

## Queensland Baptists COVID-19 WH&S Checklist

The Framework for a COVID SAFE Business (Framework) identifies a mandatory requirement for any business to operate. This requirement hinges off the current WH&S obligations and specifies that there must be a WH&S plan to manage COVID – 19 which is displayed. This is an internal plan that does not need to be submitted for approval. The below Checklist is offered to assist and guide thinking as churches develop a WH&S plan specific to their individual context.

Duties exist under the Work Health and Safety Act 2011 to respond to COVID-19, and workplaces must take action to protect workers and others at the workplace from the risk of exposure to COVID-19 so far as is reasonably practicable. This includes implementing the public health measures issued by health authorities including Queensland Health and the Australian Government Department of Health.

- ✓ Put in place a plan to respond to COVID-19 and to any directives issued by Queensland Health—this should include infection prevention and control policies and procedures, safe systems of work, how workers and their health and safety representatives (HSRs) will be consulted, and how you will monitor and update your plan as public health information changes. Consult with workers on the plan and display it clearly in the workplace. Consultation with workers, and, where applicable their representative, is required at each step of the risk management process.
- ✓ Implement measures to keep workers safe and stop the spread of COVID-19
  - Implement and promote high order controls to complement hygiene practices (e.g. social distancing such as work from home where possible, create separate walkways through worksites, limit numbers of people in lunch or crib rooms or install barriers and screens).
  - Equally as important, implement good hygiene practices including hand hygiene and workplace cleaning – employers must provide sufficient cleaning and disinfection supplies and equipment, or engage a suitable cleaning service.
  - Use personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines.
  - Consider industry specific advice for higher risk workplaces or industries where the health of workers or people who are at the workplace are at higher risk (e.g. residential aged care, healthcare and correctional facilities).
  - Manage psycho-social risks for workers.
  - Communicate, train and supervise workers on workplace measures to address COVID-19.
- ✓ Report and notify cases of COVID-19—if there is a confirmed or probable case of COVID-19 infection at your workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.

For more information see [Worksafe QLD COVID - 19 Workplace Risk Management](#) [Work Health and Safety During COVID - 19](#)