
18.	Have you explained the importance of workers avoiding touching their faces?			
19.	Have you explained the need for workers to avoid physical contact with colleagues, customers or visitors?			
20.	Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.?			
21.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?			
22.	Have you provided each worker with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?			

No.	Control	✓Yes	✓No	Action Required
23.	Have you advised workers of the public health recommendations about when to use a face covering?			
24.	Have you advised workers to reduce work-related travel as far as possible and provided means for them to have meetings in other ways e.g. phone / online rather than in person?			
25.	Have you advised workers to travel alone if using their cars for work?			
26.	Have you advised workers who have to share a vehicle to wear a face covering and to clean the vehicle's frequently touched surfaces at the start and end of each shift?			
27.	Have you told workers about the supports available to them if they are feeling anxious or stressed?			
28.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?			
29.	Have you a system that allows your workers to raise issues or concerns and have these responded to?			
Additional Information				

Name: _____ Signature: _____ Date: _____

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