

OHS checklist for inspections during COVID-19

Please ensure that the following is in place before you commence with opening your company to work.

	Statement	Yes	No	Comments
1	The employer has a specific COVID-19 risk assessment in place?			
2	The employer must clearly indicate where the high-risk areas are and the type of PPE to be worn in the specific area.			
3	The employer has an action plan for 21-day lockdown for how the workplace will be kept clean and sanitized.			
4	Does the employer have contractors who work on the premises temporarily or permanently?			
5	The employer has introduced a strict cleaning routine that includes wiping down and sanitizing all surfaces?			
6	The employer has introduced a strict cleaning routine that includes sweeping all floors and walkways?			
7	All floors in the workplace are sanitised at least once a day.			
8	All employees have been trained regarding the COVID-19 ad knows what is required of them at the workplace?			
9	All employees always have access to hand sanitizer?			
10	Sanitizer to be 60% or more Alcohol based.			
11	All employees have access to soap and running clean water to wash their hands?			
12	The employer must clearly indicate where respirators must be worn -required signage to be displayed.			
13	Employees have access to relevant masks when requires and as specified or determined by the DoEL inspector.			
14	Respirators are properly stored as per manufacturer instructions in not in use.			
15	The manufacturers specifications are to be followed for the use and reuse in the case of temporary respirators.			
16	N95 or N99 masks must be properly disposed of are each day of use.			
17	Areas that require a mask or respirator must be designated as such.			
18	Respirators are NOT to be shared.			
19	Evidence that the respirator is of the correct fit for the wearer.			
20	Check facial hair of those are who wearing respirators – Facial hair is not allowed, or the person is not allowed to work in an area where a mask is required to be worn.			
21	Face shields can be used at the workplace and may also be used in conjunction with other PPE.			
22	Gloves (Latex) may cause an allergic reaction for some people, thus employer needs to be aware of this and have an alternative such as Nitrile.			
23	Employees, contractors, suppliers, clients, or members of public need to be able to maintain social distancing of 1-2 meters.			
24	Bulk storage of sanitizer – All containers to be closed			
25	Bulk storage of sanitizer – No rags laying around with sanitizer on it.			
26	Bulk storage of sanitizer – Storage area is well ventilated and spark proof and fireproof fittings are used.			
27	Bulk storage of sanitizer – Can the chemical store contain all the chemicals in it and is there a bund wall?			
28	Are there policies or procedures in place for the employer to deal with people who report sick at work?			
29	Are there procedures in place for suspected COVID-19 cases at the workplace and for the employee?			
30	Does the employer understand the process for reporting a sick COVID-19 person to the compensation fund?			
31	Are there any woman who may be pregnant at the workplace?			
32	Does the employer have an Occupational Medical Practitioner that assists them? (large companies)			
33	Does the employer have a strict queuing system to restrict people from entering a premise in large groups?			
34	Are visibly sick people (not staff) allowed to enter your premises of work and move around?			