

# COVID-19 Checklist: Site procedures

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Company name:

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Project/Site name:

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Location:

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Assessor name:

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Date of assessment:

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## Attendance

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Have all workers been briefed on the symptoms of COVID-19 and what to do in the event that they develop symptoms?

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If yes, in what format was the briefing:

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Is there an established method for reporting suspected and confirmed cases of COVID-19?

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Have all workers been briefed on the scenarios when they may need to self-isolate?

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## Travel

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Have all workers been informed of the recommended methods of travelling between the site and their homes?

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Have you taken additional steps to provide parking for those traveling in private vehicles?

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Have you provided bicycle parking, lockers and showers for workers cycling to work instead of using public transport?

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## Site Access

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Are you able to prevent non-essential visitors from gaining access to your site?

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Are you currently staggering start and finish times for your workers in order to prevent congestion at access points?

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Are there hand-washing facilities at your site's access points?

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Have you implemented a one-way system at your site's access points?

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Have you provided hand washing facilities at your site's access points?

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Are drivers on site deliveries to your site able to maintain social distancing measures?

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Have you ensured that touch points at site access points (e.g. turnstiles, touchscreens) are being regularly cleaned?

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## General Safety Measures

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Have you ensured that site induction attendance is limited in accordance with social distancing measures and the space available?

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Is your site induction regularly updated to reflect new guidance on COVID-19 operating procedures?

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Are risk mitigation measures (e.g. screens) installed wherever appropriate?

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Are floor markings for establishing social distance installed and legible?

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Are all workers regularly briefed on the social distancing measures that they need to take, including the wearing of masks in certain scenarios?

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Have you assessed which tasks can be undertaken by one person, or by people working two metres or more apart?

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Have risk assessments taken place for tasks where work within two metres is necessary?

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Is there an enhanced cleaning plan in place for touch point areas (e.g. machinery controls, handrails.)?

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Is there an enhanced cleaning plan in place for tools that are used by more than one worker?

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Do workers have access to cleaning materials for the disinfection of their tools and machinery?

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## Hand Washing

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Have you provided additional hand washing facilities in appropriate areas?

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Have you allowed for additional breaks to enable workers to wash their hand regularly?

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Are handwashing stations regularly checked, cleaned and topped up?

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Is hand sanitiser provided wherever a hand washing station is unavailable?

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Does the hand sanitiser provided contain at least 60% alcohol content?

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Are hand washing procedures included in site inductions and site safety briefings?

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## Toilets & Hygiene Facilities

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Have you added floor markings and safety posters to your toilet facilities to reinforce social distancing and hand washing?

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Have you implemented measures to ensure that a limited number of workers access toilet facilities at the same time?

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Is there an enhanced cleaning schedule in place for the site's toilet facilities?

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## Changing Facilities & Showers

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Have you established the capacity of your changing facilities and shower rooms?

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Are the capacity rules being followed or do you need to post an attendant to monitor this?

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Is there an enhanced cleaning schedule in place in your site's changing facilities and shower rooms?

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## Cafeterias & Break Rooms

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Have you established the capacity of your cafeteria and any break rooms?

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Are the restrictions on capacity clearly displayed and enforced?

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Have you staggered break and lunch times in order to reduce the pressure on cafeterias and break rooms?

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Have you ensured that workers are wearing masks where appropriate in break rooms and cafeterias?

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Are face masks available to workers?

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Is there an enhanced cleaning schedule in place in your site's cafeteria and break rooms?

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Are hand washing facilities available at the entrance of the cafeteria and break rooms?

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If not, is hand sanitizer of minimum 60% alcohol content available in the cafeteria and break rooms?

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Are bins and waste being removed regularly?

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## First Aid & Health

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First aiders may need to breach social distancing guidelines in order to assist injured workers.  
Have you assessed the risks to first aiders in the event of an accident on site?

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Have you established social distancing guidelines in the event of an emergency evacuation of your site with respect to assembly points?

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Is there an established process for cases when a worker begins to feel symptoms of COVID-19 when on-site?

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Is there an established process for cases when a worker returns to work after a documented case of COVID-19?

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## Documentation & Logs

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Are you regularly reviewing your risk assessments to include COVID-19 measures?

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Have you briefed all workers about site-wide changes that affect them?

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Have you briefed relevant workers about location- or task-specific changes that affect them?

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Have you ensured that all relevant subcontractor systems, procedures and documents  
(e.g. risk assessments and site reports) have been updated and aligned?

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Are you recording the attendance and content of all site briefings?

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Are you monitoring the COVID-19 procedures daily and recording the results?

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**Additional comments:**

Name:

Signature: \_\_\_\_\_

Date: