

The COVID-19 pandemic means there are safety measures all PCBU's (person conducting a business or undertaking) must implement to minimise the risk of workers and other people being exposed to the virus.

These should at a minimum include:

1. Workers working from home where they can
2. Social distancing: Keeping 1.5 meters away from others.
3. Good hygiene practices and cleaning schedules
4. Assess risks and implement safety controls where work involves a higher than normal risk of workers and other people being exposed to the virus.

You can use the below minimum requirements checklist to identify improvements needed to safety systems in line with health department advice and any noncompliance with health and safety laws.

## WORKER COVID-19 WHS CHECKLIST

1.	<b>Is there a response plan to the COVID-19 pandemic in place in your workplace?</b>	Yes	No
2.	<b>If a response plan is in place, has training been rolled out to all workers?</b>	Yes	No
3.	<b>Are there emergency response procedures in place if an employee has been exposed or likely to have been exposed to person with COVID-19?</b>	Yes	No
4.	<b>Are all workers who can do their work from home being asked to do so?</b>	Yes	No
5.	<b>Is there sufficient personal protective equipment (PPE) available for workers?</b>	<b>Currently available?</b>	<b>Enough to ensure ongoing supply?</b>
	Hand sanitiser	Yes No	Yes No
	Sprays or wipes for your work area	Yes No	Yes No
	Handwashing facilities with soap and paper towels/hand air dryers	Yes No	Yes No
	Gloves for handling paperwork where required	Yes No	Yes No
	Barriers to separate workers from the public	Yes No	Yes No
6.	<b>Is client/customer/public access minimised in your workplace?</b>	Yes	No
7.	<b>Is entry into the workplace controlled to ensure those that are sick, subject to isolation or quarantine restrictions, or who have been in close contact with persons with COVID-19 do not enter?</b>	Yes	No
8.	<b>Have all face to face meetings with external parties been cancelled/moved to non-face to face settings?</b>	Yes	No
9.	<b>Is there a 1.5-meter space between staff?</b>	Yes	No
10.	<b>Is the total number of persons (workers and public) in your workplace less than 1 person per 4 square meters of floor area?</b>	Yes	No
11.	<b>Are workers at high risk of serious health complications if infected with the virus provided work from home arrangements or alternative duties/workplace to minimise the risk to their health?</b>	Yes	No
12.	<b>Do you believe the safety arrangements currently being implemented by your agency are effective to minimise the risk of exposure to the virus?</b>	Yes	No

Please save and email completed form to your CPSU delegate or HSR or email [safetyfirst@cpsu.org.au](mailto:safetyfirst@cpsu.org.au). If you have an urgent health and safety issue contact the CPSU Member Service Centre on 1300 137 636.

Name: \_\_\_\_\_ Workplace: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Are you a CPSU member?  Yes  No  No but I would like to join

**Together we are ensuring workplaces are safe and healthy.** Join the CPSU today by calling 1300 137 636 or visit [cpsu.org.au](http://cpsu.org.au)

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