

# COVID-19 Work Safely Protocol



## Role of Lead Worker Representative(s)

The Government's COVID-19 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 Infection Prevention and Control (IPC) 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 IPC measures are being adhered to.
- Communicate with your employer/manager about COVID-19 measures in place and any issues that arise.
- Listen to the concerns of co-workers and raise them with your employer.
- Help keep your co-workers up to date with the latest COVID-19 advice from Government.
- Help as part of a COVID-19 response management team if someone presents with symptoms, and follows isolation procedures in place.
- Cooperate with your employer and where necessary, Public Health officials, around contact tracing requirements.



### 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 about the COVID-19 Response Plan for your workplace and the IPC measures in place
- make you aware of the 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 Work Safely Protocol and the public health recommendations.
- Complete the COVID-19 Pre-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 and disinfection 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: [gov.ie](http://gov.ie) [hse.ie](http://hse.ie) [hsa.ie](http://hsa.ie)



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

HSA Translated Resources: <https://tinyurl.com/HSA-Translated-Resources>



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

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



Work Safely Protocol: <https://tinyurl.com/WSP-20-Nov>

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



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