CHECKLIST: How to keep your workers safe and limit the spread of COVID-19

WorkSafe TASMANIA

1. Working from home

Assess who can do their jobs from home. Give those workers the option to do so.

Provide guidance to your workers on how to set up a safe home work environment (see Safe Work Australia's working from home information and diagrams).

Require workers to complete a self-assessment checklist to ensure they comply with good ergonomic practices (see Comcare's Working from home checklist).

Appoint a contact person in your business who workers can talk to about

Set up ways to communicate with workers online (such as Skype or Zoom) and communicate with them regularly.

Provide information to workers about the support available to them, for example through an employee assistance program.

2. Physical distancing

Display posters around the workplace on keeping at least 1.5 metres distance between people.

Display signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.

Move work stations, desks and tables in staffrooms further apart to comply with social distancing.

If possible, bring in shift arrangements so less staff are in the workplace at once.

Instruct workers to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short.

Review regular deliveries and request contactless delivery. Check systems for e-invoicing are in place.

Provide social distancing markers on the floor in areas where customers line up or where workers perform tasks.

Nominate a person on the work floor to be responsible for keeping everyone the required 1.5 metre distance.

3. Handwashing and hygiene

Have hand sanitiser stations at entry and exit points and around the workplace.

Ensure bathrooms are well stocked with soap and paper towel.

Display posters with instructions on how to correctly wash hands or use sanitiser.

Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick.

Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face.

Instruct your workers to limit contact with others: no shaking hands or touching objects unless necessary.

If possible, accept only cashless transactions.

Increase the number of closed bins in your workplace.

Display signs asking customers to only touch objects they are going to buy.

4. Cleaning

Ensure any areas frequented by workers or others (such as visitors to your premises) are cleaned and disinfected at least daily with appropriate products.

Instruct workers to wear gloves when cleaning, and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.

Clean frequently-touched/used areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes EFTPOS equipment, elevator buttons, handrails, tables, counter tops, door knobs, sinks and keyboards.

Instruct workers to clean personal property that comes to work (such as sunglasses, mobile phones and iPads) with disinfectant, such as disinfectant wipes.

5. Monitor symptoms

Display signs about the symptoms of COVID-19 in the workplace.

Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus hotline (1800 020 080).

Instruct workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.

Remind staff of their leave entitlements if they are sick or required to self-quarantine.

Treat personal information about individual workers' health carefully, in line with privacy laws.

Facilitate working from home, if possible, for staff who are required to self-quarantine but are not displaying symptoms of COVID-19.

6. Plan ahead

Nominate a worker or a team of workers to champion safe practices in the workplace and teach their colleagues the proper procedures listed in this checklist.

Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in your workplace.

Consider what you will do if one of your workers is suspected or confirmed to have COVID-19, including how you will support that worker and what you need to do to ensure the workplace remains safe for other workers.

Consider if you have appropriate cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work.

Put a protocol in place for reopening your workplace after an outbreak or quarantine period.

» Stay Informed

☑ Keep up to date with Coronavirus.tas.gov.au advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities, and respond accordingly

☑ Download the COVIDSafe app app to speed up contacting people exposed to COVID-19.

☑ Download the Coronavirus Australia app for official information and advice about (COVID-19), or join the WhatsApp channel and frequently check for updates.

WorkSafe Tasmania
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Tasmanian Government