

Checklist: Ensuring safe workplaces during COVID-19

You can use this checklist to evaluate the workplaces of your employees. The required physical distance of at least 2 m should be achieved by technical or organizational measures if possible. If you have any questions, please contact your EHS and HR team.

Nr.	Topic	Evaluation criteria	Y	N	Example of acceptable prevention measures	(insert company name) - Site Specifics
1	Adhering to general hygiene rules	<ul style="list-style-type: none"> - Sneeze/cough etiquette - Washing hands - Stay at home if you feel unwell - Awareness of why keeping social distance is important. 			<ul style="list-style-type: none"> • Posting signage on hygiene in English or French, and in the majority workplace language • Demand adherence • Hand washing facilities - access to soap and water • Alcohol-based hand sanitizer 	<ul style="list-style-type: none"> • Post COVID-19 information in safety board • Individual hand sanitizers with refill onsite • Wipes and disinfectant for cleaning surface before and after use • Safety measures to protect against COVID covered in daily toolbox talk • Worker complete (insert company name) COVID form prior to enter to site. Supervisor follows defined protocol for suspected cases. Supervisor sends form to installation and safety managers. • Also, complete visitor's form before entering site. • Wash station at entrance to be used each time entering the building.

2	Distance between workplaces / Distance to people	The distance between workstations is always 2 m or more.		<ul style="list-style-type: none"> • Work from home where possible • Physically relocate or change/work schedule: <ul style="list-style-type: none"> • staggering start time • staggering breaks • staggering lunches • Change break schedules or reduce/mark seating in shared areas/rooms so that distance is maintained • Avoid using changing rooms: if possible, wear work clothes at home. 	<ul style="list-style-type: none"> • Customer maintains regular cleaning schedule for washrooms • Limited number of workers in the area • Lunch tables provided in (insert company name) workstation for (insert company name) workers only • Face masks and gloves are available onsite.
3	Handover situations	Is the distance of 2 m maintained when transferring material, tools, papers etc.?		<ul style="list-style-type: none"> • Customer has set up a transfer "station" maintaining 2 meters distancing. • Consider use of Plexi-Protective Wall. 	<ul style="list-style-type: none"> • Face masks and gloves are available onsite • No handover situations with other trades or customer. • (insert company name) assigns required tools and equipment to each worker. • Disinfectant and wipes/cloths is available for cleaning material and tools before using it • Gloves are required as part of the PPE • Maintain distance between trades by staggering work. I.e. Electricians do their work in an area at a different time or day.
4	Discussions / passing on information	Is the distance of 2 m observed during discussions and information exchange?		<ul style="list-style-type: none"> • Maintain 2 meters of distance • Conduct conversation in less noisy areas • Hold verbal orientations to avoid touching papers and sharing pen. 	<ul style="list-style-type: none"> • Daily review of tasks and associated hazards carried out in the designated (insert company name) workstation, which is not a noisy area. • Physical distancing of 2 meters is maintained.

		(even in noisy areas!)				<ul style="list-style-type: none"> • Not sharing of pen between workers is encouraged.
5	Customer contact / Delivery traffic (also internally)	Are measures in place to limiting unnecessary on-site contact between workers, and between workers and outside service providers/			<ul style="list-style-type: none"> • Maintain 2 meters of distance • Delivery drivers should be asked to remain isolated away for site workers • Consider use of Plexi-Protective walls 	<ul style="list-style-type: none"> • Delivery drivers are asked to remain in the truck cab or outside and to not enter to the site.
6	Need for assistance / joint activity	Do joint activities require a distance less than 2 m?			<ul style="list-style-type: none"> • If proximity is unavoidable, it is recommended to wear face masks. 	<ul style="list-style-type: none"> • Face masks are available onsite
7	Meetings/training/ instructions to workers	Controlling site movement (by limiting the potential for workers to gather, including personnel in material hoists and site trailers)?			<ul style="list-style-type: none"> • No meetings in the Supervisor's office of the job trailer. • Gatherings of all workers should take place if space allows for worker distancing (6 feet around each worker) • If information needs to be delivered to the group, it should be done at separate times to allow for distancing (toolbox talks, pre-shift meetings, stretching, etc.) • Hold verbal orientations to avoid touching papers or sharing pen. 	<ul style="list-style-type: none"> • Daily review of tasks and associated hazards carried out in the designated (insert company name) workstation, which allows for keeping a safe distance of 2 meters. • Not sharing of pen between workers is encouraged.
8	Paths / crossing area / stairs / elevators	Maintain distance – are measures in place to limiting the number of people who use paths, stairs, elevators, etc.			<ul style="list-style-type: none"> • Pass each other at the greatest possible distance - no conversations without a safe distance • Designate travel paths so workers do not have to pass each other closely 	<ul style="list-style-type: none"> • Limited number of workers in the area. • Designated path for workers and for mobile equipment in the area. • No elevators on site

					(e.g., one set of stairs for up, another for down) <ul style="list-style-type: none"> • Avoid elevators or use them alone. 	
9	Personal Protective Equipment - PPE	Where practical, do not share PPE. If PPE must be shared (fall harnesses, face shields, etc.), it should be disinfected prior to use by the user.			<ul style="list-style-type: none"> • Workers do not share PPE • If shared PPE: <ul style="list-style-type: none"> - Disinfectant, and industrial paper/wipes/cloths is available for cleaning PPE before using it - As good practice, PPE is also cleaned and disinfected as it is turned in at the end of a shift 	<ul style="list-style-type: none"> • (insert company name) workers do not share basic PPE (hardhat, gloves, safety glasses and boots) • Assigns fall protection equipment to each worker for the duration of work. • Disinfectant and wipes/cloths is available for cleaning PPE before using it
10	Tools / work equipment / material	Avoid the sharing of hand tools and power tools. If sharing is necessary, enable sanitization of shared equipment.			<ul style="list-style-type: none"> • Assign tools/equipment to each worker during the shift • Wear gloves • For shared tools/equipment: <ul style="list-style-type: none"> - Hand washing facilities - access to soap and water or alcohol-based hand sanitizer - Wear gloves - Disinfectant and industrial wipes/cloths is available. 	<ul style="list-style-type: none"> • (insert company name) assigns required tools and equipment to each worker. • Disinfectant and wipes/cloths is available for cleaning material and tools before using it • Gloves are required as part of the PPE
11	Cleaning intervals of bathrooms, shared areas and commonly touched surfaces	On site sanitation - Ensure adequate hygiene.			<ul style="list-style-type: none"> • Regular cleaning bathrooms and shared areas. • Sanitizing commonly touched surfaces or areas (hoists, site trailers, door handles, handrails, etc.) 	<ul style="list-style-type: none"> • (insert company name) maintains regular cleaning schedule for washrooms. Once per week. Can be increased if needed. • Disinfectant and wipes/cloths is available for cleaning lunch tables and other commonly touched surfaces. • Gloves are required as part of the PPE

12	Shared use of vehicles / forklift trucks	On site sanitation - Clean contact surfaces			<ul style="list-style-type: none"> • Wear work gloves • Disinfectant and industrial wipes /cloths available for cleaning before using vehicle. 	<ul style="list-style-type: none"> • Gloves are required as part of the PPE • Disinfectant and wipes/cloths is available for cleaning lunch tables, tools, and other commonly touched surfaces.
13	Business partners / visitors	Inform visitors/contractors about protective measures Do not admit visitors with recent contact to infected persons or if they have symptoms themselves.			<ul style="list-style-type: none"> • Use visitor's information form. • Visitors must complete this form before allowing them to enter to site. 	<ul style="list-style-type: none"> • Worker complete (insert company name) COVID form prior to enter to site. Supervisor follows defined protocol for suspected cases. Supervisor sends form to installation and safety managers.
14	Suspected illness	Send sick employee home and collect information about contact persons.			<ul style="list-style-type: none"> • Inform your supervisor • Complete (insert company name) questionnaire form • Maintain contact with the affected employees. 	<ul style="list-style-type: none"> • Supervisor sends employee home and follows defined protocol for suspected cases.
15	Mental stress due to the corona pandemic	Do employees understand the measures taken or have opportunity to discuss their concerns with their supervisor or EHS?			Keep employees informed and explain necessary measures.	<ul style="list-style-type: none"> • Safety and HR managers keep workers informed about measures to cope with mental health issues in this COVID time and available support programs.
16	Lunch facilities	Maintain distance – are measures in place to limiting the number of people who use lunchroom at any time?			<ul style="list-style-type: none"> • Regular cleaning of shared areas. • Sanitizing commonly touched surfaces or areas (door handles, tables, etc.) • Staggered lunch - Change break schedules or reduce/mark 	<ul style="list-style-type: none"> • Lunch tables provided in (insert company name) workstation for (insert company name) workers only • Maintain 2 meters of distance in the lunch tables. • Individual hand sanitizers with refill onsite

		On site sanitation - Ensure adequate hygiene.			seating in shared areas/rooms so that distance is maintained.	<ul style="list-style-type: none">• Wipes and disinfectant for cleaning surface before and after use.
Comments:						