



COVID-19 Workplace Checklist





Example of a Site level Checklist COVID 19

(this is working example only – please feel free to add any additional issue you wish)

Location / Site Name: _____

Name of person completing the checklist: _____

Signature: _____ Date: _____



A specific CRH “Workplace Guidance note on COVID 19” document has been developed to assist in this process and it includes best practice, practical ideas and suggestions to assist operational teams in their discussions.

A specific CRH “Working Safely from Home” guidance note has been developed to assist those working from home.



When completing the form:

If any of the questions on the checklist do not apply to your site, simply write “**Not applicable**” in the Note section under the question.



1. Information and Training

- How are people welcomed at the entrance/reception? (clear instruction - no handshaking, safe distancing, high visibility posters/signs – see CRH templates/signs available on the Safety Sharepoint around social distancing / hand hygiene etc. There are also multi-lingual signs available on the Sharepoint).

Yes No

NOTES

- Have employees and contractors been informed about the extra measures and precautions?

Yes No

NOTES

- Are employees and contractors aware of the way the virus is spreading/transferred (droplets via coughing, sneezing, but also via surfaces)?

Yes No

NOTES

- Is the level of cleaning increased with priority attention for surfaces, handles, buttons, telephones, printers (anything touched)?

Yes No

NOTES

- Is there a plan/procedure in place to disinfect the workplace when an employee leaves the workplace due to illness? (see guidance on CRH Safety Sharepoint).

Yes No

NOTES



2. Working with Contractors / Third Parties

- Are they informed regarding the extra and measures around COVID-19 at the site?
 Yes No

NOTES

- Are they involved in toolbox talks related to COVID-19 activities?
 Yes No

NOTES

- Do they have access to hand sanitiser and access to hand washing facilities?
 Yes No

NOTES

3. Check / Monitor Employees

- Is there a procedure for dealing with employees or contractors who present with mild flu symptoms and/or a mild cough (send them home immediately)?
 Yes No

NOTES

- Are employees with a slightly increased body temperature (already $\geq 37,3$ °C) send to a doctor (after announcement by phone)?
 Yes No

NOTES

- Is this requirement communicated to managers and supervisors at the site?
 Yes No

NOTES



- Is home working being used for all workers who can work from home?
 Yes No

NOTES

- Have employees with underlying health conditions (for example asthma ,diabetes, heart conditions) been identified?
 Yes No

NOTES

- Has medical advise been sought in relation to those with underlying health conditions?
 Yes No

NOTES

4. Facilities

- Are there facilities for workers to regularly to wash hands?
 Yes No

NOTES

- Are paper towels /tissues and no touch lid bins (where you can dispose of the tissue without your hands having to touch the bins, such as a foot pedal) provided?
 Yes No

NOTES

- Are instructions provided on how to wash hands correctly? (see posters on CRH Sharepoint which can be used).
 Yes No

NOTES



- Are the guidelines / signs in place regarding Social Distancing and Hygiene? - see Safety Sharepoint for examples.

Yes No

NOTES

- Have measures been taken in the canteen to eat at a distance from each other? - see CRH sign example in Sharepoint.

Yes No

NOTES

5. Workplace

- Can people work at a sufficient distance from each other?

Yes No

NOTES

- Are rooms ventilated enough? Could extra windows or doors be opened?

Yes No

NOTES

- Have measures been taken to prevent contamination via materials (cleaning of tools and work equipment used by several employees) - for example keyboards, access doors, pens, pencils, calculators?

Yes No

NOTES

- Has consideration been made of keeping key (process critical) people (such as the kiln operator, mill operator or key maintenance people) apart as much as possible (using different offices, basing them in different areas of the plant, different work hours?)

Yes No

NOTES



- Within shifts, are people been kept away from each other as much as possible?
 Yes No

NOTES

6. Elevators

- Are elevators taken out of service or is there a notice that they may be used as little as possible and only where social distancing requirements can be met?
 Yes No

NOTES

7. Meeting Rooms

- Are non-essential meetings cancelled?
 Yes No

NOTES

- Are essential meetings limited in time?
 Yes No

NOTES

- The number of participants is limited?
 Yes No

NOTES

- Are (meeting) rooms cleaned and ventilated after meetings?
 Yes No

NOTES



8. Vehicles

- Are vehicles being cleaned or dis-infected when changing drivers?

Yes No

NOTES

- Have instructions been issued to drivers? (see example on Sharepoint).

Yes No

NOTES

- Are we using as much non-contact as possible for weighbridge / front office people and drivers using the office?

Yes No

NOTES
