

COVID-19

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CHECKLIST

For Employees



This checklist has been developed to inform Employees about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and Employees must work together to protect everyone in the workplace.

No.	Controls	✓Yes	No	Action Required
1.	Do you know that you must stay at home if you have signs or symptoms of COVID-19, and get tested? If your test result is positive (antigen or PCR) you must stay at home and follow Public Health advice.			
2.	Are you keeping up to date with the latest Public Health and Government advice on COVID-19?			
3.	Are you aware of the signs and symptoms of COVID-19?			
4.	Do you know how the virus is spread?			
5.	Have you told your employer if you fall into any of the higher risk groups?			
6.	Are you aware of the role of vaccination as a measure to prevent the spread of COVID-19, and that vaccination is voluntary?			

COVID-19 Good Practice Checklist

Employees

No.	Controls	✓Yes	No	Action Required
7.	Do you know what to do if you display signs or symptoms of COVID-19 at work or at home?			
8.	Do you know who to contact if you develop symptoms of COVID-19 at work, and the procedures in place?			
9.	Do you know who your Lead Worker Representative is, and how to contact them?			
10.	Do you know what to do in relation to good hand hygiene and respiratory etiquette? Do you know the importance of ventilation, and to open windows, wherever possible?			
11.	Do you know that you have to wash your hands properly with soap and water or with hand sanitizer for at least 20 seconds? Especially: <ul style="list-style-type: none"> • after coughing and sneezing • before and after eating • before and after preparing food • before and after removing a face covering • if in contact with someone who is displaying any COVID-19 symptoms • before and after being on public transport • before and after being in a crowd • when arriving or leaving the workplace/other sites • when entering and exiting vehicles • before having a cigarette • when your hands are dirty. If visibly dirty, wash hands with soap and water, and after toilet use. 			
12.	Do you know where your nearest hand washing / hand sanitizing stations are?			
13.	Do you know how to wear a face mask/covering properly and to ensure they are clean and not shared or handled by others?			
14.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimize the risk of you and others being exposed to COVID-19?			

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15.	Have you been made aware that any personal items brought into work must be cleaned and avoid leaving them down on communal surfaces or cleaning the surface after the personal item is removed?			
16.	Have you been made aware of any changes to risk assessments relevant to your work activities, and any changes to the safety statement, in response to the infection prevention and control measures put in place to prevent the spread of COVID-19 in the workplace?			
17.	Do you know that you must continue to wear a face mask/covering when using public transport and when you enter and exit the workplace?			
18.	Do you know that you must continue to wear a face mask/covering when using personal vehicle and when you enter and exit the workplace?			
19.	Do you know that vehicle heating and ventilation systems should not be set to recirculate air? Where cars are used, partially open two windows on opposite sides to improve ventilation.			
20.	If you travel overseas, do you know that you have to provide a PCR negative certificate before rejoining your workplace?			

Additional Information

Name: _____ Signature: _____ Date: _____

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