

COVID-19 Work Safely Protocol

Employer Checklist No.1 - Planning and Preparing (Opening or re-opening the workplace after closure)

These checklists have been prepared to help employers, business owners 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 gov.ie, hse.ie, hpsc.ie and hsa.ie.

It is important that in following this guidance, your building continues to comply with existing health and safety, fire safety, food and building regulations.

No.	Control	✓Yes	✓No	Action Needed
1.	Have you 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.	Have you prepared and revised your COVID-19 Response Plan in line with the Work Safely Protocol?			
3.	Have you a system in place to provide your workers with information and guidance on infection prevention and control (IPC) and other measures you have put in place to help prevent the spread of COVID-19 in the workplace, and what is expected of them?			
4.	Have you consulted with your workers ¹ on Protocol measures being applied in the workplace, and provided a system for workers to raise issues or concerns, and to have them responded to?			
5.	Have you 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.	Have you reviewed and updated your risk assessments and safety statement to take account of any occupational safety, health and welfare (OSH) measures?			
7.	Have you updated your emergency plans, in particular to take account of physical distancing?			
8.	Have you provided each worker with a COVID-19 Pre-Return to Work form to complete and submit before they return to the workplace? (See template Pre-Return to Work form.)			
9.	Have you provided each worker with information on the HSE guidance on people at higher risk from COVID-19 and asked them to tell you if they fall into any of these categories?			

¹ and Trades Unions where applicable

No.	Control	✓Yes	✓No	Action Needed
10.	Where remote work is occurring and you are phasing the return of workers to the workplace, for specific business requirements, have you organised your work spaces, and attendance levels to minimise occupancy levels, as much as possible?			
11.	Have you advised workers they must stay at home if they have tested positive for COVID-19? If they have signs or symptoms of the virus or feel unwell, have you informed them to stay at home from work, self-isolate, and get tested? Have you told them about their entitlements if they are sick or need to restrict their movements?			
12.	Have you reviewed the Interim Guidance for employers on Fitness for Work available from the HSA?			
13.	Have you appointed and trained a Lead Worker Representative to help ensure that COVID-19 IPC measures are being adhered to in the workplace?			
14.	Have you agreed with workers ¹ 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.	Have you updated your workplace induction / familiarisation training to include all information relating to COVID-19 and the Protocol? (See Checklist No. 3)			
16.	Have you arranged to carry out meetings, training and information sessions online or by telephone as much as possible?			
17.	Have you identified the activities that involve interacting with customers / contractors / visitors and put in place measures to prevent physical contact? Have you provided workers with face coverings where 2m physical distancing cannot be maintained?			
18.	Have you contacted suppliers and arranged contactless delivery, invoicing and payment?			
19.	Have you stopped all non-essential business / work travel? Check gov.ie for the most up to date information on this.			
20.	Have you encouraged workers to travel to / from and for work alone?			

¹ and Trades Unions where applicable

No.	Control	✓Yes	✓No	Action Needed
21.	If using their personal cars for work, have you advised workers that they should be seated in adherence with physical distancing guidance?			
22.	Where workers need to share a work vehicle or travel to/from work with others in a vehicle, are they travelling as a team/pod? Have you 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 workers 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.	Have you provided workers 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.	Have you advised workers to clean their hands before and after using public transport, before arriving to work?			
26.	Have you set up workstations, desks and tables to help with physical distancing?			
27.	Have you put in place supports for workers who may be suffering from anxiety or stress and told your staff about these supports?			
	Personal Protective Equipment (PPE)			
28.	Have you identified, selected and sourced suitable PPE and protective clothing based on the hazard and risk to your workers, and arranged enough supplies of it?			
29.	Have you arranged to train your workers 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.	Have your first aiders received updated training on infection prevention and control (IPC) measures, hand hygiene and use of face masks? See phecit.ie			

No.	Control	✓Yes	✓No	Action Needed
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? Refer to Checklist No.8 Ventilation for further information.			
33.	Have you looked at the updated Work Safely Protocol (Section D, p.35) for guidance on heating, ventilation, and air conditioning (HVAC)?			
34.	Have you 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 . Have you 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 have you 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 the task safely and what they require from you to do so?			
38.	Have you visually checked, or had someone check, all vehicles and equipment in the workplace for signs of deterioration or damage before workers use it again?			
39.	Has the workplace, including all equipment, workstations, benches, doors and frequently touched surfaces, been thoroughly cleaned? If disinfection is required, has this been carried out in addition to cleaning?			
40.	Has the workplace, including all equipment, workstations, benches, doors and frequently touched surfaces, been thoroughly cleaned? If disinfection is required, has this been carried out in addition to cleaning?			
41.	Have you consulted with workers and or / Trades Unions on returning to the workplace and on any home working policy?			

No.	Control	✓Yes	✓No	Action Needed
<p>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.</p>				
<p>Additional Information</p>				
<p>Further information:</p> <ul style="list-style-type: none"> • HSA Podcasts and Video Resources for Managing Health and Wellbeing • HPSC Guidance on Non-Healthcare Building Ventilation During COVID-19 • HPSC general advice around the Efficacy of Visors compared with Masks in the Prevention of Transmission of COVID-19 in Non-Healthcare Settings • Pre Hospital Emergency Care Council (PHECC) advice in relation to return to work and first aid (Update on FAR Responder Recertification). • HSA COVID-19 Advice for Employers and Employees • HSE translated COVID-19 Resources and HSA translated Resources • Work Safely Resources 				

Name: _____ Signature: _____ Date: _____

The information contained in this checklist is for guidance 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.