



Lead Worker Representative Checklist

CF:058:00	RE: COVID 19 Returning to the Workplace Safely		
Issue date:	August 2020	Reviewed date:	
Author(s):	National Health and Safety Function		
Note:			
Legislation	Safety Health and Welfare at Work Act, 2005		
Scope/ Instructions for use	<p>The Lead Worker Representative (LWR) is a new role described in the Government Return to Work Safely Protocol. This role involves working collaboratively with the employer to assist in the implementation of COVID-19 measures and monitor adherence (see SN:01:000). A key activity in monitoring adherence is to conduct inspections at a frequency and type agreed with the COVID-19 Response Manager (CRM).</p> <p>The following non-exhaustive inspection checklist (formatted as a daily inspection) has been developed in line with the Government Return to Work Safely Protocol COVID-19, HSE approach to Return to Work Safely Protocol and Health & Safety Authority (HSA) Guidance to assist the LWR with these inspections.</p> <p>It is also suggested that the LWR and CRM carry out joint compliance inspections on a periodic basis.</p>		

Name of LWR		Signature	
Checklist for Week Commencing (date)			
Name of local line Manager/s*		Signature/s	
<i>(*if applicable - there may be multiple Line Managers in a shared workplace)</i>			

No.	Comments	Daily/Weekly/ Monthly (D, W or M as applicable)	Place a tick in the relevant column below if a required measure is in place						
			Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1.0 Physical Measures									
1.1	Where reasonably practicable is/ are there separate entrances and exits in the building for use by staff/visitors with signage clearly visible to indicate these?								
1.2	Is access restricted and limited to rostered staff/ those with appointments/authorised visitors?								
1.3	Any further comments or recommendations on physical measures:								
2.0 Physical Distancing									
2.1	Are workspaces compliant with the 2m physical distancing? E.g. clinical rooms, workstations, offices, reception, etc.								
2.2	Where 2 metre worker separation cannot be ensured, has a specific activity risk assessment been conducted and alternative protective measures put in place? <i>(please tick as applicable):</i> →								
	• Facilitate staff to work from home where possible								
	• Minimise number of staff involved in the task								
	• Redesign or reconfigure workspaces								
	• Minimise the frequency and time staff are within 2m of each other								
• Provision and use of Personal Protective Equipment (PPE), e.g. surgical face masks									

No.	Comments	Daily/Weekly/ Monthly (D, W or M as applicable)	Place a tick in the relevant column below if a required measure is in place						
			Mon	Tues	Wed	Thurs	Fri	Sat	Sun
continued	<ul style="list-style-type: none"> Hygiene measures e.g. <i>(Please tick as applicable)</i> ↗ <ul style="list-style-type: none"> Scheduled cleaning Access to hand hygiene facilities Access to hand alcohol based hand sanitisers Physical barriers 								
	2.3	Are floor markings in place to demonstrate minimum distancing between staff and others to encourage physical distancing?							
	2.4	Where necessary are physical barriers (e.g. glass or perspex windows) erected to limit close contact between staff and visitors at reception areas, registration desks, pharmacy windows, etc.?							
	2.5	Is the use of communal areas (e.g. meeting rooms/ locker rooms) restricted to ensure physical distancing is maintained? <i>(please tick as applicable)</i> ↗							
		<ul style="list-style-type: none"> Reduced capacity Signs posting maximum capacity Review of layout of area Other - outline measure 							
2.6		Are the following controls in place in the rest room / canteen? <i>(please tick as applicable)</i> ↗							
<ul style="list-style-type: none"> Supervision Staggering use Extend access times 									

No.	Comments	Daily/Weekly/Monthly D W or M as applicable	Place a tick in the relevant column below if a required measure is in place						
			Mon	Tues	Wed	Thurs	Fri	Sat	Sun
continued	<ul style="list-style-type: none"> Removing chairs/tables Queue systems Contactless payments Pre-packed meals Reduced menu options Additional cleaning regime Other –outline measure(s) 								
2.7	Is distancing implemented for staff/ service users /visitors/contractors arriving and leaving the building at similar/same times through use of? <i>(please tick as applicable)</i> ↗								
	<ul style="list-style-type: none"> Physical distancing markings Supervision Other - outline measure(s) 								
3.0	Internal access- Passenger lifts								
3.1	Are control measures in place for passenger lifts and do they include? <i>(please tick as applicable)</i> ↗								
	<ul style="list-style-type: none"> Physical distancing markings (inside lift car) Signage <ul style="list-style-type: none"> a) Outside and within the car to indicate physical distancing b) Sign posting of maximum capacity c) To indicate the need to wear face mask when using lifts Hand sanitiser points outside of lift car Other outline measure(s) 								

No.	Comments	Daily/Weekly/ Monthly (D, W or M as applicable)	Place a tick in the relevant column below if a required measure is in place						
			Mon	Tues	Wed	Thurs	Fri	Sat	Sun
4.0 Contact Log									
4.1	Is there evidence that a contact log is maintained for all staff, service users, contractors, visitors etc. (e.g. hard copy of contact log)? (see COVID-19 Contact Log Checklist/Form www.hse.ie/safetyandwellbeing)								
5.0 Signage									
5.1	Has the following applicable COVID-19 signage been prominently displayed throughout the work location? (Tick as applicable) ↗								
	• Social distancing Posters								
	• Signs and Symptoms								
	• Third Party Signage to include visitors to the site								
	• Separate Access and Egress								
	• Cough Etiquette								
	• Hand hygiene								
• Floor markings									
6.0 Hand Hygiene									
6.1	Are hand hygiene facilities easy accessible to staff/ services users/ contractors/visitors?								
6.2	Are hand sanitisers provided and easily accessible?								
6.3	Are hand sanitisers stocked?								
7.0 Respiratory Hygiene									
7.1	Are tissues available for staff as well as bins/bags for their safe disposal?								

No.	Comments	Daily/Weekly/ Monthly (D, W or M as applicable)	Place a tick in the relevant column below if a required measure is in place						
			Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8.0 Waste Management									
8.1	Is waste removed such that bins are not overflowing? (please tick which waste stream checked) ↗								
	• General waste								
	• Clinical waste								
9.0 Cleaning									
9.1	Is there a local documented cleaning regime in place in (e.g. Local SOP)								
9.2	Is the local documented cleaning regime carried out? (e.g. Toilet Cleaning Checklist)								
9.3	Are local desk and IT equipment cleaning materials available to allow staff to clean their workstations? (daily or at the start and end of every shift)								
9.4	Are unnecessary items removed from the work space? (e.g. extra chairs/ boxes etc.)								
10.0 Personal Protective Equipment (PPE)									
10.1	Have staff access to applicable PPE?								
11.0 Isolation Room									
11.1	Has an Isolation Room being identified?								
11.2	Has an identified Isolation Room been checked for compliance? (see <i>HSE Guideline Document – Supplementary Note for the Management of Suspected COVID 19 cases</i>)								
11.3	Are Staff aware of the location of the Isolation Room?								

12.0 Please indicate that all comments/recommendations above have been raised with the relevant local manager?		Yes (give date)	No
Item no.	Comment/Recommendation		

13.0 Please identify below any comments/recommendations that have been raised with the relevant local manager in the first instance, but may need escalating to the COVID-19 Response Manager or Trade Union as applicable (give relevant item reference number from table above). Refer to HSE FAQ 022 for Escalation Pathway.	
Item no.	Comment Recommendation

Appendix 1 – Instructions for Use

- A new checklist should be completed for each week
- Checks will be required daily, weekly or monthly based on risk assessment and local circumstances. This should be indicated in the relevant column (D, W or M respectively)
- A range of measures may be listed – as indicated, tick the corresponding box for each measure that is applicable in the area in question
- Once an item has been checked and confirmed in place, as per local Risk Assessment and control programme, a tick should be placed in the relevant column for the day in question. Any comments or recommendations can be added to the space below each section
- The completed form should be signed by the LWR and the local Manager at the end of the week and copied to the CRM
- Issues identified should be noted on the form and raised with the relevant local manager in the first instance (Section 12.0). Use Section 13.0 to identify issues that have not been addressed by the local manager/staff and require escalation
- This document should be kept in hard-copy, in a prominent place (available for auditing) in the relevant department
- **There is no need to reprint this Appendix/page in hard-copy for repeat inspections*

Appendix 2

Referenced Documents:

- Return to Work Safely Protocol COVID-19 Specific National Protocol for Employers and Workers - Dept of Business, Enterprise and Innovation and Dept of Health
- HSE Risk Assessment Prompt Sheet COVID -19 Returning to the Workplace Safely, National Health & Safety Function
- HSE Guideline Document Supplementary Note for the Management of Suspected COVID-19 Cases
- HSE COVID-19 Contact Log Checklist/Form
- HSE FAQ:022 on Returning to Work Safely during COVID-19
- HSA COVID -19 Return to Work Safely Protocol Employer Checklist no 2 – Control Measures
- HSA COVID-19 Return to Work Safety Protocol Checklist No.5 Cleaning and Disinfecting
- HSA COVID-19 Return to Work Safety Protocol Checklist No.7 Worker Representative
- Acute Hospital Infection Prevention and Control Precautions for Possible or Confirmed COVID-19 in a Pandemic Setting V.1.2 Health Protection Surveillance Centre (HPSC) and HSE
- For supporting documentation please refer to www.hse.ie/safetyandwellbeing