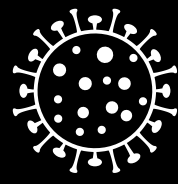


# COVID-19 Return to Work Safely Protocol



## Role of Lead Worker Representative(s)

Revision 2. - 14.10.20

The Government's COVID-19 Return to Work Safely Protocol requires each workplace to appoint at least one Lead Worker Representative to work with the employer to prevent the spread of COVID-19 in the workplace. This poster aims to help you to understand the role of a Lead Worker Representative.



### What is the role of a Lead Worker Representative?

- Help out with putting in place the COVID-19 control measures.
- Communicate regularly with your employer, and assist in providing COVID-19 health advice to your co-workers.
- Carry out regular checks that COVID-19 control measures are in place.
- Keep a record of non-compliance with COVID-19 workplace controls.
- Report to your employer / manager any problem areas or non-compliance.
- Listen to the concerns of fellow workers and raise them with your employer.
- Help keep your fellow workers up to date with the latest COVID-19 advice from Government.
- Help as part of a response team in managing someone with symptoms of COVID-19 at the workplace.



### What will my employer do?

Your employer will:

- provide you with the information you need to carry out the role
- provide you with relevant training
- provide you with a COVID-19 Induction
- consult with you when putting control measures in place to keep you and other workers safe
- make you aware of the control measures they have put in place
- tell you about any impact on or changes to emergency plans or first aid
- agree a system for addressing concerns and regular communication with you.



### How do I prepare for the role?

- Be familiar with the Return To Work Safely Protocol and the public health recommendations.
- Complete the COVID-19 return to work form and give it to your employer.
- Complete the COVID-19 Induction that your employer provides.
- Keep up to date with the latest COVID-19 advice from Government.
- Know the signs and symptoms of COVID-19.
- Understand how to stop the virus from spreading.
- Know the cleaning requirements needed to prevent the spread of the virus.

### Where can I get further information on preventing COVID-19 in the workplace?

For Daily Updates visit:

[www.gov.ie/health-covid-19](http://www.gov.ie/health-covid-19)    [www.hse.ie](http://www.hse.ie)    [www.hsa.ie/COVID19](http://www.hsa.ie/COVID19)



Contact HSA on:  
[wcu@hsa.ie](mailto:wcu@hsa.ie)

LoCall HSA: 1890 289 389



HSE Translated COVID-19 Resources:  
<https://tinyurl.com/HSE-Translated-COVID19>

Return to Work Safely templates and checklists:  
<https://tinyurl.com/HSA-Template-and-Checklists>



HPSC COVID-19 Translated Fact Sheets and Resources  
<https://tinyurl.com/HPSC-Translated>

Return to Work Safely Protocol:  
<https://tinyurl.com/GOV-RTWSP>



Lead Worker Representative Online Training Course:  
<https://www.hsa.ie/LWR/#/>

