



COVIDSafe GOLD Standard Checklist

1.0 INSPECTION DETAILS

SITE/LOCATION			
SITE MANAGER		DATE	
SITE HSR(S)		MOBILE	
COVID MARSHAL(S)			

2.0 APPLICATION OF INDUSTRY COVID -19 GUIDELINES

NO.	CONDITION OR PRACTICE	YES	NO
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SITE SCREENING

1	Initial extensive covid health screen for first site visit available (all personnel)		
2	All site personnel receive a daily temperature check		
3	All site personnel complete a health screen on entry (digital preferred)		
4	Those who develop symptoms are encouraged to leave site immediately		
5	A process is in place for the instance that a suspected case is identified		
6	Asymptomatic testing has or will be used to minimise outbreak risk		

WORKPLACE MAPPING

7	Workplace mapping system for contact tracing purposes (electronic preferable) Including day and time of work, specific work areas and members of team working		
8	A visitor register is available at all times for contact tracing (electronic preferable)		
9	A system is place (preferably digital) to store all system records		

PHYSICAL DISTANCING

10	Has adequate physical distancing signage in common areas		
11	Displays workspace capacities at every workspace (1 person / 2 m2)		
12	Aligns workstations so that workers do not face each other and maintain distance		
13	Has floor markings in place to ensure adequate distancing in all common areas and hoist/lift waiting areas		
14	Has placed screens / barriers at reception and other high risk areas		
15	Has set up office spaces to minimise risk of transmission		

16	Site physical distancing plan (including for inclement weather) created		
17	Rostering is regularly reviewed, enables minimal contact between groups		
18	Rostering allows for use of common rooms at varying times		
19	Tool Box Meetings are outside where possible		
20	Shift start, finish times, and breaks are staggered where practicable		
21	Staff are cohorted into smaller groups where practicable		
22	Site access (visitors, subcontractors, deliveries) is regularly reviewed		
23	Workspaces, barriers and screens are regularly reviewed to minimise transmission		
24	Delivery process in place to ensure distancing		

HYGIENE / INFECTION CONTROL

25	Has adequate handwashing stations and signage, hand sanitiser at entry/exit points, high risk areas and all common areas		
26	Supplies hand sanitiser in vehicles where employees are required to travel		
27	Has substituted high-touch communal items where possible (e.g. bubblers)		
28	Has installed no-touch bins		
29	Ensures adequate ventilation and optimises air flow where possible		
30	Discourages sharing of stationery and tools		
31	Uses electronic communication where reasonably practicable		
32	Has signage to discourage hand shaking, physical contact, spitting		
33	Has signage to encourage coughing / sneezing into elbow		
34	Has signage to avoid touching the nose, eyes or mouth		
35	Has adequate provision for correct disposal of cigarette butts		
36	Has cleaning rosters and displays cleaning logs in common areas		
37	Ensures cleaning of amenities and common areas on regular basis		
38	Supplies appropriate PPE to those who need to clean down areas		
39	Ensures appropriate detergent is available for wiping down surfaces		
40	Ensures cleaning wipes are available in common areas		
41	Ensures cleaning wipes are available for tools, plant and equipment and company vehicles		
42	Ensures smoking areas are clean and tidy		
43	Separates waste bins for cleaning supplies		

PERSONAL PROTECTIVE EQUIPMENT (PPE)

44	Ensure wearing of fitted face masks (ie P2/N95 or surgical face masks) when required		
45	Has replacement face masks available for those in need		
46	Supplies face masks to visitors where needed		

COMMUNICATION

47	Do employees feel that training / education around covid is adequate?		
48	Do employees feel they have opportunities to provide feedback?		
49	Is there messaging available for Cultural and Linguistically Diverse workforce?		
50	Do employees feel their workspaces are adequately spaced?		
51	Do employees feel their rosters have been adapted to minimise transmission risk?		

MANAGING POSITIVE CASES AND CONTACTS

52	Confirmed positive case procedure available		
53	Close contact with positive case procedure available		
54	Workplace Mapping process in place (electronic preferred)		
55	A designated area for isolation and medical treatment is available		
56	First aid kits available		

3.0 REVIEW OF SYSTEMS

KEY POSITIONS AND CONTACTS

57	Has a Site GP been assigned / contact available to staff		
58	Has a CovidSafe Marshal(s) been assigned and had infection control training		
59	Has a Health and Safety Representative been assigned / role outlined		
60	Are DHHS and WorkSafe Vic contacts available		
61	Are contacts available to staff for seeking advice regarding mental health		

OH&S COMMITTEE

62	OH&S Committee formed and meets on a regular basis		
63	Committee has management, employee and OHS representation		
64	Committee has an agenda for regular meetings and archives minutes		
65	Committee reviews COVID-19 practices and responses		
66	Committee reviews training requirements		
67	Legislative changes are access on a regular basis and disseminated to staff		

EDUCATION AND TRAINING

68	Employees are adequately informed about the risks of coronavirus		
69	Induction has been updated to include specific outline of CovidSafe Plan		
70	Employees know to stay at home and contact supervisor if they have any symptoms		
71	Hand washing and face covering is engrained within the culture of the business		
72	A training plan is in place and register is maintained		
73	High quality information relating to the minimisation of transmission is available		

RELEVANT FORMS AVAILABLE

74	Positive case report form		
75	Visitor register		

INSTRUCTIONS

- 1 The 10 items marked in Grey are mandatory.
- 2 A total of 60 of the 75 items are required to achieve the GOLD STANDARD
- 3 Sign below
- 4 Forward to Industry Liaison Officer for Registration
E: mpaynter@peregrineindustrial.com.au

SIGNED BY: _____ DATE: _____

Site Management _____

Health and Safety Representative(s) _____

COVID Marshal(s) _____