This checklist is to help advise business owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. The usual induction, or workplace familiarisation, for new employees will have to be revised to include measures to help prevent the spread of the virus. All employees should go through a Return to Work Induction after prolonged periods away from work.

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| **Name** |  | **Work Address** |
| **Job Title** |  |  |
| **Company** |  |

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| --- | --- | --- |
| **Have You Planned To:** | **Y/N** | **Actions Required** |
| Put a system in place to keep up to date with the latest COVID-19 requirements from the Government and display the COVID Secure poster? |  | |  | | --- | |  | |
| Put controls in place to meet the Government requirements? i.e. Signage, barriers, PPE, cleaning, minimising touch points and equipment sharing. |  |  |
| Complete a return to work form for each employee? |  |  |
| Discuss the signs and symptoms of COVID-19 and how the virus is spread? |  |  |
| Discuss the control measures you have put in place to minimise the risk of being exposed to COVID-19? |  |  |
| Discuss social distancing, good hand hygiene and face coverings? |  |  |
| Discuss your testing procedure (if applicable) and what they should do if they feel unwell? |  |  |
| Give employees they opportunity to discuss privately any concerns they might have? |  |  |
| Explain the proper fitting, use, cleaning, storing and disposal of any COVID related PPE? |  |  |
| Remind your employees of your and their responsibilities in relation to the Health & safety At Work Act? |  |  |
| To refresh employees on your emergency arrangements?  What to do and where to go in an emergency:   * Fire - exits, assembly place, alarm points, etc * First aid - what are the first aid provisions e.g. first aiders, location of first aid kits * Accident / incident reporting - how to report, where to send it to |  |  |
| **Have You Planned to Refresh (if applicable):** | **Y/N** | **Actions Required** |
| **Manual handling,** training, lifting procedures and safe use of lifting aids. |  |  |
| **Hazardous substances,** risk assessments, safe handling and disposal. |  |  |
| **Personal Protective Equipment,** assess and provide, correct use, storage and reporting faults. |  |  |
| **Display screen equipment,** training, risk assessment and set up. |  |  |
| **Hazard awareness / housekeeping,** what to look for and who to report it to, a place for everything, everything in its place. |  |  |
| **Equipment, tools and machinery,** safe use, emergency controls, training requirements, any other health risks e.g. power tool training, etc… |  |  |
| **Any other special procedures (if applicable)**  e.g. Working at height, etc... |  |  |