

COVID-19 Workplace Self-Audit

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Questions

Yes/No

Comments

Have top management demonstrated leadership and commitment to mitigate the risk of COVID-19 in the workplace?

Have top management actively participated and allocated sufficient resources to the implementation of the COVID-19 risk mitigation plan?

Has a COVID-19 policy been implemented and adopted at the organisation?

Has a COVID-19 risk assessment been conducted at the organisation?

Has a COVID-19 response team or committee, which is responsible for managing the organisation through the crisis, been established?

Is there a procedure in place in the event that an employee tests positive for COVID-19?

Does that procedure include measures of communicating to fellow employees, for isolating areas where the individual worked, deep cleaning and following up with workers that were potentially exposed?

Have you conducted a health risk assessment and identified which employees fall into higher risk groups because they are elderly (over 60) or suffer from chronic illnesses (such as heart diseases, diabetes or respiratory diseases) or are pregnant?

The above identified individuals should have a work from home policy.

Have you encouraged employees to check themselves for symptoms, and to stay home when not feeling well?

Is there an adequate procedure in place for workers to report if they are feeling unwell or have potentially been exposed to COVID-19?

Will you continue operating your business, if an employee tests positive for COVID-19?

Is there regular communication with staff, including regular check ins on their health and the health of their family?

Has the risk of employees using public transport been considered and control measures implemented?

Have employees been issued with the required PPE (including facemasks) and have employees been trained on the use, maintenance and limitations of the protective equipment?

Has a flammables storage area been designated for the storage of bulk quantities of hand sanitiser?

Is there a procedure in place to deal with those employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day?

Have you updated your staff records to ensure contact details are correct?

Have you implemented physical distancing requirements in the workplace where possible, and have you considered staggering shifts and other practices to lower the risk of contact/exposure?

If you transport employees to and from work, have you implemented the necessary control measures?

Workplace Cleanliness & Hygiene

Do all workers who enter the premises use a hand sanitiser on entering at each and every occasion?

Is there enough information in the workplace about safe hygiene practices and have workers been educated on this topic?

Do workers have access to hand washing facilities and other products which support good hygiene, such as hand sanitiser?

Is the workplace being cleaned regularly and sanitised to an appropriate standard?

Have biometric systems such as fingerprint scanners been disabled in the workplace?

Are COVID-19 posters displayed in key areas across the organisation?

Are machines/equipment and work areas equipped with a sanitiser and cleaned before and after use?

Visitors & Contractors

Are all visits to your offices or plants being discouraged?

Are all visitors and contractors being screened to ensure they are not displaying COVID-19 symptoms?

Have you made sure that your premises are clean and hygienic for customers and visitors – do you have hand sanitiser readily available?

Do all visitors to the premises complete a short health questionnaire and use a hand sanitiser before entering the premises?

Additional Notes: