



COVID-19 INSPECTION CHECKLIST FOR JOINT HEALTH AND SAFETY COMMITTEES

Names of People Conducting the Inspection:

Location:

Date:

Item	Satisfactory (0) Requires Action (X)	Corrective Action (indicate person responsible and a time-line)
POLICIES AND PROCEDURES		
Policies and procedures for safe work practices are posted and made accessible, including: <ul style="list-style-type: none"> ▪ Sanitization of sites and equipment ▪ How to conduct screening ▪ How employees report illnesses ▪ How to ensure physical distancing ▪ How work will be scheduled 		
SCREENING		
All employees and visitors undergo active screening before entering the workplace.		



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Passive screening including signage at points of entry using the latest case definition for COVID-19 are posted.		
There is a protocol for steps to follow in case of a positive screen.		
There is a designated area to temporarily isolate a worker if needed (e.g. a separate room or enclosed area).		
HYGIENE		
Hygiene facilities and hand washing stations with soap and water are available.		
Hand sanitizers (at least 60% alcohol-based) are provided and located throughout the area.		
Signage is posted regarding proper hand hygiene and cough/sneeze etiquette.		
Disinfectant wipes are available for cleaning work areas and equipment.		
There is increased frequency of environmental cleaning and disinfection.		
Cleaning products are properly labeled and stored.		
There are receptacles and lined garbage bins for proper disposal of used items.		
PHYSICAL DISTANCING		
Signage to remind people to maintain at least 2 metres distance are posted, such as:		



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<ul style="list-style-type: none"> ▪ In hallways and corridors ▪ In work rooms/offices ▪ In lunch rooms/common areas 		
Signage to indicate maximum allowed number of people in an area are posted, such as: <ul style="list-style-type: none"> ▪ In elevators ▪ In offices/meeting rooms ▪ In waiting areas/reception 		
Visual cues to indicate 2 metres distance are used (e.g. decals on floors).		
Seating areas are marked to space seats at least 2 metres apart.		
There is one-way flow of traffic into/out of area.		
Physical barriers and partitions are erected in appropriate areas.		
PERSONAL PROTECTIVE EQUIPMENT		
Appropriate PPE is provided for the job tasks/work area. Some examples of PPE include: <ul style="list-style-type: none"> ▪ Non-medical masks ▪ Gloves ▪ Droplet/Contact Precautions: <ul style="list-style-type: none"> ▪ Mask/Respirator ▪ Gown ▪ Gloves ▪ Eye Protection 		
Instruction on proper donning/doffing of PPE is provided.		
Workers are trained in the use and limitations of PPE.		



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PPE is properly stored in an accessible area.		
There are receptacles and lined garbage bins for proper disposal of used items (e.g. used masks/respirators).		
There are proper receptacles with covers for soiled linen (e.g. used gowns and coveralls).		
TRAINING		
<p>There is written documentation that workers have been provided appropriate training, such as:</p> <ul style="list-style-type: none"> ▪ How to self-monitor for COVID-19 symptoms; ▪ Reporting protocol ▪ Infection prevention and control procedures ▪ Appropriate use and limitations of PPE ▪ Changes to policies, processes and operational procedures 		
GENERAL		
Non-essential items are removed from common areas (e.g. shared books, magazines, toys, remote controls).		
Access to work area is restricted to essential personnel and visitors.		
Work schedules are altered to accommodate physical distancing measures, such as staggered start times, lunches and breaks.		



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In-person interactions are limited wherever possible, such as: <ul style="list-style-type: none"> ▪ Holding virtual meetings ▪ Communicating via phone or text ▪ Working from home/remotely 		

*Note: This is not a comprehensive checklist and should be used as a general reference. Workplaces may need to alter the checklist to best suit the needs and requirements of their specific workplace and practices. This document is based on information available at the time of its development, and is subject to change based on further information provided by government, health authorities, and the latest evidence.