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|  | **Lead Worker Representative Checklist** | | |
| **CF:058:01** | **RE: COVID 19 LWR Checklist** | | |
| **Issue date:** | August 2020 | **Reviewed date:** | April 2023 |
| **Author(s):** | National Health and Safety Function – I&A Team | | |
| **Note:**  **Legislation** | The Safety, Health and Welfare at Work Act, 2005 | | |
| **Scope/ Instructions for use** | As per the [**Transitional Protocol: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19**](https://enterprise.gov.ie/en/Publications/Publication-files/Transitional-Protocol-Good-Practice-Guidance-for-Continuing-to-Prevent-the-Spread-of-COVID-19.pdf), the Lead Worker Representative (LWR) role is encouraged to be maintained to ensure that a shared responsibility to prevent the spread of COVID-19 continues. This role involves working collaboratively with Managers to assist in the implementation of COVID-19 measures and monitor adherence. A key activity in monitoring adherence is to conduct inspections at a frequency and type agreed with the COVID-19 Response Manager (CRM).  Thefollowing non-exhaustive inspection checklist has been developed in line with the Transitional Protocol, the [HSE’s Work safely - arrangements for COVID-19](https://healthservice.hse.ie/staff/coronavirus/safety-in-the-workplace/managing-employees-return-to-work-safely1.html),and Health & Safety Authority (HSA) guidance. It is also suggested that the LWR and CRM carry out joint compliance inspections on a periodic basis. Regular consultation with the CRM is required.  Note: Appointed/Nominated LWR’s must complete appropriate training and keep up to date with the latest COVID-19 advice and guidance. Please contact the National Health and Safety Function Helpdesk on 1800 420 420 for more information. | | |

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| **Name of LWR** |  | **Signature** |  |
| **Date** |  |
| **Name of local line Manager/s\***  ***(\*if applicable - there may be multiple Line Managers in a shared workplace)*** |  | **Signature/s** |  |
| **Name of COVID-19 Response Manager** |  |  |  |

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| **Section 1.0** | **Physical Measures** | **Yes** | **No** | **N/A** |
| 1.1 | **Clinical Areas**  1 metre physical distancing is still required in all clinical areas[[1]](#footnote-1). For more information on physical distancing in clinical areas please see the following HPSC guidance: [Acute Hospital Infection Prevention and Control Precautions for Possible or Confirmed COVID-19 in a Pandemic Setting V2.11 07.03.2022](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/InfectionPreventionandControlPrecautionsforAcuteSettings.pdf)  Are clinical areas compliant with the 1m physical distancing requirement? |  |  |  |
| 1.2 | **Non Clinical Areas in clinical settings**  Are appropriate physical distancing measures identified through risk assessment, in place in line with Public Health advice? |  |  |  |
| 1.3 | Please add any further comments on physical measures in place: | | | |
| 2.0 | **Isolation Room** | | | |
| 2.1 | Has an Isolation Room being identified? |  |  |  |
| 2.2 | Has the identified Isolation Room been checked for compliance? (see ***HSE Guideline Document – Supplementary Note for the Management of Suspected COVID 19 cases***) |  |  |  |
| 2.3 | Are staff aware of its location? |  |  |  |
| **3.0** | **Signage** | | | |
| 3.1 | Is COVID-19 IPC signage displayed as appropriate? |  |  |  |
| Signs and Symptoms |  |  |  |
| Cough Etiquette |  |  |  |
| Hand hygiene |  |  |  |
| Floor markings |  |  |  |
| **4.0** | **Hand Hygiene** | | | |
| 4.1 | Are hand hygiene facilities easy accessible to staff/ services users/ contractors/visitors? |  |  |  |
| 4.2 | Are hand sanitisers provided and easily accessible? |  |  |  |
| 4.3 | Are hand sanitisers fully restocked? |  |  |  |
| **5.0** | **Waste Management** | **Yes** | **No** | **N/A** |
| 5.1 | Is waste removed such that bins are not overflowing?  General waste  Clinical waste |  |  |  |
| **6.0** | **Cleaning** | | | |
| 6.1 | [Is there a local documented cleaning regime in place in (e.g. Local Standard Operating Procedures (SOP))?](https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-covid-19) |  |  |  |
| 6.2 | Is there evidence/records to identify that the cleaning regime is implemented? (e.g. Toilet Cleaning Checklist)? |  |  |  |
| 6.3 | Are local desk and IT equipment cleaning materials available to allow staff to clean their workstations? |  |  |  |
| **7.0** | **Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)** | | | |
| 7.1 | Based on risk assessment have staff access to appropriate PPE, RPE? |  |  |  |
| **8.0** | **COVID-19 Response Plan** | | | |
| 8.1 | Is the COVID-19 Response Plan available? |  |  |  |
| 8.2 | Has the COVID-19 Response Plan been communicated to all staff? |  |  |  |
| 8.3 | Is there evidence that a system is in place to provide attendance information should a case of COVID-19 and/or an outbreak be confirmed in the workplace? This information will assist local Public Health Service. |  |  |  |
| **You must now complete the final page.** | | | | |

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| **9.0** | **Please indicate that issues of non-conformance have been escalated to the relevant COVID-19 Response Manager and local manager?** | **Yes**  **(add date)** | **No** |
|  | |
| **No.** |  |  |  |

1. The requirement for physical distancing in non-clinical areas has been removed, however adopting a physical distance continues to be good practice. [↑](#footnote-ref-1)