

SAFE OPERATION CHECKLIST

This self assessment tool will assist you to implement physical distancing, cleaning and hygiene measures at your workplace to reduce the risk of transmission of COVID-19

PHYSICAL DISTANCING - ONE PERSON PER 4 SQ METERS

Calculate the number of people you can have in an enclosed space at any one time.

- Do a walk through of your workplace with a tape measure and write down the dimensions of all enclosed spaces.
- Calculate the area of each enclosed space by multiplying the length of the space in meters by its width in meters.
- Divide the calculated area by 4. The result is the number of workers you can have in a space to allow for at least 4 square meters of space per person.

Is it reasonably practical for you to provide 4 sq m of space per person?

- Consider how many people are usually present in the enclosed area at any one time. Is this more or less than the number you calculated above?
- If the calculated number is less than the number of people in the workplace, can you reduce the number of people in the enclosed space by:
 - reducing the number of work tasks in the enclosed space
 - postponing non-essential work
 - facilitating working from home
 - modifying work tasks

- splitting employees shifts to reduce the number of workers onsite at any given time
- restricting access to the enclosed space to essential workers and/or others
- staggering entry into the workplace by customers or clients

Are there any considerations you need to take into account regarding employee numbers?

What if it is not reasonably practicable to provide 4 sq m of space per person?

- Can you still implement measures that increase the sq footage each person has?
- Implement other control measures to reduce exposure to COVID-19 (e.g 2m physical distance between each person or plexi partitions)

HOW TO IMPLEMENT MEASURES TO ACHIEVE 2M DISTANCE BETWEEN EACH PERSON

Identify all the situations, tasks and other processes where employees and others (clients, customers, contractors, visitors) interact closely with each other

- What work tasks require employees to be close to each other?
- What are the situations where employees interact closely with customers or clients?

- Does the layout of the workplace, including entry and exits, require employees and/or others to be close to each other?
- Do employees and/or customers or clients travel together in vehicles?

Identify the situations, tasks and processes where it is reasonably practicable for employees and others to keep 2m away from each other

- Can you change the layout of your workplace?
- Can you modify the way employees and others interact with each other?
- Can you modify how employees gather, meet and train together?
- Can you modify the use of workplace facilities?
- Review regular deliveries. Can you request contactless delivery? Check systems for e-invoicing are in place.
- Identify and address, so far as reasonably practicable, any other risks that may arise if employees and others are required to practice physical distancing

Put in place measures to communicate and remind employees of the need to practice physical distancing

- Put signs around the workplace and create wall or floor markings to identify 2m distance. Your staff could wear a badge as a visual reminder to themselves and each other

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

CLOSE CONTACT WORK TASKS

You may have particular work tasks that, due to their nature of the work or for work health and safety reasons, can only be performed where employees or members of the public are in close contact.

Identify and implement measures to reduce the amount of time employees spend in close contact

- Is the work task essential? Can it be postponed?
- What measures can you put in place to reduce the amount of time workers spend in close contact. Can you:
 - Minimize the number of people within an area any time?
 - Stagger start, finish and break times where appropriate?
 - Move work tasks to different areas of the workplace or off-site if possible?
 - Separate employees into dedicated teams and have them work the same shift or work in a particular area?
 - Provide each employee or the dedicated team their own equipment?

The use of personal protective equipment (PPE)

- Have you considered and implemented measures to limit the amount of time workers will spend in close contact?
- If yes, will workers, despite other control measures, be in close contact with each other or with other people for longer than the recommended time (i.e more than 15 minutes face to face cumulative over the course of a week or more than 2 hours in a shared closed space)?
- If yes consider the use of personal protective equipment (PPE). This includes respirators with positive airflow and disposable gloves.
- Employees must be trained in the proper use of PPE. Be aware of risks that may arise as a result of workers using and wearing PPE.

CONTAMINATED SURFACES

You will need to implement cleaning and hygiene measures to minimize the risk of transmission from contaminated surfaces

- Identify what tools, machinery and equipment employees share while working.
- Identify what surfaces people touch often such as doorknobs, elevator buttons and light switches.
- Identify what cleaning materials and supplies will you need and determine what a reasonable supply to have on hand is.

- Consider how many employees are in the space; whether customers, children, or other members of the public are in the space; how long they're in the space; and how they use the space.
- Consider how often will you need to clean. Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces.
 - When is the best time to clean? Consider cleaning before or after shifts, or before opening or after closing. Its important to allow enough time for a thorough cleaning. Time the cleaning so it limits worker and customers exposure to cleaning and disinfecting odours.
- Identify who will be responsible for the cleaning. You may need to limit the number of cleaners and ensure they have time to clean effectively. Make sure employees who are cleaning have been trained to use the cleaning products safely.
- Determine what, if any, personal protective equipment (PPE) the designated cleaners need to protect against the cleaning chemicals.
- To reduce the amount of cleaning you have to do, identify any machinery or equipment in your workplace that isn't used often. Consider cleaning these items and then boxing them or covering them with plastic drop sheets or tarps until you need them.

HYGIENE PRACTICES

Another way to reduce the risk of surface transmission is through effective hygiene measures.

- Ensure your workplace has enough handwashing facilities on site for all employees and that handwashing locations are visible and easily accessed.
- Have handwashing and cover coughs and sneezes posters posted around the office
- Design policies that specify when employees must wash their hands and communicate good hygiene practices to workers.

COMMUNICATE

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- Have you consulted with frontline workers, joint health and safety committees, and supervisors on implementing control measures? Employers must involve employees when identifying protocols for their workplace.
- Be sure everyone is trained on the measures you have put in place and the policies around staying home when sick.
- Post signage, including occupancy limits and effective handwashing practices. Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including visitors and employees with symptoms).
- Ensure supervisors have been trained on monitoring employees and workplace to ensure policies and procedures are being followed.