

Site COVID-19 Risk Management

INSPECTION CHECKLIST



Organisation:	
Location/Address:	Inspection Date:
Number of Workers:	Current Opening Hours:
Current Shift Patterns:	Floor Size (sqm):

Risk Mitigation Strategies in Place	Satisfactory			Action/Comments
	N/A	Yes	No	



Physical Distancing - Workers

1 Has the area of floor space been calculated and upper limit set on the number of customers or others (<i>including workers</i>) in order to keep the minimum 1.5m apart as far as possible (<i>1 person per 4m</i>)?				
2 Have there been changes in shift arrangements so less staff are in the workplace or working together at once?				
3 Is there a responsible person for ensuring workers and customers are keeping the required distance from each other?				
4 Has work being arranged such that people work apart, i.e. distinct processing areas, clear walking routes?				
5 Are team meetings and coaching occurring with suitable distancing/separation?				
6 Are tasks rotated where possible to ensure no one worker has all contact with customers/external parties?				
7 Do break/out lunch rooms allow for physical distancing?				



Product Delivery and Pick Up

8 Have contactless deliveries been instigated (<i>i.e. invoicing set up</i>)? If not, use hand washing or alcohol-based hand sanitiser (<i>alcohol-based hand sanitisers with greater than 60% ethanol or 70% isopropanol</i>) before and after the delivery, and are all equipment wiped down with disinfectant wipes or detergent, including the pen and the electronic device used to obtain the signature?				
9 Are deliveries wiped down/cleaned before being handled within store?				
10 Is 1.5m maintained in loading docks/delivery areas?				

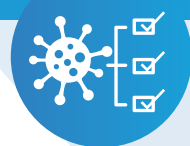


Delivery Drivers

11 Are vehicles regularly (<i>end of shift between drivers</i>) clean and disinfected including steering wheel, door handles, buttons and keys?				
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Risk Mitigation Strategies in Place

Satisfactory
N/A Yes No

Action/Comments

12 Are there processes to disinfect your phone or electronic device used to help deliver parcels? (*Disinfect these often by using a lint-free cloth and 70% isopropyl alcohol if you can, or disinfectant wipes.*)

13 Do drivers have provisions for alcohol-based hand sanitiser or hand washing?



Physical Distancing - Customers

14 Have visible floor markings been created that provide minimum 1.5m guide distances between customers queuing for services and are physical barriers used where 1.5 m cannot be maintained?

15 Are there separate doors/areas for entry and exit, if practicable, to avoid contact between people?

16 Trade-ins and returns are refused (*or managed for safe hygiene practices*).

17 Are customers requested to only touch items they are interested in purchasing? Are product testers regularly cleaned or only available on request?



Health, Infection Control and Hygiene Practices

18 Are shared workspaces – telephones, work benches, lunch areas and contact points such as products and displays being disinfected or cleaned with detergent solution 2-3 times per day?

19 After the business closes at night is a thorough clean with detergent or disinfectant occurring to ready the business for the following day?

20 Are people cleaning the workplace wearing gloves and use alcohol-based hand sanitiser before and after wearing gloves?

21 Has payment moved to being card only (*no cash handling*)?

22 Are all persons washing (*or sanitising with alcohol-based sanitiser*) frequently – after handling money, toileting, eating, sneezing, coughing or blowing nose?

23 Is there adequate provision of soap, detergent/disinfectant, hand sanitiser and paper tissues in the workplace?

24 Is hand sanitisation (*with at least 60% alcohol*) in prominent places in store?

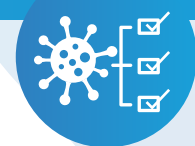
25 Are there covered bins for the disposal of tissues?

26 Are workers also cleaning personal items such as keys, phones, sunglasses etc with disinfectant?

27 Is ventilation in the workplace and back of house areas adequate?

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Satisfactory

Action/Comments

N/A Yes No



Worker Awareness and Understanding of Safe Practices

28 Are workers aware of good hand and respiratory hygiene, safe distancing practices and cough etiquette both within and socially/external to the workplace?

29 What training has been provided to staff on hand hygiene practices and distancing both at work and social? Has mental health awareness been discussed?

30 Do workers know:

- when to stay away from the workplace?
- what action to take if they become unwell?
- what symptoms to be concerned about?

31 Are workers aware of self-quarantine if they are ill or have been in close contact with a confirmed case of COVID-19?

32 Does leadership know what to do if worker presents as sick at work or may have contracted COVID-19?



Signage and Communication

33 Is signage relating to hygiene, distancing and health displayed effectively in front of house, back of house, pick up and delivery areas?



Organisational

34 Does the organisation have suitable arrangements for workers such that they are less likely to work through sickness?

35 Are there stay at home policies for sick workers or workers isolating due to caring for another with COVID-19?

36 Has the business established Department of Health and WHS Regulator notification protocols should a case of COVID-19 arise out of the conduct of the business?

37 Do you have a protocol in place if COVID-19 infection in store and protocols to reopen your workplace after a potential quarantine?

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Item #	Findings and Recommendations for Improvement	Action for	By When	Date Rectified

Comments:

References:

- *Retail Work: Minimising the Risk of COVID-19-Safe Work Australia, Safe Work Australia 30/3/20
- *Delivery Drivers: Minimising the Risk of COVID-19-Safe Work Australia, Safe Work Australia 30/3/20
- *Safe Work Australia Business Resource Kit COVID-19
- *Australian Government Department of Health
- *Information about routine environmental cleaning and disinfection in the community – Version 1 (25/03/2020) Coronavirus disease (COVID-19)
- *World Health Organisation, Getting your workplace ready for COVID-19 3rd March 2020