



Employer Checklist:

Returning to the Workplace in Victoria

Ref	Description	Yes	No
1	Review Safe Work Australia's <i>National guide for safe workplaces – COVID-19</i> and review your COVIDSafe Plan in accordance with Victoria's COVIDSafe principles.	<input type="checkbox"/>	<input type="checkbox"/>
2	Conduct a risk assessment of the workplace and implement updated control measures prior to restart.	<input type="checkbox"/>	<input type="checkbox"/>
3	Determine and communicate obligations of first aiders and OHS Officers in accordance with the National COVID-19 Safe Workplace Principles and Victoria's COVIDSafe principles.	<input type="checkbox"/>	<input type="checkbox"/>
4	Ensure that the workplace is thoroughly cleaned and disinfected prior to restart.	<input type="checkbox"/>	<input type="checkbox"/>
5	Have hand sanitiser stations at entry and exit points and around the workplace including meeting rooms and break rooms. Ensure bathrooms are well stocked with hand wash and paper towel. Replace high-touch communal items with hygienic alternatives.	<input type="checkbox"/>	<input type="checkbox"/>
6	Ensure frequent and regular cleaning and disinfection of shared surfaces throughout the workplace including break rooms, meeting rooms and bathrooms at least once every 24 hours. Display a cleaning log in shared spaces.	<input type="checkbox"/>	<input type="checkbox"/>
7	All staff to wear a mask as per current directions.	<input type="checkbox"/>	<input type="checkbox"/>
8	Provide direction and training to staff on things they need to do to help manage the risk to COVID-19 spreading in the workplace. This includes training on frequent hand washing, properly covering coughs and sneezes, refraining from touching their face and touching others, physical distancing expectations while working and socialising, and how to use personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
9	Install screens or barriers. Determine what additional prevention and control measures are appropriate, such as temperature checking and/or providing additional PPE.	<input type="checkbox"/>	<input type="checkbox"/>
10	Put up signs about symptoms of COVID-19 in the workplace. Post internal signage that can be used to alert or remind employees about guidelines and expectations and responsibilities for infection control.	<input type="checkbox"/>	<input type="checkbox"/>
11	Ensure workstations, desks and tables are 1.5 metres apart to comply with social distancing. Staff and visitors must be 1.5m apart at all times. Density quotient applied to share spaces (e.g. workspace, tearooms).	<input type="checkbox"/>	<input type="checkbox"/>
12	Enhance airflow by opening windows and doors. Do not recirculate air. Move as much activity outside as possible.	<input type="checkbox"/>	<input type="checkbox"/>
13	Stagger breaks and lunch schedules. Offer lunch breaks outdoors or in vehicles instead of shared cafeterias or break rooms.	<input type="checkbox"/>	<input type="checkbox"/>
14	Conduct phone/email/virtual meetings instead of in-person meetings where possible. Where virtual meetings are not possible, limit meetings and apply density quotient.	<input type="checkbox"/>	<input type="checkbox"/>
15	Minimise the build-up of people waiting to enter and exit the workplace. Provide social distancing markers on floor in areas where visitors line up or where workers perform tasks.	<input type="checkbox"/>	<input type="checkbox"/>
16	Post external signs on doors alerting visitors to restrictions on entry and movement in and around the workplace as well as any applicable guidelines and expectations. This must include patron limits at the entrance to enclosed areas where limits apply.	<input type="checkbox"/>	<input type="checkbox"/>
17	Keep groups of staff rostered on the same shifts for a given geographic area/site. No overlap in shift changes.	<input type="checkbox"/>	<input type="checkbox"/>



18	Create a master schedule for all employees that shows when people may come in contact with others; use this for contact tracing in the event of a confirmed or suspected COVID-19 exposure.	<input type="checkbox"/>	<input type="checkbox"/>
19	Keep records of all people who enter the workplace for contact tracing. Encourage staff to install the COVIDSafe contact tracing app.	<input type="checkbox"/>	<input type="checkbox"/>
20	Direct workers to stay home if they are sick. Staff should stay home and get tested even if they only have mild symptoms. Staff should remain at home while they wait for their results.	<input type="checkbox"/>	<input type="checkbox"/>
21	Instruct workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19. Have a plan to manage cases, notify others including DHHS and WorkSafe, and potentially close down if there are COVID-19 cases.	<input type="checkbox"/>	<input type="checkbox"/>
22	Inform workers about their workplace entitlements if they have COVID-19 symptoms or they are required to self-quarantine (for example, access to paid leave).	<input type="checkbox"/>	<input type="checkbox"/>
23	Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in the workplace. Have a risk assessment process for when three or more workers are suspected to have COVID-19 at a single work site within a five-day period.	<input type="checkbox"/>	<input type="checkbox"/>
24	Consider what you would do if one of your staff is confirmed to have COVID-19 including how you will support that worker and what you would do to keep your other workers safe (ensure compliance with privacy and EEO policy).	<input type="checkbox"/>	<input type="checkbox"/>
25	Update workplace policies and procedures to address new workplace issues as a result of COVID-19 and communicate the changes to your staff. For example, leave entitlements and flexible working arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
26	Stay informed on COVID-19 government updates and provide staff with regular updates and seek feedback on issues around returning to work.	<input type="checkbox"/>	<input type="checkbox"/>
27	Routinely check on the wellbeing of employees including mental health. Provide tools and resources for workplace wellness including access to an Employee Assistance Program should they require.	<input type="checkbox"/>	<input type="checkbox"/>