

### LEVEL 3 CHECKLIST – RETURNING TO WORK

The checklist below is designed to be used in conjunction with the accompanying quick guide [Business expectations moving into Alert Level 3](#).

It is a generic guide across business and not designed or intended for one particular industry. For this reason, there will be line items that will not be applicable to your workplace, and some missing that you may want to add that are specific to your business. The purpose of this guide is to provide practical steps to look after your people rather than the operation of your organisation as a business.

BEFORE RETURNING TO WORK			
Actions	Recommendations to complete actions	Completed	Action items
Develop and complete a 'return to work' plan. This is required but would be considered a self- certification process	<ul style="list-style-type: none"> <li>• Use the checklist below to base your plan around</li> <li>• Use WorkSafe recommendations and templates if appropriate</li> </ul>		
Review your emergency plans and equipment	<ul style="list-style-type: none"> <li>• Ensure fire extinguishers are in date and serviceable</li> <li>• Ensure fire suppression systems are functional</li> <li>• Test emergency alert and warning systems</li> <li>• Plan an emergency drill when workers return</li> </ul>		
Clean workplace			

	<ul style="list-style-type: none"> <li>• Arrange to have the workplace thoroughly cleaned</li> <li>• Ensure cleaning products used are sufficient to clean/disinfect surfaces and work areas</li> </ul>		
Purge water systems – flush stagnant and standing water	<ul style="list-style-type: none"> <li>• Flush zip boilers through and run up to temperature</li> <li>• Run hot and cold water systems to flush through pipelines and tanks</li> <li>• Replace or remove water coolers and water bubblers</li> </ul>		
Heating and air conditioning	<ul style="list-style-type: none"> <li>• Run up heating systems to ensure serviceability</li> <li>• Clean out and run up air conditioning systems to ensure serviceability</li> </ul>		
Hygiene and social distancing	<ul style="list-style-type: none"> <li>• Actively promote good hygiene and social distancing             <ul style="list-style-type: none"> <li>• Use posters and notices – cough etiquette, keeping a safe distance Identify high activity or communal areas, and eliminate or minimise risk</li> </ul> </li> </ul>		
Pre return communication	<ul style="list-style-type: none"> <li>• Get in touch with all workers to explain the return to work, any changes that have been made to the workplace and the company's expectations of the returning worker</li> </ul> <p><b>Include:</b></p> <ul style="list-style-type: none"> <li>• Changes to workgroups</li> <li>• Explanation of 'work bubble'</li> <li>• Hygiene and distancing protocols</li> </ul>		

## RETURN TO WORK – HYGIENE AND CLEANING

Actions	Recommendations to complete actions	Completed	Action items required
<p>Increase good hygiene opportunities</p>	<ul style="list-style-type: none"> <li>• Ensure wash stations are properly stocked – hand soap dispensers replaced with ‘pump’ style fixed to walls</li> <li>• Place hand sanitiser station around workplace – pay attention to high traffic areas</li> <li>• Supply alcohol wipes for machinery</li> <li>• Ensure a safe disposal method for wipes</li> <li>• Remove communal use items in the staffroom/canteen – cutlery, sandwich makers and so on</li> </ul> <p><b>Cleaning staff</b></p> <ul style="list-style-type: none"> <li>• Ensure availability of correct equipment and PPE</li> <li>• Improve disposal methods for used cleaning material and products</li> <li>• Develop a programme for cleaning thoroughly every day/between shifts</li> <li>• Ensure products used for cleaning are adequate and used in the correct solution strength</li> </ul>		

<p>Control worker and workgroup interaction</p>	<ul style="list-style-type: none"> <li>• Any workers that are able to work from home continue to do so</li> <li>• No unnecessary contact or movement around the workplace</li> <li>• Develop work process that would allow workers to stay at least one metre apart</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Split office teams up into separate offices Instigate using electronic meetings – Teams/Zoom</li> <li>• Reconfigure production lines to reduce contact between workers</li> <li>• Make walkways/isles one way only</li> <li>• Stagger breaks – reduce interaction             <ul style="list-style-type: none"> <li>• Clean break areas between breaks</li> </ul> </li> <li>• Reposition break areas to maintain physical distancing</li> </ul>		
<p>Carry out refresher training</p>	<ul style="list-style-type: none"> <li>• Review SOPs and SWMSs to ensure validity – use workers to help with this</li> <li>• Use refresher training to ensure continuing awareness of competency and safe work practice</li> <li>• Document all refresher training</li> </ul>		
<p>Continuing to work from home</p>	<ul style="list-style-type: none"> <li>• Update working from home policy</li> <li>• Ensure home workers are ergonomically sound for a continued period – provide information on how to set up a home office</li> <li>• Organize a robust communication system to prevent workers from feeling isolated – stay in touch</li> <li>• Arrange and promote workplace support – such as EAP</li> </ul>		

Change work patterns or shifts	<p>Do not alter any conditions in a worker's employment agreement without first contacting The Chamber to ensure fulfilment of all legal requirements</p> <ul style="list-style-type: none"> <li>• Shift start/finish moved to prevent inter shift contact</li> <li>• Rework shifts to enable less contact with others (e.g. 7x12 hours over two weeks instead of 5x8 hours per week)</li> <li>• Train workers to do more than one job</li> </ul>		
Employee travel	<ul style="list-style-type: none"> <li>• Discourage car pooling</li> <li>• Increase car parking availability</li> </ul>		

### OTHER BUSINESSES VISITING YOU

Actions	Recommendations to complete actions	Completed	Action items
Limit direct contact	<ul style="list-style-type: none"> <li>• Use electronic means to communicate</li> <li>• Seek assurance that the visiting business is following good health, hygiene and distances practices</li> <li>• Hygiene measures – for example sanitizer and wipes available at all entrances</li> <li>• Install signage at entrances informing visitors of control protocols and visitor expectations</li> <li>• Identify and record <b>all visitors</b> to enable contact tracing</li> </ul>		

	<ul style="list-style-type: none"> <li>• Develop a 'no physical contact' system for all deliveries</li> <li>• Sanitisers available for delivery drivers when leaving and before returning to vehicles</li> <li>• Develop a process to ensure only essential contract work to be carried out</li> </ul>		
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<b>VISITING OTHER WORKSITES</b>			
<b>Actions</b>	<b>Recommendations to complete actions</b>	<b>Completed</b>	<b>Action items</b>
Protecting your workers when they are visiting another PCBU – develop a pre visit process, this could include:	<ul style="list-style-type: none"> <li>• Ensure that contact with the business to be visited is recorded and any requirements are met</li> <li>• Make sure your workers have the correct PPE and ability to sanitise to take with them</li> <li>• Pre-start brief with workers – reiterate the importance of physical distancing</li> <li>• Make sure your workers are comfortable with being able to refuse to carry out work on sites that do not meet good hygiene standards</li> <li>• Put in place a process for delivering feedback to the visited business</li> </ul>		