

COVID-19 Work Safely Protocol

Employer Checklist No.3 Induction

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. The normal workplace induction, or workplace familiarisation, for new employees will have to be revised to include COVID-19 information and infection prevention and control (IPC) measures to help prevent the spread of the virus. All workers must be provided with a COVID-19 induction on their return to work/after the re-opening of the workplace following a closure.

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 provided Induction training to your workers returning to work, including when reopening your business following a closure?			
3.	Have you provided a COVID-19 Pre-Return to Work form to workers before they return to work? Have they completed and submitted these forms to you? (See template Pre-Return to Work form)			
4.	Have you provided workers with the latest Public Health advice and guidance, including the signs and symptoms of COVID-19?			
5.	Have you used the HSA Work Safely Induction course as part of the Induction at hsa.ie/covid19 ?			
6.	Have you explained to workers how the virus is spread ?			
7.	Have you covered the infection prevention and control (IPC) measures you have put in place to reduce the risk of workers being exposed to COVID-19? (See Checklist No. 2)			
8.	Have you provided information and advice to workers on physical distancing, good hand hygiene, respiratory etiquette, and the importance of good ventilation?			
9.	Have you provided workers with clear instructions on temperature testing in the workplace, where this is required on foot of Public Health advice?			
10.	Where a voluntary COVID-19 testing programme, as advised by Public Health, is required in your workplace, have you informed workers about this and put in place an agreed process for workers who do not want to take part in the testing programme?			

No.	Control	✓Yes	✓No	Action Required
11.	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? If a worker is in one of these categories can they work from home? If they must be in the workplace, have you measures in place to protect them, e.g. physical distancing measures?			
12.	Have you informed workers that if they have signs or symptoms of COVID-19 , to stay at home from work, self-isolate and get tested?			
13.	Have you informed workers what to do if they develop symptoms of COVID-19 at work, including who to contact, and where the isolation area is? (See Checklist No. 4)			
14.	Have you informed workers about the COVID-19 contact log in the workplace, and why it is necessary?			
15.	Have you covered any relevant changes in your COVID-19 Response Plan? (See template COVID-19 Response Plan). Have you provided an outline of the COVID-19 Response Plan to workers?			
16.	Have you included any relevant updates in your risk assessments and safety statement? Have you put in place the necessary controls identified in the risk assessments to prevent the spread of COVID-19 in the workplace?			
17.	Have you included information on changes to your emergency plans?			
18.	Have you explained any changes to first aid procedures to minimise the risk to workers and others being exposed to COVID-19?			
19.	Have you informed workers who the Lead Worker Representative(s) (LWR) is and what their role is? Have you provided contact information for the LWR and other key contacts?			
20.	Have you explained any new staff rosters including information on teams/pods, changing of start / finish times, rostering of breaks etc.?			

* In choosing a hand sanitiser, it is important to ensure that it is effective against COVID-19 (Coronavirus).

No.	Control	✓Yes	✓No	Action Required
21.	Have you advised workers to wash their hands with soap and water or with hand sanitiser* (minimum 60% alcohol (or non-alcohol based) for at least 20 seconds and in particular: <ul style="list-style-type: none"> • after coughing and sneezing, • before and after eating, • before and after preparing food, • before and after removing their face covering, • if in contact with someone who is displaying any COVID-19 symptoms, • before and after being on public transport, • before and after being in a crowd, • when arriving and leaving the workplace/ other sites, • when entering and exiting vehicles, • before having a cigarette or vaping, • when hands are dirty. If visibly dirty, wash hands with soap and water, and • after toilet use. 			
22.	Have you explained the importance of workers avoiding touching their faces (eyes, nose, mouth in particular)?			
23.	Have you explained the need for workers to maintain physical distancing and avoid physical contact with colleagues, customers or visitors?			
24.	Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, hand rails, light switches, kettles, coffee machines, vending machines, toasters, microwaves, fridge doors etc.?			
25.	Have you advised workers not to share items items such as cups, bottles, cutlery, pens, food or drink?			
26.	Have you provided workers with cleaning materials, for example wipes/disinfection products, paper towels and waste bins/bags, to keep their workspace clean? Have you informed them about the personal waste disposal procedures in place in the workplace (for example the disposal of used tissues, wipes, and cleaning materials)?			
27.	Have you advised workers of the Public Health recommendations about when to use a face covering ?			
28.	Is work-related travel reduced as far as possible and have you provided means for workers to join meetings using online remote means rather than by face-to-face? Where face-to-face meetings must take place, is current Public Health and Government advice adhered to (physical distancing, hand hygiene, respiratory etiquette, increased ventilation)?			

No.	Control	✓Yes	✓No	Action Required
29.	Have you encouraged workers to travel alone to/from and for work? If using their personal cars for work, have you advised workers that they should be seated in adherence with physical distancing guidance?			
30.	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?			
31.	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?			
32.	Have you advised workers that vehicle heating and ventilation systems should not be set to recirculate air? Where cars are used, have you advised workers to partially open two windows on opposite sides to improve ventilation?			
33.	Have you told workers about the supports available to them if they are feeling anxious or stressed?			
34.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?			
35.	Have you a system that allows your workers to raise issues or concerns and have these responded to?			
Contractors and Visitors (Induction)				
36.	Have you arrangements in place to provide induction training for contractors and visitors to the workplace? The HSA Work Safely online course can be used for this purpose, along with workplace specific advice measures. - See hsa.ie/covid19 .			

No.	Control	✓Yes	✓No	Action Required
	Additional Information			

Name: _____ **Signature:** _____ **Date:** _____

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