

COVID-19: HSRS AND DELEGATES CHECKLIST



All workplaces need a plan on how to deal with COVID-19.

HSRS and Delegates can use the general checklist below to confirm that appropriate measures have been taken on their worksites to keep everyone safe and ensure ongoing work.

ISSUES	PROTECTIVE MEASURES	YES/NO
Pay and conditions	14 days of paid special leave is available to all workers who are sick and/or need to self-isolate. <i>(This cost is far less than what will arise if the business needs to cease operating due to an outbreak of COVID-19 at the workplace)</i>	
Worksite cleanliness and hygiene	There is enough information in the worksite about safe hygiene practices.	
	Workers have access to hand washing facilities and other products which support good hygiene, such as hand sanitisers.	
	The worksite is being cleaned regularly and sanitised to an appropriate standard.	
Management and plans to control risks and support the worksite	There is a plan in place in the event that the worksite is exposed to COVID-19.	
	There is a procedure for workers to report: if they're feeling unwell, have been potentially exposed to COVID-19 or to update the employer on their condition if they're unwell.	
	A procedure to support workers who feel anxious and fearful of COVID-19 at work.	
	Arrangements made to support social distancing and limiting unnecessary contact in the worksite. For example, meetings/gatherings aren't in large groups or enclosed spaces.	
Personal protective equipment (PPE) and first aid	Workers have been provided with their own, individual PPE (only if required for the job).	
	PPE and tools that are shared get regularly cleaned and disinfected to an appropriate standard.	
	First aid kits are restocked and training on infections have been provided.	
Alternative work arrangements	If other work arrangements are possible, have they been planned i.e. working on another section of the site or from home in the event that the site or sections of the site need to close for quarantine purposes.	
Consultation	HSRs and Delegates have been consulted on the procedures and measures taken by the employer in response to COVID-19.	
	All information and updates related to COVID-19 in the worksite are available to all workers? For example, workers who speak different languages and workers with disabilities.	

This is a general checklist, there may be sections not relevant to your worksite.

CONTACT THE AWU

If you have any concerns in relation to the protective measures being taken in your workplace in response to COVID-19, contact your AWU Organiser immediately.

The AWU has services to assist its HSRs and Delegates and provides you with access to expert legal/industrial and health & safety advice about rights and entitlements at work.