

# COVID-19 Good Practice Checklist

## Lead Worker Representative (LWR)

This checklist has been developed to help those appointed as a Lead Workplace Representative understand their role in helping to prevent the spread of COVID-19 in their workplace and in the community. Further information can be found at [gov.ie](http://gov.ie), [hse.ie](http://hse.ie), [hpsc.ie](http://hpsc.ie) and [hsa.ie](http://hsa.ie).

Note: There may be specific COVID-19 guidance in place for some work sectors – see [hpsc.ie](http://hpsc.ie).

No.	Control	✓ Yes	✓ No	Action Required
1.	Have you been provided with information and training in relation to the role of a Lead Worker Representative?			
2.	Are you keeping up to date with the latest COVID-19 advice from Government?			
3.	Are you involved with your employer in planning a phased return to the workplace for workers and ensuring all practical steps are in place to prevent the spread of COVID-19?			
4.	Are you aware of the HSA Lead Worker Representative online course at <a href="http://hsa.ie/covid19">hsa.ie/covid19</a> ?			
5.	Have you viewed or downloaded the Lead Worker Representative poster at <a href="http://hsa.ie/covid19">hsa.ie/covid19</a> ?			
6.	Are you aware of the <a href="#">symptoms of COVID-19</a> , and current Public Health advice?			
7.	Do you know <a href="#">how the virus is spread</a> ?			
8.	Do you know how to help prevent the spread of COVID-19?			
9.	Are you helping to keep your co-workers up to date with the latest COVID-19 advice from Government?			
10.	Are you aware of the control measures your employer has put in place to prevent the spread of COVID-19?			
11.	Did your employer consult with you when putting control measures in place?			
12.	Have you a means of regular communication with your employer or manager?			

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13.	Are you working with your employer and the COVID-19 response management team to make sure new or revised IPC measures in are place?			
14.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination?			
15.	Are you reporting immediately to your employer / manager any issues that you see?			
16.	Are you keeping a record of any problems or issues and what action was taken to remedy the matter?			
17.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?			
18.	Where required, are you helping as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?			
19.	Are you aware of any changes to the emergency plans or first aid procedures for your workplace?			
20.	Are you making yourself available to your co-workers to listen to any COVID-19 control concerns or suggestions they may have?			
21.	Are you feeding back to your employer and to workers on suggestions and issues?			
22.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your co-workers? See <a href="https://hsa.ie/covid19">hsa.ie/covid19</a> for podcasts and videos on managing health and well-being.			
<b>Additional Information</b>				

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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