Health, hygiene & facilities checklist

This checklist will assist you to implement health and hygiene measures at your workplace and do a review of your facilities. Don't forget to also check our COVID-19 website for additional measures for your industry.

Health & Hygiene practices

Educate workers on good health and hygiene practices

- ☐ Do your workers know not to come to work when they are unwell, even if they feel fit to work?

- ☐ Look for signs of 'presenteeism'? Are managers and supervisors modelling the correct behaviours or is there a culture of 'soldiering on' that needs to be discussed as a team?

- ☐ Have you informed workers about the importance of hand washing?

- ☐ Have you trained workers on how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly?

- ☐ Have you trained workers on how to correctly use alcohol-based hand sanitiser?

Inform workers and others when they need to wash their hands. This includes:

- ☐ before and after eating
- ☐ after coughing or sneezing
- ☐ after going to the toilet
- ☐ after changing tasks
- ☐ after touching potentially contaminated surfaces

Inform workers of the following good hygiene measures to limit the spread of the virus:

- ☐ cover coughs and sneezes with an elbow or a tissue

- ☐ avoid touching the face, eyes, nose and mouth
- ☐ dispose of tissues hygienically
- ☐ wash hands before and after smoking a cigarette
- ☐ clean and disinfect surfaces and shared equipment
- ☐ wash body, hair (including facial hair) and clothes thoroughly every day

  stay more than 1.5 metres away from others
- ☐ don't shake hands and avoid any other close physical contact where possible

  no spitting
- ☐ put cigarette butts in the bin
- ☐ Can you set up automatic alerts on computer systems to remind workers about washing hands and good hygiene measures?

Put measures in place where reasonably practicable to minimise contact between people

- ☐ Can you put in a system to provide for cashless transactions?

- ☐ Require workers to minimise contact with others where possible
  See also:
  Physical distancing checklist.

Hand washing & sanitising stations

Are there an adequate number of hand washing and hand sanitising stations to sustain the increase in workers' practicing good hygiene? Consider:

- [ ] the number of workers on site
- [ ] any shift arrangements
- [ ] entry and exit points
- [ ] high traffic areas
- [ ] the need for workers to wash their hands before, during or after the completion of a work task
- [ ] the location of the workplace or work tasks. Will workers be located outside away from common facilities such as bathrooms?
- [ ] Are the hand washing and hand sanitising stations placed in convenient location to ensure workers and others can access them easily and frequently?
- [ ] Have you talked to your contract cleaner or responsible worker to discuss if someone can check soap dispensers and monitor rubbish bins more frequently?

How to set up hand washing facilities

- [ ] Check the facilities are in good working order.
- [ ] Ensure facilities are adequately stocked with clean running water, soap or handwash and paper towels.
- [ ] Is water collecting anywhere it shouldn't?
- [ ] Is any paper towel dispenser working ?
- [ ] Are automatic soap dispensers an option?
- [ ] Can you provide touch free bins?
- [ ] Put posters up to inform workers and others how to wash their hands correctly and when to wash their hands.

How to set up sanitising stations

- [ ] Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient as per the manufacturer's instructions?

Set up stations at
- [ ] entry and exit points to the workplace
- [ ] entry and entry points to common areas
- [ ] in areas that have high touchpoints or high traffic flows
  For example:
  Around the photocopier, near lifts
- [ ] Put up posters at each station to inform workers and others how to sanitise their hands correctly and when.
- [ ] If children may enter the workplace, is hand sanitiser in a position to prevent accidental ingestion?

Put measures in place that encourage good hygiene in the workplace

- [ ] Increase access to closed bins in workplace.
- [ ] Put up signs to request customers only touch objects they are going to buy.
- [ ] Communicate to workers that they are to report any flu-like symptoms to you, to stay away from the workplace and to seek advice from a health care professional.

Implement or review existing hygiene standards for common areas to ensure they require workers to:

- [ ] Clean up after themselves
- [ ] Place rubbish in bins provided
- [ ] Avoid putting personal items such as phones on meal surfaces
- [ ] Have adequate detergent and disinfectant products

Put processes in place to regularly monitor and review the implementation of hygiene measures to ensure they are being followed and remain effective.

- [ ] Put processes in place to make sure someone checks all hand washing and hand sanitising stations are adequately stocked.
- [ ] Put processes in place to enable workers to efficiently raise issues relating to worker hygiene and hand washing or hand sanitising stations.
- [ ] Develop infection control policies in consultation with your workers. These policies should outline measures in place to prevent the spread of infectious diseases at the workplace.